

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Communal Well Service	
<b>Solicitation No. - N° de l'invitation</b> EQ447-150527/A	<b>Date</b> 2014-09-18
<b>Client Reference No. - N° de référence du client</b> EQ447-150527	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-302-6669	
<b>File No. - N° de dossier</b> TOR-4-37060 (302)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-10-07</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Berends, Robert	<b>Buyer Id - Id de l'acheteur</b> tor302
<b>Telephone No. - N° de téléphone</b> (905) 615-2465 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA 4900 Yonge Street - 11th Floor Willowdale Ontario M2N6A6 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Delivery Required - Livraison exigée</b> 2015-03-31	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

EQ447-150527/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-4-37060

Buyer ID - Id de l'acheteur

tor302

Client Ref. No. - N° de réf. du client

EQ447-150527

CCC No./N° CCC - FMS No/ N° VME

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See attached.

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## Operation and Maintenance of PLS Communal Wells

### **PART 1 - GENERAL INFORMATION**

#### **1. Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Evaluation Criteria, the Drawings and Other Items, and the Task Authorization Form 572.

#### **2. Summary**

Public Works and Government Services Canada (PWGSC) has a requirement for the operation, maintenance and management of two communal well systems on the Federal Lands located in Pickering, Ontario.

The property, known as Pickering Lands Site is owned by Transport Canada and contains residential rental units and houses, agricultural and commercial facilities, etc. which are leased to the public and managed by PWGSC. It includes the Miller and Pottery well systems.

The Contractor must provide the maintenance, operation and management services for the two wells, to ensure continuous supply of chlorinated potable water.

The Contractor must also provide non-routine/unforeseen/emergency work services on an 'as and when requested' basis.

The services are required from date of contract award to September 30, 2015, with options to extend the term of the Contract by two additional one-year periods.

There is a mandatory site visit on Tuesday, September 30, 2014 at 10am.

The Bidder must email the Contracting Officer at: robert.berends@pwgsc.gc.ca for a copy of a CD containing the Drawings and Other Items as listed in Annex E.

Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is subject to a preference for Canadian goods and/or services.

#### **3. Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-06-26) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### 3. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### **Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **5. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

#### **6. Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 5020 Sideline 22 (North of Regional Road #5), on Tuesday, September 30, 2014. The site visit will begin at the parking lot of the PWGSC Pickering Land Site Office at 10:00am.

Bidders must communicate with the Contracting Authority no later than 1 day to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (2 hard copies)

Section III: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B including Appendix 1, 2 and 3. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

The prices in Annex B should be derived from Annex B - Appendix 1, 2 and 3 as follows:

- i. Annex B - Appendix 1: The Bidder must provide a breakdown of staff regular estimated hours, rates and totals for routine operation and maintenance of each water well system per period. Additional staff functions and positions are to be inserted as required.

The Total Firm Price per water well system must be placed in Annex B - Basis of Payment, column 'Routine Work Prices (Annex B - Appendix 1 TOTALS)' for each period.

- ii. Annex B - Appendix 2: The Bidder must provide a breakdown of the firm price for the supply of materials and equipment for routine work activities and routine maintenance and repair work.

The Total Firm Price per water well system, must be placed in Annex B - Basis of Payment, column 'Supply of Materials and Equipment (Annex B - Appendix 2 TOTALS)' for each period.

- iii. Annex B - Appendix 3: The Bidder must provide a breakdown of all firm price miscellaneous charges for routine work.

The Total Firm Price per water well system must be placed in Annex B - Basis of Payment, column 'Miscellaneous Charges (Annex B - Appendix 3 TOTALS)' for each period.

Annex B - Basis of Payment, 2. Non-Routine/Unforeseen/Emergency Work: The Bidder must provide the rates of the five (5) staff functions detailed for Non-Routine/Unforeseen/Emergency Work on an hourly basis on an 'as and when required' basis.

**Section III:     Certifications**

Bidders must submit the certifications required under Part 5.



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two (2) or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

#### **1.1 Technical Evaluation**

Mandatory and point rated technical evaluation criteria are included in Annex C.

#### **1.2 Financial Evaluation**

##### **1.2.1 Mandatory Financial Criteria**

The Bidder must complete and submit with its bid, Annex B - Basis of Payment, in Canadian Funds. Pricing must be provided for all firm and optional requirements.

The price used in the evaluation will be the Total Evaluated Price for 1. Routine Work and the Total Evaluated Hourly Rates (Miller and Pottery) for 2. Non-Routine/Unforeseen/Emergency Work.

Total Evaluated Price for 1 Routine Work is calculated as follows:

Total Evaluated Price is the sum of Total Contract Period - Year 1 Firm Price plus Total Option Period 1 - Year 2 Firm Price plus Total Option Period 2 - Year 3 Firm Price.

Total Contract Period - Year 1 Firm Price is the sum of Firm Price (per well) for Contract Period - Year 1.

Total Option Period 1 - Year 2 Firm Price and Total Option Period 2 - Year 3 Firm Price are calculated the same as Total Contract Period - Year 1 Firm Price.

Firm Price (per well) is the sum of Routine Work Prices plus Supply of Materials and Equipment plus Miscellaneous Charges for each well.

Total Option Period 1 - Year 2 Firm Price and Total Option Period 2 - Year 3 Firm Price are calculated the same as Total Contract Period - Year 1 Firm Price.

Total Evaluated Hourly Rates (Miller and Pottery) for 2. Non-Routine/Unforeseen/Emergency Work is calculated as follows:

Total Evaluated Hourly Rates (Miller and Pottery) is the sum of Total Hourly Rates (Miller and Pottery) - Year 1, 2 and 3.

Total Hourly Rates (Miller and Pottery) - Year 1 is the sum of all hourly rates for the Miller Well and the Pottery Well.

Total Hourly Rates (Miller and Pottery) - Year 2 and Year 3 are calculated the same as Total Hourly Rates (Miller and Pottery) - Year 1.

##### **1.2.2 SACC Manual Clauses**

A0220T (2014-06-26) Evaluation of Price - Bid

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Highest Combined Rating of Technical Merit and Price**

- 1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria;

- c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 100 points.

2. Bids not meeting a, b, and c will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price.

The ratio will be 80% for the technical merit and 20% for the price.

4. The price proposal represents 20% and is broken down into two parts. The Total Evaluated Price in Annex B - Basis of Payment, 1. Routine Work will represent 17% and the Total Evaluated Hourly Rates (Miller and Pottery) in Annex B - Basis of Payment, 2. Non-Routine/Unforeseen/Emergency Work, will represent 3%.
5. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 80%.
6. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price at a ratio of 20%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

**Example:**

All technically responsive bids will be evaluated in order to determine best value in accordance with the following ratio: Technical - 80%, Price - 20% (17% for 1. Routine Work and 3% for 2. Non-Routine/Unforeseen/Emergency Work).

	Bid #1	Bid #2	Bid #3	Bid #4
Technical Score (/100)	73	80	83	91
Bid Evaluation Price – Routine	\$250,000.00	\$295,000.00	\$275,000.00	\$310,000.00
Bid Evaluation Price – Non routine	\$2,160.00	\$2,610.00	\$2,340.00	\$2,640.00

Calculation	Technical Points	Price Points 1. Routine Work	Price Points 2. Non-Routine/ Unforeseen/ Emergency Work	Total Points
Bid #1	73 ---- x 80 = 58.4 100	250,000** ----- x 17 = 17 250,000	2160** ----- x 3 = 3 2160	78.4 points
Bid #2	80 ---- x 80 = 64 100	250,000 -----x17=14.41 295,000	2160 ----- x 3 = 2.48 2610	80.89 points
Bid #3	83 --- x 80 = 66.4 100	250,000 -----x17=15.45 275,000	2160 ----- x 3 = 2.77 2340	84.62 points
Bid #4	91 --- x 80 = 72.8 100	250,000 -----x17=13.71 310,000	2160 ----- x 3 = 2.45 2640	88.96 points

\*\* Lowest price/score bid

Based on the highest score considering technical merit and price, the Wining Bid is: BID #4

## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

### **1. Certifications Required Precedent to Contract Award and Certifications Required with the Bid**

#### **1.1 Certifications Required Precedent to Contract Award**

##### **1.1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **1.2 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

##### **1.2.1 Canadian Content Certification**

This procurement is conditionally limited to Canadian goods.

Subject to the evaluation procedures contained in the bid solicitation, bidders acknowledge that only bids with a certification that the good(s) offered are Canadian goods, as defined in clause [A3050T](#), may be considered.

Failure to provide this certification completed with the bid will result in the good(s) offered being treated as non-Canadian goods.

The Bidder certifies that:

( ) the good(s) offered are Canadian goods as defined in paragraph 1 of clause A3050T.

##### **1.2.1.1. SACC Manual clause A3050T (2010-01-11) Canadian Content Definition**

## **PART 6 - RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### **1. Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

### **1.2 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### **1.2.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$15,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

#### **1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations**

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

#### **1.2.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 21 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

**For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

**2. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

**2.1 General Conditions**

2035 (2014-06-26) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

**3. Security Requirement**

There is no security requirement applicable to this Contract.

**4. Term of Contract**

**4.1 Period of the Contract**

The period of the Contract is from date of Contract to 30 September 2015 inclusive.

**4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional one-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 7 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**5. Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Robert Berends  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
33 City Centre Drive, Suite 480C  
Mississauga, Ontario  
L5B 2N5  
Telephone: 905-615-2465  
Facsimile: 905-615-2060  
E-mail address: [robert.berends@pwgsc.gc.ca](mailto:robert.berends@pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## **5.2 Project Authority**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## **5.3 Contractor's Representative**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

## **6. Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

## **7. Payment**

### **7.1 Basis of Payment – Firm Requirement**

For the Work described in the Firm Requirement section of the Statement of Work in Annex B:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$\_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

For the firm price portion of the Work only, Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **7.2 Basis of Payment - Task Authorizations**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### **7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.4 Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

### **7.5 SACC Manual Clauses**

T1204 - Direct Request by Customer Department (2007-11-30)

### **7.6 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

## **8. Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

  - a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
  - c. Separate invoices for Firm and Task Authorization Work.

## **9. Certifications**

### **9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any

certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## **9.2 SACC Manual Clauses**

A3060C (2008-05-12) Canadian Content Certification

## **10. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **11. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2014-06-26) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any);
- (f) the Contractor's bid dated \_\_\_\_\_.

## **12. Insurance**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## **13. SACC Manual Clauses**

A9068C (2010-01-11) Government Site Regulations



## **ANNEX A**

### **STATEMENT OF WORK**

#### **Background**

The Pickering Lands Site (PLS) property in Ontario is owned by Transport Canada (TC) and contains residential rental houses, agricultural and commercial facilities which are mainly leased to the public and managed on behalf of TC by PWGSC. The PLS has an approximate land area of 7,530 ha of mainly rural land encompassing segments of the Townships of Pickering, Markham and Uxbridge and the village of Brougham. The community of Brougham is located at the intersection of Highway 7 and Brock Road in Pickering. See Site Plans in Annex E.

Presently at the PLS in Brougham, approximately thirty four (34) residential homes and other commercial facilities are connected to two (2) communal well systems known as the Miller and Pottery drinking water systems. Other tenants are on individual wells or shared wells.

The communal drinking water systems are located on federal land. Duty and care for the health and welfare of the residents of Brougham will require that activities associated with the provision of residential potable water must have due regard for best practices and industry standards. Consequently, the operation and maintenance of the systems are considerate of the province of Ontario legislation. Under O. Reg. 170/03, the communal well systems fall under the category of non-municipal, year round, residential drinking water systems.

#### **Objective**

This Statement of Work identifies the tasks that must be undertaken by the Contractor to ensure proper operation and maintenance of the two communal well systems at PLS. The Contractor must provide a safe and continuous supply of potable water using the most cost-effective operation and maintenance procedures at the two communal wells, consistent with the most up-to-date regulations and for the specified duration.

#### **Description of the Communal Well Systems**

See Annex D for drawings, photographs and layout information regarding the well systems.

##### **Pottery Communal Well System**

The Pottery communal well system is located at 3648 Old Brougham Road in Brougham, Ontario at PLS PIN 614717. Water is pumped from the existing dug well by two submersible pumps which are connected directly to the mains using pneumatic tanks to control the pressure and pump cycling. The Pottery communal well system consists of a continuous water quality treatment and monitoring system. The on-site computerized monitoring system provides hard copy data of flow, turbidity and digital analog data of chlorine residual. Residents are currently provided bottled water for drinking water purposes. A more detailed description of the components of the system is provided below.

Water supply: existing dug water well (not under the direct influence of surface water).

Well details: the well is enclosed within a concrete chamber approximately 2 meters square, extending about 1.8 m below grade and secured by a locked metal cover. The well extends below the floor of the concrete chamber and is constructed entirely of red clay bricks. The well bore has a diameter of approximately 1.4 m and extends to a total depth of 14.8 m below the chamber floor (16.5m below ground surface).

Pumps: two (2) submersible, each rated at 45 liters/minute.

Pump discharge: through 100 mm PVC line connected to the well pump heads with check valves in the chlorination building.

Chlorination building: overall size 3.7 m x 3.7 m x 2.89 m high.

Pressure tank: one 1,696 L bladder type hydropneumatic pressure tank.

Storage tanks: three 0.6 m diameter by 1.65 m high pressurized water storage tanks.

Treatment: sodium hypochlorite (NaOCl) disinfection system (solution is stored in one 190 L polyethylene tank).

Water supplied to: approximately 19 buildings.

Certificate of Approval rated capacity: 14,400 liters/day (10 L/min).

Annual flow for 2009: 4,952 m<sup>3</sup> in the raw water and treated water.

Average monthly flow for 2009: 413 m<sup>3</sup> in the raw and treated water.

Average daily flow for 2009: 14 m<sup>3</sup> in the raw and treated water.

Maximum daily flow: 27 m<sup>3</sup> in the raw and treated water.

Estimated annual NaOCl usage (12% solution): 38.04 liters.

Services: system is presently serviced with Hydro and one Bell telephone line.

Water quality sampling locations: one (1) non-freeze tap for water quality sampling is located at the church at 3595 HWY #7 (PIN 651) and one (1) non-freeze tap for water quality sampling is located at the Country Hardware Store at 1686 HWY #7 (PIN 729).

##### **Miller Communal Well System**

The Miller communal well system is located at 1622 Highway 7 in Brougham, Ontario at PLS PIN 614734. Water is pumped from the existing drilled well by one submersible pump which is connected directly to the mains using pneumatic tanks to control the pressure and pump cycling. The Miller communal well system consists of a continuous water quality treatment and monitoring system. The on-site computerized monitoring system provides hard copy data of flow, turbidity and digital analog data of chlorine residual. Residents are currently provided bottled water for drinking water purposes. A more detailed description of the components of the system is provided below.

Water supply: existing drilled well.

Well details: 150 mm diameter. 41.1 m deep drilled groundwater well

Well pipe diameter: 150 mm.

Pumps: one (1) submersible, rated at 45 liters/minute.  
 Pump discharge: through 32 mm pitless adapter with check valve.  
 Pipe header: 38 mm diameter polyethylene line in chlorination building.  
 Chlorination building: overall size 3.6 m x 3.6 m x 2.89 m high.  
 Pressure tank: one 1,696 L bladder type hydropneumatic pressure tank.  
 Storage tanks: three 0.6 m diameter by 1.65 m high pressurized water storage tanks.  
 Treatment: sodium hypochlorite (NaOCl) disinfection system (solution is stored in one 190 L polyethylene tank).  
 Water supplied to: approximately 15 buildings.  
 Certificate of Approval rated capacity: 21,600 liters/day (15 liters/min).  
 Annual flow for 2009: 3,373 m<sup>3</sup> in the raw water and 3,092 m<sup>3</sup> in the treated water.  
 Average monthly flow for 2009: 281 m<sup>3</sup> in the raw and 258 m<sup>3</sup> in the treated water.  
 Average daily flow for 2009: 9 m<sup>3</sup> in the raw and treated water.  
 Maximum daily flow: 24 m<sup>3</sup> in the raw and treated water.  
 Estimated annual NaOCl usage (12% solution): 97.8 liters.  
 Services: system is presently serviced with Hydro and one Bell telephone line.  
 Water quality sampling locations: one (1) non-freeze tap for water quality sampling is located at 3584 Donnalea Road (PIN 681).

The Miller Well system also consists of a back-up water supply well with an interchangeable auto switch-over which can provide water should the main well go dry. This drilled well is located 1646 Highway 7 at PLS PIN# 614731.

### Scope of Work

The Contractor must have the resources available to operate the well systems in a safe and reliable manner, which must include, but is not limited to, tasks such as risk management, mechanical expertise, accurate record keeping, plant optimization, a quality and environmental management system, regulatory support, emergency services, budget and schedule control, remote monitoring capabilities, a health and safety plan, standard operating procedures and site-specific contingency plans. This Scope of Work identifies the various tasks that must be undertaken by the Contractor to ensure proper operation and maintenance of the two communal systems. The tasks are outlined below.

The management and administration of the two communal well systems must be in accordance with the Safe Drinking Water Act (SDWA), O. Reg. 903 (Wells), O. Reg. 170/03 (Drinking Water Systems), O. Reg 128/04 (Certification of Drinking Water System Operators) and O. Reg. 248/03 (Drinking Water Testing Services).

The Contractor must have available on-staff, the services of a Professional Engineer registered and licensed in Ontario for routine and non-routine work and filing of reports.

The Contractor and the PWGSC Project Manager (PM) must inspect the facilities at the outset of the Contract Work to establish the existing level of condition of the facilities which the Contractor is expected to maintain, as well PWGSC will facilitate the exchange of keys and other access materials. The Contractor is required to maintain the facilities to at least that level of condition throughout the Contract and maintain a maintenance record to be submitted monthly to the PWGSC PM for review. Inspections of the facilities must be undertaken on an on-going basis and at the end of the Contract in order to confirm the facilities are being maintained at or above the level of condition that existed at the commencement of the Work. The inspection at the end of the contract must result in a Final Inspection Report, and the Contractor must identify to the PWGSC PM what equipment belongs to the Contractor and how it will be removed.

The operation of the two communal well systems must be in accordance with all applicable regulations and legislations under the SDWA, and other legislation, including:

- Reporting of Adverse Water Quality Indicators (AWQI) as per Regulatory and PWGSC protocol (PLS response Procedures flowchart is included in Annex H);
- Filing of AWQI notes and resolutions as per Regulatory and PWGSC protocol;
- Ensuring that the Water Treatment Facilities are operated and maintained in accordance with the terms set out in the Certificate of Approval (C of A) and any other relevant documents, where required;
- Liaising with the Ministry of Environment (MOE), Medical Officer of Health (MOH), and other relevant bodies and as required by the PWGSC PM; and
- Conducting the work in compliance with the Ontario Health and Safety Acts and regulations and the Canadian Labour Code.

Water quality control must be conducted, including:

- recording and analyzing water flows, chemicals used, chlorine residual, turbidity;
- checking feed pumps;
- performing routine calculations;
- determining operational requirements;
- calculating, recording and analyzing daily and monthly water flows;
- monitoring amounts of chlorine used;
- conducting water tests and making operational adjustments;
- collecting samples and conducting routine analysis for bacterial and other contamination,
- submitting samples to accredited laboratories for analysis; and
- obtaining approvals and certifications from authorities for all stages of the work in compliance with all Ontario Regulations.

A weekly electronic Report of Water Quality Data must be provided to the PWGSC PM.

Water distribution system operations must include ensuring the flushing of the distribution system at recognized intervals (spring and fall) as part of preventative maintenance as well as to resolve specific water issues. In the event of any emergency repair work, the National Call Service

Centre must be contacted at 1-800-463-1850 as well as the PWGSC PM and an on-site meeting held to assist, as required.

A continuous record of data must be maintained to ensure proper monitoring of plant flows and process. This includes routine inspection of the inventory of plant items and maintenance through a computerized work management system that tracks and responds to end-user issues as required. All laboratory results must be recorded in a computerized process collection system and information provided to the PWGSC PM, as required.

The Contractor must attend to routine work activities which include work identified in the sections above, as well as the following items:

- Continuous supply of chlorinated water;
- Flushing of existing water distribution system;
- Continuous testing and measurement of turbidity level and chlorine residual;
- Continuous monitoring and measurement of water flow volume and pressure;
- Monitoring and measurement of chemical inventory;
- Continuous supply of sodium hypochlorite;
- Ensuring alarms are functional on all equipment including security systems;
- Scheduled inspection and adequate maintenance of equipment i.e. Pumps, Ultra Violet (UV) etc.; and
- Routine maintenance and repair to ensure the adequate and continuing operation of the systems.

Monthly Operations and Maintenance reports must be provided to the PWGSC PM and followed up with regular quarterly scheduled meetings at the site or PWGSC offices.

The Contractor must be responsible for addressing Non-Routine/Unforeseen/Emergency Work which could include the requirement for replacement/repair of broken-down mechanical, electrical and electronic equipment, hydro outages, emergency repair of waterline system linkages, and any other non-routine work activities as authorized by the PWGSC PM. The Contractor must conduct field investigations and provide design options, analysis and other professional services as requested by the PWGSC PM and ensure adequate design and implementation in compliance with regulatory requirements and subject to the PWGSC PM's approval.

Examples of Non-Routine/Unforeseen/Emergency work are outlined in Annex A - Appendix 1.

Remote monitoring must be provided from a central control location for 24 hours a day, 365 days/year. All existing equipment associated with the remote data acquisition system currently on site will be removed prior to awarding of this Contract. The current system consists of a Supervisory Control and Data Acquisition System (SCADA) pack (mounted panel) and an external antennae mounted on the building exterior. The SCADA pack has six inputs with five currently used to monitor and record chlorine, turbidity, flows, and system pressure. The data is wirelessly transmitted and recorded at the HM1 terminal (offsite) for review, trend analysis, etc. The Contractor is responsible for replacing this system with their own remote data acquisition system equal to, or better than, the existing system. Dedicated certified operators and other staff, as appropriate, must be provided to deal with the routine and emergency situations and quick turnaround response required. The PWGSC PM must be notified of any immediate maintenance required for existing systems or buildings.

Operations must be conducted in a manner to comply with requirements listed above and to optimize performance. The Contractor must recommend and implement measures to improve the effectiveness and efficiency of the facility operations, as required.

The Contractor must handle day-to-day regulatory requirements and liaise with regulatory authorities and PWGSC, review inspection reports prepared by regulatory authorities and correct deficiencies, as well as negotiate changes with such authorities. The Contractor must complete an Annual Compliance Report relating to operations and maintenance as part of the operating authority's annual C of A reporting obligations.

Conduct field investigations and provide design options and analyses and other professional services to the PWGSC PM for approval in consideration of ensuring fully compliant operations and maintenance.

The Contractor must utilize and operate the existing digital alarm/security system equipment that provides a facility-generated alarm for conditions such as entrance intrusion, low/high chlorine levels, plant power failure, etc. The Contractor must:

- Ensure that site access is limited only to the Contractor and the PWGSC PM.
- Continuously monitor and respond to key facility operational alarm parameters monitored by the alarm, security and paging system.
- Ensure that the existing alarm/security system is supported by a security alarm monitoring company that provides notification to the Contractor of alarm situations.

## **Documentation and Reporting**

The Contractor's documentation and reporting obligations are as follows:

Regularly scheduled reports on ongoing maintenance inspections, submitted electronically to the Project Manager;

Ongoing routine and emergency response procedures in accordance with PWGSC's Routine and Emergency Procedures: Communal Wells Operations and Management flow chart (internal documentation requirements and combined electronic/hard copy reporting)

A formal Final Inspection Report at the end of the contract which must include all equipment belonging to the Contractor and how it will be removed (electronic and hard copy submissions)

A weekly Report of Water Quality Data provided to the PWGSC PM (electronic submission)  
Monthly Operations and Maintenance Reports followed by quarterly meetings with the PWGSC PM  
(electronic submission)  
An Annual Compliance Report regarding operations and maintenance with respect to MOE C of A  
obligations (hard copy submission)

[illegible]

**ANNEX B**  
**BASIS OF PAYMENT**  
**SEE ATTACHED**

**ANNEX C**

**MANDATORY AND POINT RATED CRITERIA**

**SEE ATTACHED**

## **ANNEX D**

### **LIST OF DRAWINGS AND OTHER ITEMS**

Email the Contracting Officer at: robert.berends@pwgsc.gc.ca for a copy of the CD.

- A. E1 - Pickering Lands Site Overall Plan 1
- B. E2 - Pickering Lands Site Overall Plan 2
- C. E3 - Pottery and Miller Communal Well Site Plan
- D. E4 - Well System Diagrams
  - i. Pottery Communal Well System Site Plan and Flow Diagram
  - ii. Miller Communal Well System Site Plan and Flow Diagram
  - iii. Miller Well System Diagrams (3)
  - iv. Pottery Well System Diagrams (4)
- E5 - Digital Photographs of the Pottery Well
- E6 - Digital Photographs of the Miller Well
- E7 - Digital Photo of the Existing Typical Instrumentation Control Panel
- E8 - Digital Photo of the Existing Typical Pump Panel for Sodium Hypochlorite System
- E9 - Pickering Lands Site Existing Typical Pump Panel for Sodium Hypochlorite
- E10 - Listing of Existing Water Quality Monitoring Equipment and Alarms Installed at Brougham Communal Well Systems
- E11 - Pickering Lands Site Response Procedures for Adverse Water Result for Communal Well Systems
- E12 - Pickering Lands Site Routine and Emergency Procedures: Communal Wells Operations and Management
- E13 - PLS Miller Well Distribution Lines
- E14 - PLS Pottery Well Distribution Lines



**ANNEX E**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

**SEE ATTACHED**

## ANNEX B

### BASIS OF PAYMENT

#### ROUTINE WORK

The firm price includes all costs and expenses required to perform routine work activities, management and professional services, and routine maintenance and repair work and provide the services in compliance with the scope of the work described in Annex A for the duration specified.

The firm price for the routine work includes overhead and profit, the supply of labour (labour rates to include any anticipated overtime, traveling time and living expenses); supply of material and equipment, management, chemicals, operator's data communication system; monitoring, testing and quality control, miscellaneous charges and communication. PWGSC will provide and pay for the Hydro and Bell utility lines to each site, these prices are not to be included in the Contractors cost.

#### Contract Period - Year 1 (October 1, 2014 to September 30, 2015)

Well	Routine Work Prices (Annex B - Appendix 1 TOTALS)	Supply of Materials and Equipment (Annex B - Appendix 2 TOTALS)	Miscellaneous Charges (Annex B - Appendix 3 TOTALS)	Firm Price (per well)
Miller	\$	\$	\$	\$
Pottery	\$	\$	\$	\$

Total Contract Period - Year 1 Firm Price \$ \_\_\_\_\_

#### Option Period 1 - Year 2 (October 1, 2015 to September 30, 2016)

Well	Routine Work Prices (Annex B - Appendix 1 TOTALS)	Supply of Materials and Equipment (Annex B - Appendix 2 TOTALS)	Miscellaneous Charges (Annex B - Appendix 3 TOTALS)	Firm Price (per well)
Miller	\$	\$	\$	\$
Pottery	\$	\$	\$	\$

Total Option Period 1 - Year 2 Firm Price \$ \_\_\_\_\_

#### Option Period 2 - Year 3 (October 1, 2016 to September 30, 2017)

Well	Routine Work Prices (Annex B - Appendix 1 TOTALS)	Supply of Materials and Equipment (Annex B - Appendix 2 TOTALS)	Miscellaneous Charges (Annex B - Appendix 3 TOTALS)	Firm Price (per well)
Miller	\$	\$	\$	\$
Pottery	\$	\$	\$	\$

Total Option Period 2 - Year 3 Firm Price \$ \_\_\_\_\_

Total Evaluated Price \$ \_\_\_\_\_

**NON-ROUTINE/UNFORESEEN/EMERGENCY WORK – TASK AUTHORIZATION WORK**

The rates must include overtime, overhead and profit, and traveling time and living expenses that may be incurred for Non-Routine/Unforeseen/Emergency work.

Any and all miscellaneous direct charges required due to non-routine/unforeseen/emergency work (i.e. Laboratory charges, material, supplies and equipment) will be charged at actual cost plus the following administrative fee, per non-routine/unforeseen/emergency work call:

- i. 15% on the first \$10,000.00
- ii. 10% of the amount from \$10,000.00 to \$50,000.00
- iii. 5% on the amount in excess of \$50,000.00

**Contract Period - Year 1 (October 1, 2014 to September 30, 2015)**

		Miller Well	Pottery Well
Staff Function	Position	Hourly Rate	Hourly Rate
Engineering Services	Engineer (P.Eng)	\$	\$
Co-ordination	Project Manager	\$	\$
Operation	Senior Certified Operator	\$	\$
Operation	Certified Operator	\$	\$
Administration	Clerk	\$	\$

**Total Hourly Rates (Miller and Pottery) - Year 1 \$** \_\_\_\_\_

**Option Period 1 - Year 2 (October 1, 2015 to September 30, 2016)**

		Miller Well	Pottery Well
Staff Function	Position	Hourly Rate	Hourly Rate
Engineering Services	Engineer (P.Eng)	\$	\$
Co-ordination	Project Manager	\$	\$
Operation	Senior Certified Operator	\$	\$
Operation	Certified Operator	\$	\$
Administration	Clerk	\$	\$

**Total Hourly Rates (Miller and Pottery) - Year 2 \$** \_\_\_\_\_

**Option Period 2 - Year 3 (October 1, 2016 to September 30, 2017)**

		Miller Well	Pottery Well
Staff Function	Position	Hourly Rate	Hourly Rate
Engineering Services	Engineer (P.Eng)	\$	\$
Co-ordination	Project Manager	\$	\$
Operation	Senior Certified Operator	\$	\$
Operation	Certified Operator	\$	\$
Administration	Clerk	\$	\$

**Total Hourly Rates (Miller and Pottery) - Year 3 \$** \_\_\_\_\_

**Total Evaluated Hourly Rates (Miller and Pottery) \$** \_\_\_\_\_

## ANNEX B - Appendix 1

### ROUTINE WORK PRICES

#### A. Miller Well

##### Contract Period - Year 1 (October 1, 2014 to September 30, 2015)

Function	Position	Reg. Est. Hrs/Term	Hourly Rate	Firm Price
Eng. Services	Eng. (P.Eng)		\$	\$
Coord.	Proj. Mgr.		\$	\$
Operation	Sr. Cert. Opr.		\$	\$
Operation	Cert. Opr.		\$	\$
Admin.	Clerk		\$	\$
Other				
Other				

Total Firm Price \$ \_\_\_\_\_

##### Option Period 1 - Year 2 (October 1, 2015 to September 30, 2016)

Function	Position	Reg. Est. Hrs/Term	Hourly Rate	Firm Price
Eng. Services	Eng. (P.Eng)		\$	\$
Coord.	Proj. Mgr.		\$	\$
Operation	Sr. Cert. Opr.		\$	\$
Operation	Cert. Opr.		\$	\$
Admin.	Clerk		\$	\$
Other				
Other				

Total Firm Price \$ \_\_\_\_\_

##### Option Period 2 - Year 3 (October 1, 2016 to September 30, 2017)

Function	Position	Reg. Est. Hrs/Term	Hourly Rate	Firm Price
Eng. Services	Eng. (P.Eng)		\$	\$
Coord.	Proj. Mgr.		\$	\$
Operation	Sr. Cert. Opr.		\$	\$
Operation	Cert. Opr.		\$	\$
Admin.	Clerk		\$	\$
Other				
Other				

Total Firm Price \$ \_\_\_\_\_

## Pottery Well

### Contract Period - Year 1 (October 1, 2014 to September 30, 2015)

Function	Position	Reg. Est. Hrs/Term	Hourly Rate	Firm Price
Eng. Services	Eng. (P.Eng)		\$	\$
Coord.	Proj. Mgr.		\$	\$
Operation	Sr. Cert. Opr.		\$	\$
Operation	Cert. Opr.		\$	\$
Admin.	Clerk		\$	\$
Other				
Other				

Total Firm Price \$ \_\_\_\_\_

### Option Period 1 - Year 2 (October 1, 2015 to September 30, 2016)

Function	Position	Reg. Est. Hrs/Term	Hourly Rate	Firm Price
Eng. Services	Eng. (P.Eng)		\$	\$
Coord.	Proj. Mgr.		\$	\$
Operation	Sr. Cert. Opr.		\$	\$
Operation	Cert. Opr.		\$	\$
Admin.	Clerk		\$	\$
Other				
Other				

Total Firm Price \$ \_\_\_\_\_

### Option Period 2 - Year 3 (October 1, 2016 to September 30, 2017)

Function	Position	Reg. Est. Hrs/Term	Hourly Rate	Firm Price
Eng. Services	Eng. (P.Eng)		\$	\$
Coord.	Proj. Mgr.		\$	\$
Operation	Sr. Cert. Opr.		\$	\$
Operation	Cert. Opr.		\$	\$
Admin.	Clerk		\$	\$
Other				
Other				

Total Firm Price \$ \_\_\_\_\_

**ANNEX B - Appendix 2**

**SUPPLY OF MATERIALS AND EQUIPMENT**

**A. Miller Well**

**Contract Period - Year 1 (October 1, 2014 to September 30, 2015)**

<b>Description</b>	<b>Firm Price</b>
Supply of materials and equipment for routine work activities, including but not limited to:  Indirect and Direct Costs: Training/certification Fleet fuel/maintenance/lease/insurance Industry insurance Sundry supplies (cleaning, oil for minor maintenance, etc) Software/hardware/data support systems Building lease/utilities, etc.	\$

**Total Firm Price \$** \_\_\_\_\_

**Option Period 1 - Year 2 (October 1, 2015 to September 30, 2016)**

<b>Description</b>	<b>Firm Price</b>
Supply of materials and equipment for routine work activities, including but not limited to:  Indirect and Direct Costs: Training/certification Fleet fuel/maintenance/lease/insurance Industry insurance Sundry supplies (cleaning, oil for minor maintenance, etc) Software/hardware/data support systems Building lease/utilities, etc.	\$

**Total Firm Price \$** \_\_\_\_\_

**Option Period 2 - Year 3 (October 1, 2016 to September 30, 2017)**

<b>Description</b>	<b>Firm Price</b>
Supply of materials and equipment for routine work activities, including but not limited to:  Indirect and Direct Costs: Training/certification Fleet fuel/maintenance/lease/insurance Industry insurance Sundry supplies (cleaning, oil for minor maintenance, etc) Software/hardware/data support systems Building lease/utilities, etc.	\$

**Total Firm Price \$** \_\_\_\_\_

**Pottery Well****Contract Period - Year 1 (October 1, 2014 to September 30, 2015)**

<b>Description</b>	<b>Firm Price</b>
Supply of materials and equipment for routine work activities, including but not limited to:  Indirect and Direct Costs: Training/certification Fleet fuel/maintenance/lease/insurance Industry insurance Sundry supplies (cleaning, oil for minor maintenance, etc) Software/hardware/data support systems Building lease/utilities, etc.	\$

**Total Firm Price \$**\_\_\_\_\_**Option Period 1 - Year 2 (October 1, 2015 to September 30, 2016)**

<b>Description</b>	<b>Firm Price</b>
Supply of materials and equipment for routine work activities, including but not limited to:  Indirect and Direct Costs: Training/certification Fleet fuel/maintenance/lease/insurance Industry insurance Sundry supplies (cleaning, oil for minor maintenance, etc) Software/hardware/data support systems Building lease/utilities, etc.	\$

**Total Firm Price \$**\_\_\_\_\_**Option Period 2 - Year 3 (October 1, 2016 to September 30, 2017)**

<b>Description</b>	<b>Firm Price</b>
Supply of materials and equipment for routine work activities, including but not limited to:  Indirect and Direct Costs: Training/certification Fleet fuel/maintenance/lease/insurance Industry insurance Sundry supplies (cleaning, oil for minor maintenance, etc) Software/hardware/data support systems Building lease/utilities, etc.	\$

**Total Firm Price \$**\_\_\_\_\_

**ANNEX B - Appendix 3**

**MISCELLANEOUS CHARGES**

**A. Miller Well**

**Contract Period - Year 1 (October 1, 2014 to September 30, 2015)**

<b>Description</b>	<b>Quantity</b>	<b>Firm Price</b>	<b>Extended Firm Price</b>
1. Laboratory Test Charges	n/a	n/a	n/a
i. Bacteria Sampling (Weekly)		\$	\$
Annual Test		\$	\$
Other Testing		\$	\$
2. Remote data acquisition system		\$	\$
3. Security alarm monitoring		\$	\$

**Total Extended Firm Price \$ \_\_\_\_\_**

**Option Period 1 - Year 2 (October 1, 2015 to September 30, 2016)**

<b>Description</b>	<b>Quantity</b>	<b>Firm Price</b>	<b>Extended Firm Price</b>
1. Laboratory Test Charges	n/a	n/a	n/a
i. Bacteria Sampling (Weekly)		\$	\$
Annual Test		\$	\$
Other Testing		\$	\$
2. Remote data acquisition system		\$	\$
3. Security alarm monitoring		\$	\$

**Total Extended Firm Price \$ \_\_\_\_\_**

**Option Period 2 - Year 3 (October 1, 2016 to September 30, 2017)**

<b>Description</b>	<b>Quantity</b>	<b>Firm Price</b>	<b>Extended Firm Price</b>
1. Laboratory Test Charges	n/a	n/a	n/a
i. Bacteria Sampling (Weekly)		\$	\$
Annual Test		\$	\$
Other Testing		\$	\$
2. Remote data acquisition system		\$	\$
3. Security alarm monitoring		\$	\$

**Total Extended Firm Price \$ \_\_\_\_\_**



**Pottery Well****Contract Period - Year 1 (October 1, 2014 to September 30, 2015)**

<b>Description</b>	<b>Quantity</b>	<b>Firm Price</b>	<b>Extended Firm Price</b>
1. Laboratory Test Charges	n/a	n/a	n/a
i. Bacteria Sampling (Weekly)		\$	\$
Annual Test		\$	\$
Other Testing		\$	\$
2. Remote data acquisition system		\$	\$
3. Security alarm monitoring		\$	\$

**Total Extended Firm Price \$**\_\_\_\_\_**Option Period 1 - Year 2 (October 1, 2015 to September 30, 2016)**

<b>Description</b>	<b>Quantity</b>	<b>Firm Price</b>	<b>Extended Firm Price</b>
1. Laboratory Test Charges	n/a	n/a	n/a
i. Bacteria Sampling (Weekly)		\$	\$
Annual Test		\$	\$
Other Testing		\$	\$
2. Remote data acquisition system		\$	\$
3. Security alarm monitoring		\$	\$

**Total Extended Firm Price \$**\_\_\_\_\_**Option Period 2 - Year 3 (October 1, 2016 to September 30, 2017)**

<b>Description</b>	<b>Quantity</b>	<b>Firm Price</b>	<b>Extended Firm Price</b>
1. Laboratory Test Charges	n/a	n/a	n/a
i. Bacteria Sampling (Weekly)		\$	\$
Annual Test		\$	\$
Other Testing		\$	\$
2. Remote data acquisition system		\$	\$
3. Security alarm monitoring		\$	\$

**Total Extended Firm Price \$**\_\_\_\_\_

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**ANNEX C**  
**EVALUATION CRITERIA**

**Mandatory Technical Criteria**

At bid closing time, the Bidder must:

- comply with the following Mandatory Requirements; and
- provide the necessary documentation to support compliance

Any proposal which fails to meet the following Mandatory Requirements will be deemed non-compliant and will not be given further consideration.

Item Number	Mandatory Criteria	Page Reference
1	The Bidder must provide documentation confirming that the proposed Operator of the communal systems has a current 'Class I Water Treatment Certificate' under Ontario Regulation 128/04 of the Safe Drinking Water Act.	

**Point Rated Technical Criteria**

Each technical proposal which meets the mandatory requirement specified above, will be evaluated and scored against the following point rated criteria. Bidders are advised to address these criteria in sufficient depth in their proposals. Proposals must receive a minimum of 70 points against the rated criteria to be considered responsive.

Each Rated Criteria will be rated out of ten (10). The rating is then multiplied by the Weight Factor shown in the Technical Evaluation Table below to produce a weighted rating score.

**Technical Evaluation Table**

Criteria	Weight Factor	Maximum Points
1.1 Administration and Management of Treatment Facilities	1.5	/15
1.2 Remote Monitoring	2.0	/20
2. Bidder's relevant projects and mix of specialties/expertise	2.0	/20
3. Confirmation of Past Performance	2.0	/20
4. Project Team Organization	0.5	/5
5. Project Team Qualifications	2.0	/20
<b>TOTAL</b>		<b>/100</b>

Item Number	Point Rated Criteria	Page Reference
1	<p><b>APPROACH &amp; METHODOLOGY</b></p> <p>The proposal should demonstrate an understanding of the Statement of Work. Work includes provision of continuous safe and cost effective operation and maintenance procedures under all conditions and ensuring the system is in compliance with the latest regulations and Acts. The bidder will be rated on their understanding of, and approach to, delivering services related to the following activities:</p> <p><b>Administration and Management of Treatment Facilities</b></p> <ul style="list-style-type: none"> <li>• Operation and Maintenance</li> <li>• Optimization and Compliance of Operation</li> <li>• Record Keeping</li> <li>• Regulatory matters, reporting and liaison</li> <li>• Health and Safety management</li> <li>• Facility inspections and minor upgrading</li> <li>• Quality Assurance and Quality Control</li> <li>• Budget and Schedule Control</li> </ul> <p><b>Remote Monitoring and 24 hour control to monitor and control processes to provide continuous and potable water at chlorination buildings</b></p> <p>Emergency response protocol  Compatible to the existing data acquisition monitoring system on site  Accessible for data retrieval from Pickering Land sites and 4900 Yonge Street  Transmitting electronic data to regulatory agencies and testing laboratories  Facilitating data inventory and all required reports  Proven previous history and success in monitoring and control  Reliability and availability of system and parts  Provide Equipment details and description of the data acquisition monitoring system  Type of communication link</p>	
2	<p><b>Bidder's relevant projects and mix of specialties/expertise</b></p> <p>The Bidder should provide documentation outlining their relevant projects and mix of specialties/expertise. The bidder will be rated based on:</p> <p>Documentation should include the number of years of experience for each bullet listed below</p> <ul style="list-style-type: none"> <li>• Experience with Class I Water Treatment systems and Limited systems</li> <li>• Experience with Federal government and other government levels (provincial and municipal)</li> <li>• Experience working with Federal and Ontario regulations and guidelines</li> </ul>	

	<ul style="list-style-type: none"> <li>• Mix of Specialties, i.e. Water quality, quantity, operation, maintenance and treatment, engineering, sciences, health and safety, temporary responsespecialists, etc.</li> <li>• Other relevant experience</li> </ul>	
<b>3</b>	<p><b>Confirmation of Past Performance</b></p> <p>The Bidder should provide details of three (3) similar projects undertaken within the past 5 years (from date of bid closing), including:</p> <p>Brief description of the project  Dollar Value  Duration of project and year of completion (tentative date if project is underway)</p>	
<b>4</b>	<p><b>Project Team Organization</b></p> <p>The Bidder should provide their Project Team Organization, including the following information:</p> <p>Identify dedicated and back-up staff, functions and reporting relationships in chart format (Functions typically in the areas of operation, engineering, administration, coordination)  Name and Location of proposed accredited laboratory  Name and experience of subcontractors excluding laboratories</p>	
<b>5</b>	<p><b>Project Team Qualifications</b></p> <p>The Bidder should provide their Project Team Qualifications, including the following information:</p> <p>Professional and technical accreditation of team members, including applicable certification  Years of relevant experience  Experience in similar types of projects  Experience with Federal Government Clients and or other government levels</p>	