

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Public Works Government Services Canada-
Bid Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Brunswick
E2L 2B9

INVITATION TO TENDER
APPEL D'OFFRES

**Tender 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.

**Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Vendor/Firm Name and Address
**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution
Public Works Government Services Canada- Bid
Receiving / Réception des soumissions
189 Prince William Street
Room 405
Saint John
New Bruns
E2L 2B9

Title - Sujet Charlottetown DND Heating Systems	
Solicitation No. - N° de l'invitation W0105-15E001/A	Date 2014-12-15
Client Reference No. - N° de référence du client W0105-15E001	GETS Ref. No. - N° de réf. de SEAG PW-\$PWB-101-3529
File No. - N° de dossier PWB-4-37060 (101)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-01-27	
Time Zone Fuseau horaire Atlantic Standard Time AST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lomax, Sandra	Buyer Id - Id de l'acheteur pwb101
Telephone No. - N° de téléphone (506) 636-4362 ()	FAX No. - N° de FAX (506) 636-4376
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE MAJOR EQUIPMENT SECTION BLDG B-10 OROMOCTO New Brunswick E2V4J5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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)	
Signature	Date

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**HEATING SYSTEMS INSPECTION AND REPAIR
HMCS QUEEN CHARLOTTE, QUEEN CHARLOTTE ARMOURY AND BRIGHTON COMPOUND**

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List of Annexes:

- Annex A: Evaluation Criteria and Basis of Selection
- Annex B: Basis of Payment
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- Annex E: Specification

PART 1 - GENERAL INFORMATION

1.1 Requirement

The work under this Service Contract covers the furnishing of all labour, material, tools and equipment required to provide the following at HMCS Queen Charlotte, Queen Charlotte Armoury and Brighton Compound:

- Weekly Heating Plant operational inspection at HMCS Queen Charlotte and Queen Charlotte Armoury;
- Heating season system start-up at HMCS Queen Charlotte and Queen Charlotte Armoury;
- End of heating season system shut down at HMCS Queen Charlotte and Queen Charlotte Armoury;
- Weekly furnace checks at Brighton Compound;
- Annual service and cleaning of the furnaces at Brighton Compound; and
- Repair services, when requested, at all facilities

The Service Contract is required for the period from April 1, 2015 to March 31, 2016 with an option to extend for two additional, one year periods. The services must be provided in accordance with the Specification attached at Annex "E".

This agreement is subject to the provisions of the Agreement on Internal Trade, the North American Free Trade Agreement and the Canada-Peru, Canada-Colombia and Canada-Panama Free Trade Agreement

1.2 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

PART 2 - BIDDER INSTRUCTIONS

2.1 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](#) (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.1.1 **SACC Manual Clauses**

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

2.2 **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.

Late tenders will be returned unopened.

- (a) Bids must be complete and submitted on prescribed tender form;
- (b) Include the tender call number/project number and description of proposed work;
- (c) Include the closing date and time;
- (d) Must be received prior to bid closing time and at the designated place and facsimile number - FACSIMILE NUMBER IS (506-636-4376).

NOTE: FACSIMILE BIDS

Only incorrect handling by the Department of Public Works and Government Services will excuse the delay of responses transmitted by facsimile. Misrouting, traffic volume, weather disturbances, or any cause for the late receipt of such responses are not acceptable.

**Bid Receiving
Public Works and Government Services Canada
Room 421
189 Prince William Street
Saint John, New Brunswick
E2L 2B9**

NOTE: THIS IS NOT A PUBLIC OPENING

2.3 **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;

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- 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;

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- 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.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (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.

2.5 Applicable Laws

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

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.

2.6 Insurance Requirements – G1007T (2011-05-16)

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "C".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

2.7 Workers Compensation Certification - Letter of Good Standing – A0285T (2012-07-16)

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within seven (7) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

It is required that the bids follow the response format/instructions as detailed below:

Section I: Technical Bid

No Technical Bid required as part of this requirement.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures and Basis of Selection

Bids will be evaluated in accordance with the **Evaluation Criteria and Basis of Selection** specified in **Annex "A"** and **Basis of Payment** specified in **Annex "B"**. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

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.

5.1 Certifications Precedent to Contract Award

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

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](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Tradespersons Certification

Tradesperson assigned to work under this Service Contract will be in possession of;

- Class 4 Power Engineering License;
- Oil Burner Technician License; and
- Welding License, as required for Boiler Welding Repairs.

All licenses will be issued by the Prince Edward Island Department of Public Safety.

Proof of licenses for each individual who will perform work under this Service Contract are required within seven (7) days of request from Contracting Authority and prior to award of the Service Contract.

5.1.3.2 Confined Space Certification

Employees to be involved in confined space entry must be in possession of current qualification documentation. Proof of such is required within seven (7) days of request from Contracting Authority and prior to award of Contract.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

6.2 Requirement

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

6.3 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.

6.3.1 General Conditions

[2010C](#) (2014-09-25), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period of April 1, 2015 to March 31, 2016.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) 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 thirty (30) 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sandra Lomax
Title: Supply Specialist
Organization: Public Works and Government Services Canada

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Acquisitions Branch
Directorate: Real Property Contracting
Address: 189 Prince William Street
Saint John, New Brunswick
E2L 2B9
Telephone: (506) 636-4362
Facsimile: (506) 636-4376
E-mail address: sandra.lomax@pwgsc.gc.ca

6.5.2 Project Authority

The Project Authority for the Contract is: *Will be made available at time of award*

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.

6.5.3 Contractor's Representative

Name:
Title:
Organization:
Address:

Telephone :
Facsimile:
E-mail address:

6.6 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.

6.7 Payment

6.7.1 Basis of Payment

Basis of payment is in accordance with Annex "B" and section 12, Payment Period, of the 2010C (2014-09-25), General Conditions - Services (Medium Complexity).

6.7.2 Limitation of Price

SACC *Manual* clause C6000C (2011-05-16) Limitation of Price

6.7.3 Monthly Payment

SACC *Manual* clause H1008C (2008-05-12) Monthly Payment

6.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in section 10, Invoice Submission, of the 2010C (2014-09-25), General Conditions - Services (Medium Complexity).

6.9 Certifications

6.9.1 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.

6.10 Applicable Laws

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

6.11 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 2010C (2014-09-25)
- (c) Annex E, Requirement;
- (d) the Contractor's bid dated _____

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6.12 Defence Contract

SACC *Manual* clause [A9006C](#) 2012-07-16) Defence Contract

6.13 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within seven (7) days after request from the Contracting Authority and prior to award of Service Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A" EVALUATION CRITERIA AND BASIS OF SELECTION

Bids received will be assessed in accordance with the entire requirement of the bid solicitation.

1. Mandatory Criteria

1. Submission of firm prices/rates for one (1) year including two (2) option years in accordance with Invitation to Tender.
2. A duly completed and signed Invitation to Tender including all Addenda.
3. Within seven (7) days of request from contracting authority and prior to award of Service Contract, provide proof that Bidder has an account in good standing with the Provincial Workers Compensation Board/Commission.
4. Within seven days of request from Contracting Authority and prior to award of the Service Contract, Contractor must provide proof of \$2 Million General Liability Insurance.
5. Bidder must provide, upon request from the Contracting Authority, a list of equipment. Equipment is subject to inspection and approval by the Department of National Defence (DND) prior to award of Service Contract.
6. Tradesperson assigned to work under this Service Contract will be in possession of;
 - Class 4 Power Engineering License;
 - Oil Burner Technician License; and
 - Welding License, as required for Boiler Welding Repairs.All licenses will be issued by the Prince Edward Island Department of Public Safety.

Proof of licenses for each individual who will perform work under this Service Contract are required within seven (7) days of request from Contracting Authority and prior to award of the Service Contract.
7. Employees to be involved in confined space entry must be in possession of current qualification documentation. Proof of such is required within seven (7) days of request from Contracting Authority and prior to award of Contract.

2. 2007/05/07 A0069T Basis of Selection - Mandatory Requirements Only

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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ANNEX "B"
BASIS OF PAYMENT

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ANNEX "B" BASIS OF PAYMENT

The following requirement must be strictly adhered to: **Failure to do so shall render the bidder's proposal as non-responsive.**

It is mandatory that the bidders submit firm rates for the Period of the Service Contract for all items listed hereafter. Unit Price Tables, will be considered as the bidder's Financial Proposal.

Each item specified in the Unit Price Tables, includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance, and the use of all tools, tackle, etc., overhead, profit, and all other liabilities whatsoever.

The prices inserted in the Unit Price Tables, includes all applicable federal, provincial and municipal taxes. However, they do not include any amount for the Goods and Services Tax (GST)/Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Her Majesty to the Offeror in addition to the amount paid against the amount of the contract.

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CCC No./N° CCC - FMS No./N° VME

Solicitation No. - N° de l'invitation
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W0105-15001

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W0105-15E001

The estimated quantity entered in column four for each item is an estimate only for service as and when required and does not infer all the quantities for that item will be utilized or that the quantities may not be exceeded.

NOTE: TENDERS WILL BE EVALUATED ON THE TOTAL BID FOR THE FIRST TERM OF THE CONTRACT PLUS THE OPTION YEARS. HOWEVER, ANY CONTRACT AWARD WILL BE FOR THE TERM OF APRIL 1, 2015 TO MARCH 31, 2016.

Item	Class of Service	Unit of Measure	Estimated Quantity	Term		Option Year		Option Year					
				April 1, 2015 to March 31, 2016	April 1, 2016 to March 31, 2017	April 1, 2016 to March 31, 2017	April 1, 2017 to March 31, 2018	Price Per Unit	Total	Price Per Unit	Total		
1.	Cost for Weekly Operation Inspection at Queen Charlotte Armoury as per Annexes A & B	inspection	32										
2.	Cost for end of heating season shutdown at Queen Charlotte Armoury as per Annex C. Shutdown will include cleaning of the boilers and reassembly after inspection. Date to be determined by the Engineer, approximately Mid-May	shutdown	1										

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Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C				
				April 1, 2015 to March 31, 2016	April 1, 2016 to March 31, 2017	April 1, 2017 to March 31, 2018	Price Per Unit	Total	Price Per Unit	Total		
3.	Cost for heating season start-up at Queen Charlotte Armoury as per Annex B for "MO" control range". Date to be determined by the Engineer, approximately Mid-October	start-up	1									
4.	Cost of weekly operating Inspections at HMC Queen Charlotte Armoury as per Annexes A & B	inspection	32									
5.	Cost for end of heating season shutdown at HMC Queen Charlotte Armoury as per Annex C. Shutdown will include cleaning of the boilers and reassembly after inspection. Date to be determined by the Engineer, approximately Mid-May	shutdown	1									

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Item	Class of Service	Unit of Measure	Estimated Quantity	A		B		C	
				Term	Option Year	Term	Option Year	Term	Option Year
				April 1, 2015 to March 31, 2016	April 1, 2016 to March 31, 2017	April 1, 2017 to March 31, 2018			
				Price Per Unit	Price Per Unit	Price Per Unit	Total	Total	Total
6.	Cost for heating season start-up at HMC Queen Charlotte Armory as per Annex B for "MO" control range". Date to be determined by the Engineer, approximately Mid-October	Start-up	1						
7.	Cost of weekly furnace inspections (Mid-Oct to Mid May) at Brighton Compound as per Annex D	inspection	32						
8.	Cost for summer service and cleaning of the four furnaces at Brighton Compound as per Annex E	quantity	1						
9.	Hourly rate for repairs by a Oil Burner Technician or 4 th class Stationary Engineer	hours	100						

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Item	Class of Service	Unit of Measure	Estimated Quantity	A Term		B Option Year		C Option Year								
				April 1, 2015 to March 31, 2016	April 1, 2016 to March 31, 2017	April 1, 2017 to March 31, 2018	Price Per Unit	Price Per Unit	Price Per Unit	Total	Total	Total				
10.	Hourly Rate for a Tradeshelper	Hours	100													
11.	All materials will be invoiced at the Contractor's wholesale cost, plus a percentage of mark-up, estimated at \$10,000. The Contractor is to submit a percent of mark-up for tendering purposes: % _____ Allowance + Mark-up = TOTAL	Allowance	\$10,000													

Total For First Term and Option Years \$ _____ \$ _____ \$ _____

GRAND TOTAL FOR FIRST TERM AND OPTION YEARS \$ _____
A,B and C

ANNEX "C"

INSURANCE REQUIREMENTS

ANNEX "C" INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- p. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

*Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8*

For other provinces and territories, send to:

*Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8*

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A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

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**ANNEX "D" Complete List of Each Individual Who is Currently on the Board of
Directors**

***NOTE TO BIDDERS
WRITE DIRECTORS SURNAMES AND GIVEN NAMES IN BLOCK LETTERS***

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PWB-4-37060

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PWB 101
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ANNEX "E"

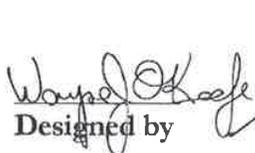
SPECIFICATION

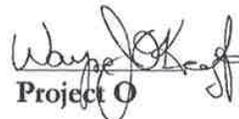
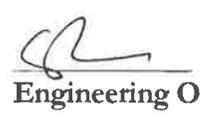


**DEPARTMENT OF NATIONAL DEFENCE
5 ENGINEER SERVICES SQUADRON
5 ENGINEER SERVICES UNIT
5 CDSB GAGETOWN**

SPECIFICATION

SERVICE CONTRACT
HEATING SYSTEM INSPECTIONS AND REPAIRS
VARIOUS DND BUILDINGS
CHARLOTTETOWN, PE
01 APRIL 2015 TO 31 MARCH 2016
WITH OPTIONS TO RENEW FOR TWO, ONE-YEAR PERIODS


Designed by 
Fire Inspector


Project O 
Engineering O

PF No:
Job No: L-C135-9900/39

Date: 2014-05-27

<u>Section</u>	<u>Title</u>	<u>Pages</u>
<u>Division 00 - Procurement and Contracting Requirements</u>		
00 21 13	Instructions to Bidders	10
<u>Division 01 - General Requirements</u>		
01 35 30	Health and Safety Requirements	2
01 35 35	DND Fire Safety Requirements	3
01 35 43	Environmental Procedures	1
<u>List of Annexes</u>		
Annex A	Weekly Boiler Inspection Check List	1
Annex B	Water Treatment Check List	1
Annex C	Annual Boiler Service Checklist	2
Annex D	Weekly Furnace Inspection Checklist	1
Annex E	Annual Furnace Service Checklist	1

PART 1 - GENERAL

- 1.1 Description of Work
- .1 The work under this Service Contract covers the furnishing of all labour, material, tools and equipment required to provide the following at HMCS Queen Charlotte, Queen Charlotte Armoury and Brighton Compound:
- .1 Weekly Heating Plant operational inspection at HMCS Queen Charlotte and Queen Charlotte Armoury;
 - .2 Heating season system start-up at HMCS Queen Charlotte and Queen Charlotte Armoury;
 - .3 End of heating season system shut down at HMCS Queen Charlotte and Queen Charlotte Armoury;
 - .4 Weekly furnace checks at Brighton Compound;
 - .5 Annual service and cleaning of the furnaces at Brighton Compound; and
 - .6 Repair services, when requested, at all facilities;
- .2 HMCS Queen Charlotte Armoury is located at 210 Water Street Parkway, Charlottetown, PE.
- .3 Queen Charlotte Armoury is located at 3 Haviland Street, Charlottetown, PE.
- .4 Brighton Compound is located at 129 Brighton Road, Charlottetown, PE.
- 1.2 Duration of Contract
- .1 This Service Contract will extend from 01 April, 2015 to 31 March, 2016 with two, one-year options to renew.
- 1.3 References
- .1 Canada Labour Code, Part II.
 - .2 National Fire Code of Canada (2010 Edition).
 - .3 National Plumbing Code of Canada (2010 Edition).
 - .4 Canadian Electrical Code (CSA C22.1-12).
 - .5 Workers Compensation Board of Prince Edward Island.
 - .6 CSA-B51-03 Boiler Pressure Vessel and Pressure Piping Code (March 2009).

- 1.3 References (Cont'd) .7 CSA-B139 Installation Code for Oil Burning Equipment.
- 1.4 Qualifications .1 Tradespersons assigned to work under this Service Contract will be in possession of:
- .1 Class 4 Power Engineering License; or
 - .2 Oil Burner Technician License; and
 - .3 Welding License, as required for Boiler Welding Repairs.
- .2 All licenses will be issued by the Province of Prince Edward Island. Proof of such certification (licenses) must be provided prior to award of this Service Contract, for each individual who will perform work under this Contract.
- .3 Employees to be involved in confined space entry must be in possession of current qualification documentation. Proof of such must be provided to PWGSC prior to award of this Service Contract.
- .4 All permits and licenses must remain current throughout the life of this Service Contract.
- 1.5 Engineer .1 The Engineer as defined and stated in this specification will be the Commanding Officer 5 Engineer Services Unit or a designated representative. The address of the Engineer is:
- Contracts Office
5 Engineer Services Unit
Building B18
5 CDSB Gagetown
PO Box 17000 Station Forces
Oromocto, NB E2V 4J5
- Tel.(506) 422-2677
Fax (506) 422-1248
- 1.6 Liability Insurance .1 The Contractor shall provide proof of liability insurance in the amount of Two Million Dollars (\$2,000,000.00) to PWGSC before the award of this Service Contract.
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- 1.7 Documents Required
- .1 Maintain at the job site one copy each of the following:
 - .1 Specifications;
 - .2 Engineers Log Book (572), provided; and
 - .3 Addenda.
- 1.8 Contractor's Use of Site
- .1 Work site access will be as directed by the Engineer.
 - .2 Movement around the site is subject to restrictions laid down by the Engineer.
 - .3 Do not unreasonably encumber the site with materials or equipment.
- 1.9 Power and Water
- .1 DND can provide, free of charge, temporary electric power and water for the purposes of this agreement.
 - .2 Engineer will determine delivery points and quantitative limits. Engineer's written permission is required before any connection is made. Connect to existing power supply in accordance with Canadian Electrical Code, CSA C22.1-12.
 - .3 Contractor to provide, at no cost to DND, all equipment and temporary lines to bring these services to work site.
 - .4 Supply of temporary services by DND is subject to DND requirements and may be discontinued by Engineer at any time without notice or acceptance of any liability for damage or delay caused by such withdrawal of temporary services.
- 1.10 Acceptability of Material
- .1 Material and parts used will be those specified by the manufacturer of the equipment and any other material will require the approval of the Engineer.
 - .2 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
 - .3 The Contractor will not make any change in the design and installation of equipment and
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- 1.10 Acceptability of Material (Cont'd) .3 (Cont'd)
materials without prior written approval of the Engineer.
- .4 If, in an emergency, the Contractor installs parts other than those specified, they will be replaced with specified parts before claiming payment, but no claim for other than specified parts will be made.
- .5 All replaced parts and materials not under warranty, whether serviceable or unserviceable will be left on site for inspection on completion of the work.
- .6 All manufactured articles, materials, and equipment will be applied, installed, connected and used as specified by the manufacturer.
- .7 Requests for acceptance of material other than those specified will be submitted in writing to the Engineer. The request must be supported with sufficient product information to enable the Engineer to make an assessment.
- 1.11 Guarantee .1 The Contractor will guarantee all materials and workmanship for a period of one year or the manufacturer's guarantee, whichever is longer, after acceptance by the Engineer. Any defects which may develop during this period will be rectified and made good to the satisfaction of the Engineer, by the Contractor at their own expense.
- 1.12 Codes and Standards .1 Perform work in accordance with:
.1 Canadian Labour Code Part II;
.2 National Building Code of Canada 2010;
.3 CSA-B51-03 Boiler Pressure Vessel and Pressure Piping Code (March 2009);
.4 CSA-B139 Installation Code for Oil Burning Equipment; and
.5 Canadian Electrical Code, CSA C22.1-12.
- .2 Contractor must be registered with the Workers Compensation Board of Prince Edward Island. Proof of such must be provided to PWGSC prior to award of this Service Contract.
- .3 Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS)
-

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- 1.12 Codes and Standards (Cont'd) .3 (Cont'd) regarding use, handling, storage and disposal of hazardous materials; and labelling and provision of Material Safety Data Sheets acceptable to Human Resources and Skills Development Canada and Health Canada.
- .4 Work to meet or exceed requirements of specified standards, codes and referenced documents. In event of conflict between any provisions of above authorities, the most stringent provision will apply.
- 1.13 Overloading .1 Ensure no part of work is subject to a load which will endanger its safety or will cause permanent deformation.
- 1.14 Temporary Structures .1 The Contractor will furnish and maintain all equipment such as temporary ramps, ladders, scaffolds, hoists, chutes, etc, as may be required for the proper execution of the work.
- .2 Temporary structures erected by the Contractor will remain their property and will be removed by them from the site on completion of the work.
- 1.15 Clean Up .1 On completion of all work, the Contractor will remove all surplus material, tools, equipment and debris. The building and site must be left in a clean and tidy condition which meets the satisfaction of the Engineer. The Contractor will not remove any salvageable material or equipment from the job site without permission from the Engineer.
- 1.16 Work Included .1 All work is identified in Annexes:
.1 Annex A - Weekly Inspection Check List for HMCS Queen Charlotte and Queen Charlotte Armoury;
.2 Annex B - Water Treatment Control Procedure for HMCS Queen Charlotte and Queen Charlotte Armoury;
.3 Annex C - Service Check List for End Season Maintenance at HMCS Queen Charlotte and Queen Charlotte Armoury;
-

1.16 Work Included .1
(Cont'd)

- (Cont'd)
- .4 Annex D - Weekly Furnace Inspection Check List at Brighton Compound; and
 - .5 Annex E - Annual Furnace Servicing and Cleaning Check List at Brighton Compound.
- .2 The Contractor is to provide service weekly as per Annex A & B at HMCS Queen Charlotte and Queen Charlotte Armoury and service annually as per Annex C. Additional maintenance and repairs found necessary, must be reported to the Engineer. Once approved by the Engineer, these are to be invoiced as extra to this Service Contract.
- .3 The Contractor is to provide weekly furnace checks as per Annex D at Brighton Compound and service annually as per Annex E. Additional maintenance and repairs found necessary, must be reported to the Engineer. Once approved by the Engineer, these are to be invoiced as extra to this Service Contract.
- .4 Scheduled inspections are to be carried out between the hours of 08:00 hours to 16:00 hours unless otherwise approved by Engineer.
- .5 When emergency repairs are required, the Contractor will notify the Engineer to obtain approval to proceed with the repair. If the Engineer is unavailable, contact the Shift Engineer at the Central Heating Plant, 5 CDSB Gagetown, at 1 506 422-2678 prior to proceeding with repairs. Only repairs deemed as an Emergency by the Central Heating Plant personnel will be approved after normal working hours. This will permit the Contractor to proceed without the Engineer's written approval and request.
- .6 Upon completion of inspection or repair, the Contractor will report to the Engineer prior to leaving the area, ensuring that the unserviceable condition has been corrected and that the work has been completed.
- .7 Approval must be obtained from the Engineer prior to using a Tradeshelper on the work site.
- .8 Contractor to note that the Heating Plants are shut down between mid May - mid October.

- 1.17 Equipment List .1 Equipment:
.1 HMCS Queen Charlotte - Two (2) Weil
McLean Hotwater Boilers with Power Flame
Burners;
.2 Queen Charlotte Armoury - Two (2) New
Yorker Boilers with Reillo Burners; and
.3 Brighton Compound (B1, B2, B3 and B10) -
Four oil fired Hot Air Furnaces.
- 1.18 Inspection Reports .1 A final written report, will be submitted to
the Engineer after the end of season
maintenance & inspection are completed as per
Annex C and E. The inspection report will
indicate the condition of equipment including:
.1 Any repairs or the Contractor considers
necessary, details are to be included; and
.2 Any safety hazards indicating the
urgency of needed repairs or changes.
- 1.19 Quantities and Basis of Payment .1 The work performed under this Service
Contract is to be paid for on a unit price
basis. The Contractor will accept the payment
as full consideration for everything furnished
and done by him with respect to the work.
- .2 The Contractor will submit costs per
inspection, hourly rates and a material mark
up percentage for the following in accordance
with the specifications. Such prices will
include supervision, expenses, tools,
equipment, transportation (travel time to and
from the contractors base of operation will be
included in the rates provided) and profit.
.1 Cost for Weekly Operating Inspections at
Queen Charlotte Armoury as per Annexes A and
B. **Estimated quantity: 32 inspections;**
.2 Cost for end of heating season shut-down
at Queen Charlotte Armoury as per Annex C.
Shut-down will include cleaning of the boilers
and reassembly after inspection. Date to be
determined by the Engineer, approximately
Mid-May: **Quantity 1;**
.3 Cost for heating season start-up at
Queen Charlotte Armoury (this includes
procedure outlined in Annex B for "MO" control
range). Date to be determined by the Engineer,
approximately Mid-October: **Quantity 1;**
.4 Cost for Weekly Operating Inspections at
HMCS Queen Charlotte as per Annexes A and B.
Estimated quantity: 32 inspections;
-

1.19 Quantities and .2
Basis of Payment
(Cont'd)

(Cont'd)

.5 Cost for end of heating season shut-down at HMCS Queen Charlotte as per Annex C. Shut-down will include cleaning of the boilers and reassembly after inspection. Date to be determined by the Engineer, approximately Mid-May: **Quantity 1;**

.6 Cost for heating season start-up at HMCS Queen Charlotte (this includes procedure outlined in Annex B for "MO" control range). Date to be determined by the Engineer, approximately Mid-October: **Quantity 1;**

.7 Cost for Weekly Furnace Inspections (Mid-Oct to Mid-May) at Brighton Compound as per Annex D. **Estimated quantity: 32 inspections;**

.8 Cost for summer service and cleaning of the four furnaces at Brighton Compound as per Annex E: **Quantity 1;**

.9 Hourly Rate for repairs by a Oil Burner Technician or a 4th class Stationary Engineer: **Estimated quantity 100 hours;** and

.10 Hourly Rate for repairs by a Tradeshelper: **Estimated quantity 100 hours.**

.3 All material will be invoiced at the Contractor's wholesale cost, plus a percentage of mark-up. Contractor shall submit all invoices for materials as supporting documentation when submitting invoices for work completed. For tendering purposes, the Contractor will submit their percent of mark-up on material. **Estimated Quantity: Ten Thousand Dollars (\$10,000.00)**

.4 Time charged and contract price of materials (if any) used may be verified by Government Audit before or after payment is made under the terms of this Standing Offer.

.5 The above mentioned quantities may increase or decrease and are used only as a guide for tendering. The quantities are not guaranteed and the Contractor will have no claim for loss of anticipated profits as a result of these estimated quantities.

.6 The Contractor will provide service during regular working hours on an eight (8) hour per day, five (5) days per week basis 0800hrs to 1600hrs Monday to Friday inclusive and emergency service after normal working hours.

.7 The Contractor will advise the Engineer of the telephone number or location at which they

1.19 Quantities and .7
Basis of Payment
(Cont'd)

(Cont'd)
or their representative may be contacted at
all times.

- .8 The Contractor, upon receipt of an Acceptance of Tender, will be advised by the Engineer in writing of the names of persons authorized to request service. Work undertaken at the request of others, such as building occupants, will be entirely at the Contractor's risk with regard to payment.
- .9 The Contractor will not refuse any call for service by the Engineer and will respond within 24 hours on normal service calls and within 4 hours on emergency service calls.
- .10 When service is required, the Engineer will notify the Contractor and detail the job. When requested by the Engineer, a written estimate shall be provided by the Contractor indicating estimated labour and material costs in accordance with the Service Contract.
- .11 The Contractor will report to the Engineer prior to starting work and upon completion of work on a daily basis to sign in and out.
- .12 After reporting, the Contractor will proceed to the job and carry out the work. The contractor will provide daily work reports to the Engineer detailing work performed, contractor's employees assigned to work, location or building number of work site, hours worked for each employee, trade of each employee and materials used in the completion of the work and any recommendations for additional work that may be required. This work report must indicate the work order number and the requisition number on which the work was requested from the Engineer. Contractor is to have the Engineer sign the work report either at the end of the work day or at the beginning of the next work day while signing in. The Standard Operating Procedure (SOP) for work reports will be provided to the successful bidder after award of Contract. Please note that this SOP is for contract work done on an hourly rate basis only and does not apply to set inspections or services done on a lump sum basis.
- .13 One invoice covering all charges for each Service Request or Inspection will be submitted to the Engineer with a copy of the

1.19 Quantities and .13 (Cont'd)
Basis of Payment
(Cont'd)

signed Service Request. The invoice must indicate Contract, Work Order and Requisition numbers issued on the Work Request. The invoice must itemize technicians' names, dates and hours worked, materials used complete with copies of the contractor's invoices verifying correct mark-up on materials. The Contractor is to return one copy of the signed work request with their invoice, as well as copies of all daily work reports and copies of all contractor's wholesale invoices for material used in the completion of the work. Invoices must detail the location and description of work performed for each work request.

- .14 The Contractor will submit his invoice for payment to the Engineer within 15 working days of completion of each work request.

1.20 Security Clearance

- .1 The Contractor shall maintain an up-to-date roster of all employees involved in this contract including managers, supervisors, tradespersons, drivers and labourers. This roster must be made available to the Engineer upon request.
- .2 The Contractor shall provide proof of the information contained within the roster to the Engineer upon request. The Engineer reserves the right to have removed from the site those personnel who do not meet security requirements as laid down by the Military Police Section.
- .3 Security procedures require, that when requested by the Engineer, the Contractor will provide to the Engineer at no cost to DND, a copy of a Canadian Police Certificate for Employment for each employee who will work on this Service Contract.

PART 1 - GENERAL

1.1 References

- .2 The Canadian Electrical Code, CSA C22.1-12.
- .3 Workers Compensation Board of Prince Edward Island.
- .4 Province of Prince Edward Island Occupational Health and Safety Act, R.S.P.E.I 1988.
- .5 National Building Code of Canada, 2010

1.2 Regulatory Requirements

- .1 Do work in accordance with the safety measures of the National Building Code of Canada 2010, the Canada Labour Code Part II, the Prince Edward Island Occupational Health and Safety Act and Workers Compensation Board of Prince Edward Island provided that in any case of conflict or discrepancy the more stringent requirements shall apply.

1.3 Responsibility

- .1 Contractor is responsible for the health and safety of all persons on site. Contractor is also responsible for the protection of property, persons and the environment on or adjacent to the site in so far as the work may affect these.
 - .2 Contractor and all contractor's employees are to comply with all safety requirements specified in the Contract Documents as well as all applicable federal, provincial and local statutes, regulations, ordinances and with Contractor's site-specific Health and Safety Plan.
 - .3 As outlined in the Canada Labour Code Part II, the Contractor is responsible to provide a site-specific Health and Safety Plan that includes a Confined Space Entry Procedure in the event that work is deemed by the Engineer to be in a confined space. Work is not to begin until this Health and Safety Plan is submitted and approved by the Engineer.
 - .4 5 CDSB Gagetown's 5 Engineer Services Unit employs a Lock Out/Tag Out program to prevent work related injuries due to electrical or mechanical systems being energized while personnel are working in or around these
-

1.3 Responsibility .4
(Cont'd)

(Cont'd)
systems. The Contractor must respect these locks and tags when encountered. Do not forcibly remove these locks and/or tags at any time. If the Contractor requires that these be removed to perform work, a request is to be made to the Engineer for such removal.

.5 As per the Canada Labour Code Part II, it is the Contractor's responsibility to employ their own Lock Out/Tag Out program to ensure that equipment is not energized by other personnel while they are working in or around equipment.

.6 It is the Contractor's responsibility to ensure that all their employees are provided all Personal Protective Equipment (PPE) necessary to perform all work. Hard hats and safety glasses are to be worn at all times.

1.4 Unforeseen Hazards .1

Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, the Contractor must have procedures in place to facilitate the Employee's Right to Refuse Work in accordance with Acts and Regulations of Prince Edward Island. The Contractor is to advise the Engineer verbally and in writing of any employee who exercises this right.

1.5 Correction of Non-Compliance .1

Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Engineer.

.2 Provide Engineer with written report of action taken to correct non-compliance of health and safety issues identified.

.3 Engineer may stop work if non-compliance of health and safety regulations is not corrected.

1.6 Work Stoppage .1

Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

PART 1 - GENERAL

- 1.1 Reporting Fires .1 Know location of nearest fire alarm box and telephone, including emergency phone number.
- .2 Report immediately all fire incidents to Fire Department as follows:
.1 telephone 911.
- .3 When reporting fire by telephone, give location of fire, name or number of building and be prepared to verify the location.
- 1.2 Interior and Exterior Fire Protection and Alarm Systems .1 Fire protection and alarm system will not be:
.1 obstructed;
.2 shut-off; and
.3 left inactive at end of working day or shift without authorization from Fire Chief.
- .2 Fire hydrants, standpipes and hose systems will not be used for other than fire-fighting purposes unless authorized by Fire Chief.
- 1.3 Fire Extinguishers .1 Supply fire extinguishers, as scaled by Fire Chief, necessary to protect work in progress and contractor's physical plant on site.
- 1.4 Blockage of Roadways .1 Advise Fire Chief of any work that would impede fire apparatus response. This includes violation of minimum overhead clearance, as prescribed by Fire Chief, erecting of barricades and digging of trenches.
- 1.5 Smoking Precautions .1 Observe smoking regulations at all times.
- 1.6 Rubbish and Waste Materials .1 Rubbish and waste materials are to be kept to a minimum.
- .2 Burning of rubbish is prohibited.
-

1.6 Rubbish and
Waste Materials
(Cont'd)

- .3 Removal:
 - .1 Remove all rubbish from work site at end of work day or shift or as directed.
- .4 Storage:
 - .1 Store oily waste in approved receptacles to ensure maximum cleanliness and safety.
 - .2 Deposit greasy or oily rags and materials subject to spontaneous combustion in approved receptacles and remove.

1.7 Flammable and
Combustible Liquids

- .1 Handling, storage and use of flammable and combustible liquids are to be governed by the current National Fire Code of Canada.
- .2 Flammable and combustible liquids such as gasoline, kerosene and naphtha will be kept for ready use in quantities not exceeding 45 litres provided they are stored in approved safety cans bearing Underwriters' Laboratory of Canada or Factory Mutual seal of approval. Storage of quantities of flammable and combustible liquids exceeding 45 litres for work purposes requires permission of Fire Chief.
- .3 Transfer of flammable and combustible liquids is prohibited within buildings or jetties.
- .4 Transfer of flammable and combustible liquids will not be carried out in vicinity of open flames or any type of heat-producing devices.
- .5 Flammable liquids having a flash point below 38° C such as naphtha or gasoline will not be used as solvents or cleaning agents.
- .6 Flammable and combustible waste liquids, for disposal, will be stored in approved containers located in a safe ventilated area. Quantities are to be kept to a minimum and Fire Department is to be notified when disposal is required.

1.8 Hazardous
Substances

- .1 Work entailing use of toxic or hazardous materials, chemicals and/or explosives, or otherwise creating hazard to life, safety or health, will be in accordance with National Fire Code of Canada.

- 1.8 Hazardous Substances (Cont'd)
- .2 Obtain from Fire Chief a "Hot Work" permit for work involving welding, burning or use of blow torches and salamanders in buildings or facilities.
 - .3 When Work is carried out in dangerous or hazardous areas involving use of heat, provide fire watchers equipped with sufficient fire extinguishers. Determination of dangerous or hazardous areas along with level of protection necessary for Fire Watch is at discretion of the Fire Chief. Contractors are responsible for providing fire watch service for work on a scale established and in conjunction with Fire Chief at pre-work conference.
 - .4 Where flammable liquids, such as lacquers or urethanes are to be used, proper ventilation will be assured and all sources of ignition are to be eliminated. Fire Chief is to be informed prior to and at cessation of such work.
- 1.9 Questions and/or Clarification
- .1 Direct any questions or clarification on Fire Safety in addition to above requirements to Fire Chief through the Engineer.
- 1.10 Fire Inspection
- .1 Site inspections by Fire Chief will be coordinated through Engineer.
 - .2 Allow Fire Chief unrestricted access to work site.
 - .3 Co-operate with Fire Chief during routine fire safety inspection of work site.
 - .4 Immediately remedy all unsafe fire situations observed by Fire Chief.

PART 1 - GENERAL

- 1.1 General .1 Contractor will take all reasonable steps to ensure that they and their employees have complied with all pertinent legislation and have protected the environment.
- 1.2 Fires .1 Fires and burning of rubbish on site not permitted.
- 1.3 Disposal of Wastes .1 Do not bury rubbish and waste materials on site unless approved by Engineer.
.2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
- 1.4 Spill Protection .1 The Contractor must have adequate clean up materials for any potential hazardous materials used in the completion of the work (ie. Foams, fuels, oils, lubricants, etc).

Annex A
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**WEEKLY INSPECTION CHECK LIST – HMCS QUEEN CHARLOTTE NAVAL
RESERVE AND THE QUEEN CHARLOTTE ARMOURY**

1. Check all operating and standby equipment in the boiler room for proper operation.
2. Check all alarms in Boiler Room with the Central Heating Plant at 1 506 422-2678, ensuring they are in operating order.
3. Test boiler water for proper chemical content. Add chemicals as required (as per Annex B).
4. Report any operational problems or repair requirements to the Engineer. If unable to contact the Engineer contact Central Heating Plant.
5. Remove and clean electrodes and nozzles, replace as required.
6. Visual check of sump pump to ensure it is operating.
7. Visual check of fuel level. If meter indicates – 50% or less, notify:
 - a. during normal working hours – Military Personnel at the site orderly room; or
 - b. after normal working hours – Central Heating Plant, 5 CDSB Gagetown.
8. Ensure the boiler room is clean and tidy. Remove any debris.
9. Maintain the log book in each location and make entries indicating arrival and departure times, date of inspection and the name of service personnel. All problems, test results, special remarks, etc, are to be logged in the book.

WATER TREATMENT CONTROL PROCEDURE

HOT WATER / STEAM BOILERS

1. Boiler water test results and quantities of chemical added (if any) are to be recorded in log book.
2. Test Procedure:
 - a. Test is MolyBDate "MO" test;
 - b. Control range 80-125 ppm;
 - c. Less than 80 ppm increase Dearborn 274 (or similar chemical); and
 - d. Greater than 125 ppm decrease Dearborn 274 (or similar chemical).Steam Boilers: maintain conductivity between 2500-3500 mmho by blowing down boiler / adding chemical as required.
3. Start-Up:

Add 22 litres of Dearborn 274 (or similar chemical) to each boiler on the first day. Check "MO" reading after 1 day. If "MO" reading is 80-125 ppm, reading is in correct range, check monthly. If reading is less than 80 ppm, add 4 litres of chemical each day until reading is in control range.
4. Maintain "MO" reading of 200 ppm MolyBDate in standby boilers.

WEEKLY FURNACE CHECK LIST - BRIGHTON COMPOUND

1. Check all operating and standby equipment in the furnace room for proper operation.
2. Check ignition electrodes and nozzles, replace as required.
3. Check the air filter, replace if required.
4. Report any operational problems or repair requirements to the Engineer. If unable to contact the Engineer contact the Central Heating Plant at 1 506 422-2678.
5. Visual check of fuel level. If meter indicates – 50% or less, notify:
 - a. during normal working hours – Military Personnel at the site orderly room; or
 - b. after normal working hours – Central Heating Plant, 5 CDSB Gagetown.
6. Ensure the furnace room is clean and tidy. Remove any debris.
7. Maintain the log book in each location and make entries indicating arrival and departure times, date of inspection and the name of service personnel. All problems, test results, special remarks, etc, are to be logged in the book.

ANNUAL FURNACE CHECK LIST BRIGHTON COMPOUND

1. **Test and Adjust Blower and Fan Control:**
 1. Replace fan Belt.
 2. Check pulleys and motor for proper alignment, lubricate as required.
 3. Remove any debris from blower components.
 4. Check fan control for proper operation.
 5. Check thermostat for proper operation.
 6. Replace the air filter.

2. **Heat Exchanger, Flue and Chimney:**
 1. Check heat exchanger for cracks.
 2. Check flue and chimney for blockages or openings.
 3. Check draft regulator for proper adjustment.

3. **Burner:**
 1. Change nozzle.
 2. Check oil pump for proper operation.
 3. Check for oil leaks.
 4. Clean and adjust the ignition electrodes.

4. **Oil Tank and Lines:**
 1. Check for oil leaks.
 2. Change oil filter.

5. **Written Inspection Report:**
 1. Produce a written inspection report on system conditions and repair requirements and include it with the invoice to the Contracts Manager.

SERVICE CHECK LIST FOR END SEASON MAINTENANCE

OIL FIRED BOILERS

1. BOILER INSPECTION: (inspect, record & report condition & deficiencies)

1. Boiler Base;
2. Expansion Tank;
3. Gauges;
4. Low Water Controls;
5. Pressure Regulating Valves;
6. Safety Relief Valves;
7. Condensate Return System;
8. Circulating Pumps;
9. Controls, Motors, etc;
10. Boiler Feed Water System;
11. Gauge Glass (Steam Boiler);
12. Pressure Controls; and
13. Other components related to boiler operation.

2. OIL BURNER INSPECTION: (inspect, record & report condition & deficiencies)

1. Photoelectric Cell;
2. Electrodes;
3. Burner Fan & Motor;
4. Burner Nozzle;
5. Ignition System;
6. Oil Pump, Tank & Lines (fittings, bent lines, etc);
7. Safety Devices;
8. Stack & Controls;
9. Fuel Oil Filter; and
10. Test Combustion Efficiency (adjust as required).

3. BOILER MAINTENANCE:

1. Fireside: Clean Combustion Chamber and Punch Fire Tubes;
2. Waterside Steam: Remove Hand Hole Covers for Inspection;
3. Waterside Hot Water: Remove Hand Hole Covers for Inspection; and
4. Steam Boiler: Replace Gauge Glass at end of heating season.

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4. SUMMER SHUTDOWN TO INCLUDE:

1. Clean the fireside of the boilers and remove hand hole covers for inspection;
2. Remove the front cover of the boilers for inspection, if required by the boiler inspector;
3. Reassemble the boiler after successful inspection by the boiler inspector; and
4. The Contractor will schedule the boiler inspection with the inspector.

5. WATER TREATMENT INSPECTION: (inspect, record & report condition & deficiencies)

1. Chemical Feed Pump & Lines;
2. Solution Tank; and
3. Time Clock.

6. WRITTEN INSPECTION REPORT:

1. Produce a written inspection report on system conditions and repair requirements and include it with the invoice to the Contracts Manager.

Note: Boilers & Equipment must meet Provincial Regulatory Authorities Guidelines.