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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Requirement, the Supplier Evaluation Submittal Form, the Contracting Process and the Integrity Provisions.

1.2 Summary

i) Public Works and Government Services Canada (PWGSC) has a requirement, on behalf of the Canadian Coast Guard (CCG), to establish a Supply Arrangement (SA) for Atlantic Canada Small Vessel Docking Refits.

A supply arrangement (SA) is a non-binding arrangement between Canada and a pre-qualified supplier that allows departments and agencies to award contracts and solicit bids from a pool of pre-qualified suppliers for specific requirements within the scope of the SA.

An SA is not a contract for the provision of the goods and services described in it and neither party is legally bound, as a result of signing a supply arrangement alone. The intent of a supply arrangement is to establish a framework to permit expeditious processing of individual bid solicitations, which result in legally binding contracts for the goods and services described in those bid solicitations.

The purpose of this Requirement is to establish a list of pre-qualified suppliers that will be used by the Halifax office of PWGSC to permit processing of individual bid solicitations and award subsequent contracts. The Atlantic Canada Small Vessel Docking Supply Arrangement for the Canadian Coast Guard (CCG)/Department of Fisheries and Oceans (DFO), Marine Engineering, will apply to all small vessel docking refits from the Atlantic provinces, with the exception of vessels currently being maintained and managed by CCG and PWGSC resources from Newfoundland and Labrador. This SA may at times be used to perform urgent/unscheduled docking repairs to CCG small vessels from all regions of Canada, as and when required.

For the purpose of this Supply Arrangement, small vessel docking refits are described as PWGSC contracted small vessel docking refits of a specified duration that will be conducted at the contractors' facilities. For the purpose of this Supply Arrangement small vessels are considered to be less than 30 metres in overall length and have a displacement of less than 300 tons. Small vessel docking refits are undertaken while the vessels are under the care and custody of the contractor and, in any subsequent contracts awarded; contractors will be required as a minimum to abide by provincial and federal safety, security and environmental rules and regulations.

ii) The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

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

iv) This procurement is set aside from the North American Free Trade Agreement (NAFTA) - exemption reference: Chapter 10, Annex 1001.2b, General Notes, Schedule of Canada - paragraph 1(a). It is also set aside from the World Trade Organization - Agreement on Government Procurement (WTO-AGP) - exemption reference: Annex 4, Note 4.

v) Certain holders of this Supply Arrangement will at times be restricted from bidding on small CCG small vessel refits. These vessels are not ice strengthened and have limited ability to withstand ice accumulation resulting from transiting in freezing spray conditions. It has been determined that the risks to personnel and equipment associated with extended open sea transits in winter conditions are high. To reduce these risks, small vessels will not be permitted to transit to or from contractor facilities located in the province of Newfoundland and Labrador or other locations that may require extended open sea transits. The period of these restrictions will normally be from December to April inclusive, but may be adjusted based on seasonal conditions.

vi) Suppliers must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2008.

1.3 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2014-09-25) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

2.2 Submission of Arrangements

Arrangements 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 Request for Supply Arrangements.

2.3 Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, [Contracting Policy Notice 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

2.4 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.5 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than five (5) calendar days before the Request for Supply Arrangements (RFSAs) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSAs to which the enquiry relates. Care should be taken by suppliers 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 suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

2.6 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement (1 hard copy)

Section II: Not Used

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

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, suppliers 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 Arrangement

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Not Used

Section III: Certifications

Suppliers must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Arrangements will be examined to determine their compliance with the mandatory requirements, as detailed in Annex "B." Arrangements not meeting the mandatory requirements will be given no further consideration and will be declared non-responsive.

Suppliers are instructed to address each requirement in sufficient depth as to permit a complete analysis and assessment by the evaluation team, including documentation requirements. Suppliers MUST demonstrate their ability to meet all of the mandatory requirements.

Only arrangements including sufficient documentation to clearly indicate compliance with the mandatory requirements will be considered for any resulting SAs

4.2 Basis of Selection

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.

PART 5 - CERTIFICATIONS

Suppliers must provide the required certifications and associated information to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

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

5.1 Certifications Precedent to Issuance of a Supply Arrangement

The certifications listed below should be completed and submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to comply with the request of the Supply Arrangement Authority and to provide the certifications within the time frame provided will render the arrangement non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting an arrangement, the Supplier certifies that the Supplier and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Arrangement of Standard Instructions [2008](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Additional Certifications Precedent to Issuance of a Supply Arrangement

5.1.2.2 Education and Experience

5.1.2.2.1 SACC *Manual* clause [S1010T](#) (2008-12-12) Education and Experience

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement establishes a list of pre-qualified suppliers that will be used by the Halifax office of PWGSC to permit expeditious processing of individual bid solicitations for CCG Atlantic Canada Small Vessel Docking Refits as described in the Requirement at Annex "A".

6.2 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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.

6.2.1 General Conditions

[2020](#) (2014-09-25) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.3 Term of Supply Arrangement

6.3.1 Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins 1 January 2015.

6.4 Authorities

6.4.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Michel Gaudreau
Supply Specialist
Public Works and Government Services Canada
Acquisitions, Marine
1713 Bedford Row,
Halifax, Nova Scotia

Telephone: (902) 483-0823
Facsimile: (902) 496-5016
E-mail address: Michel.Gaudreau2@pwgsc-tpsgc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5 Identified Users

The Identified User is: Public Works and Government Services Canada.

6.6 On-going Opportunity for Qualification

A notice will be posted once a year on the Government Electronic Tendering Service (GETS) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

6.7 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 the Supply Arrangement;
- (b) the general conditions 2020 (2014-09-25), General Conditions - Supply Arrangement - Goods or Services
- (c) Annex A, Requirement;
- (d) Annex B, Supplier Evaluation Submittal Form;
- (e) the Supplier's arrangement dated _____

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Supplier in its arrangement and the ongoing cooperation in providing associated information are conditions of issuance of the Supply Arrangement (SA). Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the Supply Arrangement.

6.9 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____.

B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use the following bid solicitation template based on the estimated dollar value and complexity of the requirement:

- High Complexity (HC) for more complex requirements.

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to Outilsd'approvisionnement.ProcurementTools@tpsgc-pwgsc.gc.ca.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) 2003, Standard Instructions - Goods or Services - Competitive Requirements;

Subsections 04 and 05 of Section 01, Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above are deleted in their entirety and replaced with the following:

- 4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently inform Canada in writing of any changes affecting the list of directors during this procurement process as well as during the contract period.
 - 5. Canada may, at any time, request that a bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form - PWGSC-TPSGC 229) for any or all individuals mentioned above within a specified time frame. Failure to provide such consent forms and associated information within the time frame provided, or failure to cooperate to the verification process, will result in the bid being declared non-responsive.
- (c) bid preparation instructions;
 - (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
 - (e) evaluation procedures and basis of selection;
 - (f) certifications;
 - **Federal Contractors Program (FCP) for Employment Equity - Notification**
 - **5.1.1 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 (*OR insert 2004, as applicable*). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.
 - (h) conditions of the resulting contract.

6.2 Bid Solicitation Process

- 6.2.1** Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from suppliers who have been issued a SA.
- 6.2.2** The bid solicitation will be sent directly to suppliers.

C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

HC (for high complexity requirements), general conditions 2030 will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Procurement Process Tools Division by sending a query to Outilsd'approvisionnement.ProcurementTools@tpsgc-pwgsc.gc.ca.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

ANNEX "A" REQUIREMENT

1. SCOPE

Purpose

The purpose of this Requirement is to establish a list of pre-qualified suppliers that will be used by the Halifax office of PWGSC to permit processing of individual bid solicitations and award subsequent contracts. The Atlantic Canada Small Vessel Docking Supply Arrangement for the Canadian Coast Guard (CCG)/Department of Fisheries and Oceans (DFO), Marine Engineering, will apply to all small vessel docking refits from the Atlantic provinces, with the exception of vessels currently being maintained and managed by CCG and PWGSC resources from Newfoundland and Labrador. This SA may at times be used to perform urgent/unscheduled docking repairs to CCG small vessels from all regions of Canada, as and when required.

For the purpose of this Supply Arrangement, small vessel docking refits are described as PWGSC contracted small vessel docking refits of a specified duration that will be conducted at the contractors' facilities. For the purpose of this Supply Arrangement small vessels are considered to be less than 30 metres in overall length and have a displacement of less than 300 tons. Small vessel docking refits are undertaken while the vessels are under the care and custody of the contractor and, in any subsequent contracts awarded; contractors will be required as a minimum to abide by provincial and federal safety, security and environmental rules and regulations.

Large vessel docking refit projects will continue to be handled through separate individual contracts

tendered through PWGSC and available to all potential suppliers on the Government Electronic

Tendering Service (GETS) website, at www.buyandsell.gc.ca

Exceptions

Certain holders of this Supply Arrangement will at times be restricted from bidding on small CCG small vessel refits. These vessels are not ice strengthened and have limited ability to withstand ice accumulation resulting from transiting in freezing spray conditions. It has been determined that the risks to personnel and equipment associated with extended open sea transits in winter conditions are high. To reduce these risks, small vessels will not be permitted to transit to or from contractor facilities located in the province of Newfoundland and Labrador or other locations that may require extended open sea transits. The period of these restrictions will normally be from December to April inclusive, but may be adjusted based on seasonal conditions.

Background

The Canadian Coast Guard (CCG)/Department of Fisheries and Oceans (DFO), Marine Engineering maintain a fleet of small vessels throughout the Atlantic Provinces, operated from various CCG bases and stations. The vessels are of widely different sizes, ages and capabilities, covering a range of types from Search and Rescue craft to Science Vessels. These vessels are configured to respond to a variety of different roles, in addition to which, any unit may perform, fisheries protection, general patrol, and rescue work, as required. The major specialized roles for vessels include search and rescue (SAR), fisheries patrol, scientific and fisheries research. The Life Cycle Management System of the CCG demands, inspections, regular self-maintenance and docking refit maintenance periods to ensure vessel capabilities meets regulatory and expected level of service requirements.

2. SUPPLIER REQUIREMENTS

General Expectations

Suppliers shall:

- a. Have a minimum of three year's experience in the shipbuilding and repair industry. Suppliers shall demonstrate that they have managed and successfully completed multidiscipline ship refit projects and provide details of three of these projects
- b. Have in place and maintain the necessary infrastructure to ensure that small vessel docking refits are undertaken in a manner that will provide the necessary vessel security and protection during contracted work periods including sheltering requirements as specified in individual bid solicitation technical specifications.
- c. Utilize employees and / or employ subcontractors that are fully qualified, certified and competent tradesmen under the supervision of the supplier's Project Manager to ensure a uniform and high level of workmanship by normally accepted shipbuilding and repair standards;
- d. Be responsible to provide everything necessary to perform small vessel dockings for CCG, including the resources, labour, technology, equipment, and materials, and the ability to use them effectively to perform the work within the subsequent contract time frames.
- e. Be responsible to provide effective Project Management Services to coordinate employees, subcontractors and material resources.

Qualifications / Certifications / Agreements.

Suppliers shall:

- a. have an account in good standing with the applicable provincial or territorial Workers' Compensation Board,
- b. be current and maintain certification to the Canadian Welding Bureau in accordance with the requirements of the Canadian Standards Association (CSA) standards:
 - (a) CSA W47.1-03, Certification of Companies for Fusion Welding of Steel (Minimum Division Level 2); and
 - (b) CSA W47.2-M1987(R2003), Certification of Companies for Fusion Welding of Aluminum (Minimum Division Level 2),
- c. have a labour agreement, or other suitable instrument, in place with its unionized labour or workforce, it must be valid for the period of any subsequent contract,
- d. have in place an ISO 9001:2008 - Quality management systems - Requirements, published by the International Organization for Standardization (ISO). Suppliers do not require registration to ISO 9001; however, supplier's quality management systems must address all requirements appropriate to the scope of the Work with exclusions in accordance with clause 1.2 of ISO 9001,
- e. have in place or be able to obtain Ship Repairer's Liability Insurance and Commercial General Liability Insurance and maintain it in force throughout the duration of any subsequent Contract, in an amount of not less than \$10,000,000 per accident or occurrence and in the annual aggregate,
- f. provide Project Management Services by way of a Project Manager (PM) who is experienced in managing ship docking refits. The PM shall provide effective control of any subsequent contracts including but not limited to; Project Management, Quality Assurance, Material Management, Planning and Scheduling, Estimating, Safety and Environmental Management, Subcontracts Management.

3. SUBCONTRACTS AND SUBCONTRACTOR RESOURCE REQUIREMENTS

Suppliers are not expected to have on staff all of the necessary tradesmen and resources necessary to complete all specification items typically contained in a CCG docking refit specification document. The use of subcontractors is generally accepted and usual for these types of refits. Suppliers require the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work. Even when Canada consents to a subcontract, the Supplier is responsible for performing the Contract and Canada is not responsible to any subcontractor. The Supplier is responsible for any matters or things done or provided by any subcontractor under any subsequent Contract, and for paying subcontractors in a timely fashion for any part of the work they perform.

Suppliers shall employ or have the ability to subcontract the following resources:

- a. qualified and certified marine electricians;
- b. qualified and certified marine pipe fitters;
- c. qualified machinists;
- d. qualified and certified marine fire detection and extinguishing systems inspection and repair technicians;
- e. qualified and certified hydraulics systems inspection, repair and installation technicians;
- f. qualified marine coating application personnel;
- g. qualified and certified non destructive testing technicians;
- h. qualified marine insulation personnel;
- i. qualified and certified confined space entrant, attendant and rescue personnel;
- j. qualified and certified life raft and lifeboat inspection technicians;
- k. qualified marine deck flooring systems personnel;
- l. any other resource not specifically mentioned above that may be required within a CCG repair specification including any Factory Service Representative requirements.

4. PROJECT MANAGEMENT SERVICES

For each contract that is issued under the Supply Arrangement, the Contractor must outline how the specific work package will be completed in the allotted time frame. Information that must be provided prior to awarding of the contract includes:

- a. A Gantt chart showing each specification item and the planned time frame for completion of each. The Contractor is also required to update the Gantt chart during the work period and provide regular updates and revisions to the work schedule.
- b. A listing of the proposed work force and labour hours committed to each specification item.
- c. Planned hours of work
- d. A listing of any subcontractors that will be used to complete the work.

5. REGULATORY INSPECTION ITEMS.

Certain specification items in each work package may indicate that the maintenance, repair or overhaul is required for Regulatory inspection either by Transport Canada Marine Safety & Security or by a Classification Society. The Contractor is always responsible for arranging with the TCMS or Class Society inspector so that the maintenance, repair or overhaul is credited. For larger overhaul projects, the Contractor shall meet with the TCMS inspector or Class Society surveyor to identify what specific inspection points and process is required during the completion of the work.

6. WARRANTY REQUIREMENTS

Suppliers shall provide warranty for all work undertaken as part of any subsequent contract in accordance with the contract's terms and conditions. The Work or any part of the Work found to be defective or non-conforming will be returned to the Supplier for replacement, repair or making good. However, when in the opinion of Canada it is not expedient to remove the Work from its location, the Supplier must carry out any necessary repair or making good of the Work at that location. In such cases, the Supplier will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.

ANNEX "B" SUPPLIER EVALUATION SUBMITTAL FORM

Notwithstanding other certification requirements contained within the Request for Supply Arrangement; suppliers shall complete this Annex and submit it with the Submission of Arrangements. The Supplier Evaluation Submittal Form will be the primary document used to undertake the Evaluation Procedures and Basis of Selection in accordance with Part 4 of the RFSA.

1.0 DEMONSTRATE EXPERIENCE IN THE SHIP REPAIR INDUSTRY

Mandatory experience for the Contractor:

Supplier is to list three (3) recent ship repair projects undertaken as part of a PWGSC awarded contract. A Supplier who has not been awarded a PWGSC contract for ship repair work may alternatively submit three (3) recent marine repair contracts for the purposes of evaluation. A supplier submitting repair contracts not awarded by PWGSC for evaluation, shall submit on a separate sheet a brief description of the work undertaken and the client's or ship owner's name.

	PWGSC Contract Number	Name of Vessel or Work Undertaken
1		
2		
3		

MET CRITERIA: **YES** _____ **NO** _____

2.0 MANDATORY QUALIFICATIONS / CERTIFICATIONS / AGREEMENTS.

a) Have an account in good standing with the applicable provincial or territorial Workers' Compensation Board. Supplier to provide a current copy of Letter of Good Standing.

MET: **YES** _____ **NO** _____

b) Be current and maintain certification to the Canadian Welding Bureau in accordance with the requirements of the Canadian Standards Association (CSA) standards. Supplier to provide a current copy of CWB welding certifications.

MET: **YES** _____ **NO** _____

c) Supplier has a labour agreement, or other suitable instrument, in place with its unionized labour or workforce, or is non-unionized. Supplier to provide current documentation of labour agreement or indicate that the workforce is non-unionized.

Unionized workforce	Current documentation of labour agreement provided
Non Unionized workforce	Check if Non Unionized ()

MET: **YES** _____ **NO** _____

d) Have in place an ISO 9001:2008 - Quality management systems (QMS) or have in place a quality management systems that address all requirements appropriate to the scope of the Work. Suppliers to provide a current copy of registration certificate. Non-ISO registered suppliers are to submit copy of QMS in soft (electronic) copy for review by the evaluation team.

MET: **YES** _____ **NO** _____

e) Have in place or be able to obtain Ship Repairer's Liability Insurance and Commercial General Liability Insurance and maintain it in force throughout the duration of any subsequent Contract, in an amount of not less than \$10,000,000 per accident or occurrence and in the annual aggregate. Supplier to indicate that it has the ability to obtain or currently has the necessary types and levels of insurance.

Insurance currently in place	(Check one)	()
Ability to obtain required insurance		()

MET: **YES**____ **NO**____

f) Provide Project Management Services by way of a Project Manager (PM) who is experienced in managing ship docking repair refits. Supplier to indicate that it has the ability and will provide effective control of any subsequent contracts.

Agreement to provide effective Project Management Services	()
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MET: **YES**____ **NO**____

3.0 CONTACT INFORMATION AND CORRESPONDENCE.

Suppliers are requested to provide the following additional information that will be used by PWGSC to invite successful suppliers to bid on individual alongside refit requirement.

Contact Information:

Name of supplier's contact person(s)	Position	Email address	Phone number

ANNEX "C" CONTRACTING PROCESS

Individual requirements will be raised and processed as follows:

1. The PWGSC Contracting Authority (CA) will prepare a Bid Solicitation document including a Statement of Work (SOW), all necessary drawings and reference materials. This will be distributed via e-mail to all approved contractors.
2. Contractors will provide a return firm price quotation by e-mail to the PWGSC CA within the time frame requested on the Bid Solicitation Cover Page. This quotation will provide an all-inclusive firm price for the completion of the work outlined in the SOW. For urgent work the PWGSC CA may request a proposal for reply within 24 hours.
3. The PWGSC CA will select the lowest priced compliant quotation for award of a contract, and forward the contract document to the successful contractor by e-mail.
4. Upon final inspection and acceptance of the work by Canada, the Contractor will submit invoicing to the PWGSC CA for verification and payment. The invoice shall contain a reference to the PWGSC SA number and the individual contract number.

