

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions\Travaux publics et Services
gouvernementaux Canada
Building S-111
CFB Petawawa
Petawawa
Ontario
K8H 2X3
Bid Fax: (613) 687-6656

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet SC- O/H Cranes, Hoists and Monorail	
Solicitation No. - N° de l'invitation W0107-14B488/A	Date 2015-02-20
Client Reference No. - N° de référence du client W0107-14B488	
GETS Reference No. - N° de référence de SEAG PW-\$PET-906-1302	
File No. - N° de dossier PET-4-41039 (906)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-04-14	
Time Zone Fuseau horaire Eastern Standard Time EST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cook, Wayne	Buyer Id - Id de l'acheteur pet906
Telephone No. - N° de téléphone (613) 687-6655 ()	FAX No. - N° de FAX (613) 687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Engineering Services Squadron Bldg S-111 Garrison Petawawa PO Box 9999, Station Main Petawawa, Ontario K8H 2X3	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada Supply and
Services Operation
Petawawa Procurement
Building S-111
CFB Petawawa
Petawawa
Ontario
K8H 2X3

Delivery Required - Livraison exigée	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

Solicitation No. - N° de l'invitation

W0107-14B488/A

Amd. No. - N° de la modif.

File No. - N° du dossier

PET-4-41039

Buyer ID - Id de l'acheteur

pet906

CCC No./N° CCC - FMS No/ N° VME

W0107-14B488

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

For the provision all labour, materials, supervision, transportation and equipment to carry out periodic inspections, scheduled and emergency service and repair on Cranes, Hoists and Monorails. On an as and when requested basis at Garrison Petawawa, Ontario in accordance with the Specification attached as Annex A.

1.2 Mandatory Site Visit

It is mandatory that the bidder or a representative of the bidder visit the work site. Arrangements have been made for the site visit to be held on 31 March 2015 at 10:00 am. Building S-111 Room C-114, Garrison Petawawa, Ontario. Bidders must communicate with the Contracting Authority no later than 3 day(s) before the scheduled visit to confirm attendance and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their bids will be rejected as non-compliant. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.3 Debriefings

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

1.4 Trade Agreements

"The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

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.

2.2 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.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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.

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the 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

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Should any of the following Mandatory Requirements not be met the bid will be considered as non-compliant and shall not be given any further consideration.

- (a) Bidders must attend the Mandatory site visit.
- (b) Bidders must provide prices for **all** items listed in Annex B

4.1.2 Financial Evaluation

Bids will be assessed to arrive at an aggregate value based on the estimated usage provided herein at Annex "B" FOB Destination as indicated, for all three (3) years. The estimated usage provided herein is for the sole purpose of establishing an evaluation tool and are based only on best estimates. They may not reflect the actual usage and do not represent any commitment on the part of Canada. The Bidder's Unit Price will be multiplied by the corresponding estimated usage to arrive at an extended price. The aggregate value is the sum of all extended prices.

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical 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

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.

5.1.3.1 Documents required

- 5.1.3.1.1 Copy of insurance certificate which meets or exceeds the coverage specified herein.
- 5.1.3.1.2 Copy of Workers Compensation coverage for all applicable employees.

-
- 5.1.3.1.3** Copy of your company's most recent, signed Health and Safety plan as it relates to this work.
 - 5.1.3.1.4** Cell Phone number is required as per Annex "A", Para 6.12. Provide number
 - 5.1.3.1.5** Proof of Confined Space certification and Fall Restraint training.
 - 5.1.3.1.6** Copy of licenses for Electrician and Millwright.
 - 5.1.3.1.7** Proof of Minimum 10,000 hours of experience (inspector) and 8,000 hours experience (technician) as per CSA Standard.

5.1.3.2 Education and Experience

- 5.1.3.2.1** SACC *Manual* clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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 Statement of Work

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

6.2.1 Task Authorization

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

6.2.1.1 Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in Annex F.
2. The Task Authorization will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The Task Authorization will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 24hrs of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence Work until a Task Authorization authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any Work performed before a copy signed by the TA has been received, will be done at the Contractor's own risk.

6.2.1.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$30,000.00, Applicable taxes included, inclusive of any revisions.

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

6.2.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

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

6.2.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

6.2.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the Contract with task authorizations to the Contracting Authority.

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>) 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 period of the Contract is from 1 May 2015 to 30 April 2018 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Wayne Cook
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario
Address: 101 Menin Rd., Garrison Petawawa
Building S-111, RM C-114, Petawawa Ontario
Telephone: 613-687-6655
Facsimile: 613-687-6656
E-mail address: wayne.cook@pwgsc-tpsgc.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is:

Name: _____

Title: _____

Solicitation No. - N° de l'invitation
W0107-14B488/A
Client Ref. No. - N° de réf. du client
W0107-14B488

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-4-41039

Buyer ID - Id de l'acheteur
pet906
CCC No./N° CCC - FMS No./N° VME

Organization: _____

Address: _____

Telephone: ___ - ___ - ____

Facsimile: ___ - ___ - ____

E-mail: _____.

The Technical Authority named above 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 Technical Authority, however the Technical 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: _____.

6.6 Payment

6.6.1 Basis of Payment - Firm Price, Firm Unit Prices(s) or Firm Lot Price(s)

For the Work described in Section 7 of the Statement of Work in Annex A:

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

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

6.6.2 Basis of Payment – Firm Unit Price(s) or Firm Lot Price – Task Authorization

For the Work described in Part II of the Pricing Basis in Annex B:

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) *in accordance with the basis of*

payment, in Annex B, as specified in the authorized TA. Customs duties are *included*, and Applicable Taxes are extra.

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

6.6.3 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.6.4 SACC Manual Clauses

SACC Manual clause C0710C (2007-11-30), Time and Contract Price Verification

SACC Manual clause [H1001](#) (2008-05-12), Multiple Payments

6.7 Invoicing Instructions

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

6.7.2 Invoices shall be submitted on a monthly basis, in original and one (1) copy to the address below:

Department of National Defence
Engineer Service Squadron
Bldg. S-111
Garrison Petawawa, Ontario K8H 2X3

6.8 Certifications

6.8.1 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.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. *(Insert the name of the province or territory as specified by the Bidder in its bid, if applicable)*

6.10 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 A, Statement of Work;
- (d) Annex B, Pricing Basis;
- (e) the Contractor's bid dated _____ *(insert date of bid)* *(If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s))*

6.11 SACC Manual Clauses

SACC Manual Clause A9060C (2011-05-16), Canadian Forces Site Regulations

SACC Manual Clause C0711C (2008-05-12), Time Verification

ANNEX "A"

STATEMENT OF WORK

Specification for the Inspection, Servicing and Repairs of Overhead Cranes, Hoists and Monorails at Garrison Petawawa.

File # CB-488

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Service & Repair	8.0
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1.0 Identification

The requirement is to supply all labour, materials, supervision, transportation and equipment to carry out periodic inspections, scheduled and emergency service and repair on Cranes, Hoists and Monorails. On an as and when requested basis at Garrison Petawawa.

2.0 Standards

2.1 The following standards listed are the minimum expected of this requirement.

- 2.1.1 Safety Standard for Maintenance and Inspection of Overhead Cranes, Gantry Cranes, Monorails, Hoists and Trolleys. (CSA B167-96)
- 2.1.2 CSA Standard Z202
- 2.1.3 Ontario health and Safety Act (OHSA)
- 2.1.4 Canadian Electrical License (309 A)
- 2.1.5 Canadian Electrical Code (CEC)
- 2.1.6 Millwright License (426A)
- 2.1.7 National Building Code (NBC)
- 2.1.8 Technical Safety Standards Authority (TSSA)
- 2.1.9 American Society of Mechanical Engineers (ASME)
- 2.1.10 Fall Restraint Training (all staff)

3.0 Foreseeable Site Hazards

-
- 3.1 Department of National Defence takes Health and Safety for all persons granted access to the workplace very seriously. In accordance with the Canada Labour Code part 2 "all reasonable care to ensure that all persons granted access to the workplace, other than the employer' employees, are informed of every known or foreseeable health and safety hazard to which they are likely to be exposed to in the workplace".
- 3.2 BCE has developed a list of foreseeable hazards. This is not an all-inclusive list. At the time of task authorization against this requirement and as part of the Contractor Site Safety Briefing all hazards shall be identified by the site inspector and contractor representative for documentation and information for all workers.
- 3.3 Access to the site is subject to the following restrictions: Troop movements and other regulations as laid down by the Commander and/or the Technical Authority; all possible steps will be taken to provide the Contractor with access to delivery area at all times. However, DND activity may require some closure of areas.

4.0 Safety Plan

- 4.1 The Contractor shall develop a safety plan for this requirement. This shall be communicated to the Technical Authority and the contractor's staff. Special attention shall be placed on circumstances that require work in elevated positions.

5.0 Operating Environment

- 5.1 The operating environment for this requirement is a Canadian Forces military base.
- 5.2 The location of work is in various vehicle maintenance garages, workshops, warehouses and similar institutional establishments at Garrison Petawawa.

6.0 Technical Requirement

- 6.1 The Contractor will be required to provide various classes of inspections and testing under this requirement as follows;
- 6.1.1 Periodic Inspections;
 - 6.1.2 Operational Inspections;
 - 6.1.3 Initial Inspections and testing for all new equipment; and
 - 6.1.4 Inspections prior to use after service, repairs, modifications or rebuilt equipment.
- 6.2 Detailed Periodic Inspections for all equipment listed in the inventory will be conducted on a semi-annual basis during the months of April and October.
- 6.3 Operational inspections will be required during and as part of all service calls.
- 6.4 Initial inspections and testing, including load testing, for all new equipment will be conducted in accordance with CSA Standard B167-1964 and CSA Standard Z202, or most current standard.
- 6.5 Inspections prior to use will be conducted after all service calls, repairs, modifications or rebuilt equipment and will be included as part of the service call-up.
- 6.6 Inspections and service repairs will be scheduled during normal working hours (0730 - 1600 hours) Monday to Friday.

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- 6.7 Unscheduled services during or outside of normal working hours will be considered emergency work and identified to the contractor at time of Task Authorization.
- 6.8 All work shall be performed by an experienced crane inspector holding a certificate of qualification for the applicable trade in the Province of Ontario.
- 6.9 The contractor shall submit copies of these qualifications to the Technical Authority upon contract award and upon request at anytime during the duration of the contract.
- 6.10 The Contractor will be advised of the personnel authorized to request services. Services undertaken at the request of unauthorized person(s) shall be done at the Contractors risk with regard to payment. The end users (military, mechanics, work shop and warehouse staff) are considered unauthorized persons.
- 6.11 The Contractor is to report to the Contracts Office Bldg S-111 Room B-104 at Garrison Petawawa to sign in the contractor's log book and must also sign out at the end of each work day.
- 6.12 The Contractor will maintain a capability of communicating with the Technical Authority utilizing a cell phone at all times while on site.
- 6.13 Work shall be neat, accurately fitted and finished in accordance with best trade practices. Install all materials in strict accordance with manufacturer's recommendations.
- 6.14 It is mandatory that overhead cranes will be inspected with the use of mechanical scissor lift or articulated boom.
- 6.15 Appropriate barriers and signage shall be erected to provide a separate work area for Contractor's staff and to identify the hazard area to building occupants.
- 6.16 Always lock out equipment. The use of lockout procedures must be coordinated with the Technical Authority and the building occupants.
- 6.17 The contractor shall provide and maintain all tools and equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, and scissor lifts as may be required for the proper execution of the work. Temporary structures or aids erected by the contractor shall remain their property and shall be removed by them from the site upon completion of the work
- 6.18 Each crane and hoist is equipped with a log book which must be completed after each inspection or service call. The log book is not to be a part of the service report. The log book will remain with the unit and all entries shall be legibly printed in block letters, dated, printed name and signature of the qualified inspector.
- 6.19 In the event off site machining and fabrication is required the contractor will provide firm quotes for labour and materials to be price supported in accordance with the pricing basis.
- 6.20 All off site work must be approved by the Technical Authority in writing and in advance of the work.
- 6.21 Materials and parts authorized for use, oils and lubricants, shall be those specified by the manufacturer of the equipment or of equivalent quality and approved by the Technical Authority.
- 6.22 The contractor shall take all necessary precautions to protect and prevent damages to any structures and all surrounding equipment, property or installations. Damages caused by

the contractor shall be made good without delay or cost to the crown and to the satisfaction of the Technical Authority.

- 6.23 All hazmat spills must be reported immediately to the Base Fire hall at 687-5511 local 5555 and to the Technical Authority.
- 6.24 Disposal of oil and oily refuse is the contractor responsibility and must be transported by appropriate means and disposed of at an approved facility.
- 6.25 Contractor's equipment or actions resulting in a hazmat spill will be the financial responsibility of the contractor in regards to cleanup. Cleaning and disposal operations must comply with local ordinates and anti-pollution laws.
- 6.26 There will be no onsite disposal of waste.

7.0 Periodic (semi-annual) Inspections (Firm Requirement)

- 7.1 Periodic inspections for all overhead cranes, hoists and monorails will be carried out on a semi-annual basis during the months of April and October. Garrison Petawawa Overhead Crane, Hoist and Monorail inventory is attached at Annex A1. This list is subject to additions or deletions.
- 7.2 The Contractor will provide the Technical Authority 48 hours advance notice prior to the start of the periodic inspection cycle. The Technical Authority will assist the contractor to access all buildings and work sites as required.
- 7.3 All inspections or works once started will be continuous until completed. There will be no lengthy delay over the inspection cycle.
- 7.4 The Contractor shall complete the following procedures during periodic inspections:
- 7.4.1 Conduct a thorough visual and operational inspection and evaluation of each component.
 - 7.4.2 Verify the supporting structure has been designed, approved and installed for the maximum load as rated.
 - 7.4.3 Perform complete inspections in order to examine and determine safe operation of the crane in accordance with the manufacturer and appropriate CSA standards as listed in section 2.0 of this specification.
 - 7.4.4 Conduct all adjustments, calibrations, measurements and tests in accordance with the manufacturer's recommendations and applicable code standards.
 - 7.4.5 Ensure all existing guards and safety systems are in place and functional.
 - 7.4.6 Top up all fluid reservoirs to levels required.
 - 7.4.7 Lubrication of both electrical and mechanical operating parts.
 - 7.4.8 Contractor shall supply all greases, oils or lubricants to be included under the overall inspection cycle.
 - 7.4.9 Provide a thorough cleaning of equipment. This shall include the removal of any foreign debris in, on or under any of the equipment ensuring a swept and tidy appearance.

7.4.10 On completion of the inspection the contractor is to complete an inspection report in accordance with section 9.0.

7.5 Inspection reports must be received by Technical Authority printed and signed.

7.6 The contractor is not authorized to install parts during the inspection. Contractor must contact Technical Authority immediately when a fault is found. If the equipment is deemed unsafe the contractor will advise the Technical Authority and utilize appropriate lock out procedures. The Technical Authority will physically lock out the equipment with DND owned and controlled lock outs.

7.7 If during the inspection the Contractor identifies an issue on any of the equipment requiring disassembly or is not easily viewed due to overhead location or otherwise, the Contractor shall immediately contact the Technical Authority to visit the site, to identify and view the problem.

7.8 Once the Technical Authority has viewed the fault or problem a digital picture will be taken and forwarded to the Technical Authority by electronic means.

7.9 Repairs identified during an inspection will be scheduled on a separate DND 626 Task Authorization and in accordance with para 8.0 of this specification.

8.0 **Service and Repair (As and When Requested)**

8.1 On this requirement, response time shall be underway within 48 hours of the DND 626 Task Authorization or at a later time as agreed upon by the Technical Authority.

8.2 Emergency service or repair will be identified at the time of DND 626 Task Authorization. Emergency service call response time shall be scheduled and underway within 24 hours of the time of Task Authorization.

8.3 The Contractor will respond and comply with administrative Task Authorization procedures as detailed in section 6.0 of this specification.

8.4 All service and repair will be in accordance with current Safety Standard for Maintenance and Inspection of Overhead Cranes, Gantry Cranes, Monorails, Hoists and Trolleys. (CSA B167-96) and section 2.0 of this specification.

8.5 All materials and replacement parts authorized for use shall be those specified by the manufacturer of the equipment or of equivalent quality approved by the Technical Authority.

8.6 The Contractor during all service calls shall:

8.6.1 Complete repair(s) as requested and in accordance with the scope of work;

8.6.2 If during the repairs the Contractor identifies an issue on any of the equipment that requires disassembly or is not easily viewed due to overhead location or otherwise, the Contractor shall immediately contact the Technical Authority to visit the site in order to view the problem;

8.6.3 Once the problem or fault has been viewed the Technical Authority may request a digital picture be taken and forwarded to the Technical Authority office by electronic means;

8.6.4 Conduct a full visual and operational inspection of the equipment;

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- 8.6.5 Ensure all existing guards and safety systems are in place and functional;
 - 8.6.6 Top up all fluid reservoirs to levels as required;
 - 8.6.7 Lubrication of both electrical and mechanical operating parts;
 - 8.6.8 Removal of any foreign debris in, on or under any of the equipment ensuring a swept and tidy appearance;
 - 8.6.9 In the event the repair is not completed the Contractor shall ensure a follow-up visit is scheduled within a reasonable and agreed upon time;
 - 8.6.10 The maximum acceptable delay for uncommon parts and materials is 14 days or longer if approved by the Technical Authority;
 - 8.6.11 If the equipment is deemed unsafe the Contractor will advise the Technical Authority and utilize/put in place appropriate lock out procedures; and
 - 8.6.12 Complete the on-site log book after each inspection, repair or service. The log book will remain with the unit and all entries shall be legibly printed in block letters, dated, printed name and signature of the qualified inspector.
- 8.7 All new equipment and parts will be operated and commissioned to the acceptance of the Technical Authority.
- 8.8 On completion of the service call the contractor is to present to the Technical Authority with a completed service report as detailed in section 9.0.

9.0 Deliverables

- 9.1 Deliverables expected by the contractor under this requirement will include inspection records, service reports, estimates and quotes.
- 9.2 Inspection records are required for each piece of equipment upon completion of all scheduled inspections.
- 9.3 The inspection record attached at Annex A2 will be considered the minimum acceptable standard; any additional information will be annotated on a separate page and attached to the report for each piece of equipment and will indicate the following;
 - 9.3.1 Full identification of the Overhead Crane, Hoist or Monorail to include Manufacturer, Model, Serial, Capacity and specific electrical data;
 - 9.3.2 Equipment Identification Number and location;
 - 9.3.3 Completed adjustments, added fluids, alterations and recommendations for future upgrades or work;
 - 9.3.4 Overall observations, status of the equipment, code or standard non-compliance substantiated with applicable references; and
 - 9.3.5 The Technical Authority will receive a dated, signed copy of the inspection record prior to contractor departure.

9.4 Service reports are required upon completion of a service call. In the event work spans several days a service report is required each day.

9.5 Service reports will include as a minimum the following information;

- 9.5.1 Full identification of the Overhead Crane, Hoist or Monorail to include Manufacturer, Model, Serial, Capacity and specific electrical data;
- 9.5.2 Equipment Identification Number and location;
- 9.5.3 Completed repairs, parts installed, adjustments, added fluids, alterations and recommendations for future upgrades or work;
- 9.5.4 Work not completed or other recommendations for future upgrades;
- 9.5.5 Overall observations, status of the equipment, code or standard non-compliance substantiated with applicable references;
- 9.5.6 Detailed on-site labour hours, materials and parts listed;
- 9.5.7 Other disbursements or authorized equipment rentals; and
- 9.5.8 The Technical Authority will sign, date and receive a copy of the service report prior to contractor departure.

9.6 Estimates and/or quotes for service, repairs and installations when requested will be presented to the Technical Authority within 14 days of the request. No works shall commence without written acceptance of the quote or estimate.

9.7 All estimates and quotes will clearly demonstrate individual labour, parts and materials in accordance with the applicable pricing basis.

10.0 Invoicing

10.1 Invoices will be complete and forwarded to the Technical Authority within 14 days of the completion of work and must contain the following:

- 10.1.1 Requirement Number and Task Authorization Number;
- 10.1.2 Bldg Number, equipment identifier and location of work;
- 10.1.3 Separate Material Cost;
- 10.1.4 Labour costs itemized in accordance with the pricing basis; and
- 10.1.5 Dated invoice to include date the work was completed.

10.2 No invoices will be paid for services without receipt of a complete inspection/service report, per piece of equipment, delivered to the Technical Authority.

11.0 Workmanship

11.1 Parts installed will be warranted for 90 days including labour and travel unless otherwise stated on the scope of work.

11.2 All new equipment will be warranted for a period of one (1) year or more up to and including the manufacturer's warranty.

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Annex A-1

CRANES & OVERHEAD HOISTS

EQPT ID #	CAPACITY	BLDG #	LOCATION	TYPE OF EQUIP	MAKE	MODEL #	SERIAL #
1	3 TON	BB-102	MAINT BAY	OVERHEAD CRANE	RICHARD WILCOX	14	C17057
2	1 TON	BB-102	MAT SHOP	ELEC CHAIN PUSH/PULL TROLLEY MONORAIL	BUDGIT	BEH0116	313218
3	1 TON	BB-102	ENGINE SHOP	ELEC CHAIN PUSH/PULL TROLLEY MONORAIL	BUDGIT	BEH0116	313219
4	5 TON	BB-129	MAINT BAY	OVERHEAD CRANE	P&H		
5	16,000 KGS	C-53	MAIN BAY	OVERHEAD CRANE	KONE	XL412N30EDC414BOKO	274969
6	7.5 T	CC-102	HANGAR #3	OVERHEAD CRANE	R&M	SX40610075P35FFDD05	HHW15058
7		H-110	Carp Shop	Monorail			
8	2 T	H-112	RM 179	ELEC CHAIN TROLLEY MONORAIL	MUNCK	222-5420	352T1006
9	2 T	H-112	RM 151	ELEC CHAIN TROLLEY MONORAIL	MUNCK	222-5420	852T1003
10	2 T	H-112	RM 154	ELEC CHAIN TROLLEY MONORAIL	MUNCK	222-5420	852T1020
11	6 T	H-112	MAINT BAY	OVERHEAD CRANE	MUNCK	3121B1CFD4	H04573
12	1 T	P-49	MAINT BAY	ELEC CHAIN TROLLEY	R&M	35H332-4661	1151953SC1
13	2 T	P-49	MAINT BAY	ELEC CHAIN TROLLEY	VULCAN	LV41512-1	25165EVA2/01
14	3 T	Y-102	MAINT BAY	OVERHEAD CRANE	R&M	SX30410032P25FFCLOF	HHW11670
15	13.5 T	Z-117	MAINT BAY	OVERHEAD CRANE	DEMAG	BKDH532H20KN241	904857
16	10 T	Z-117	MAINT BAY	OVERHEAD CRANE	Zelus		

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ANNEX A2

CRANE/HOIST/MONORAIL INSPECTION REPORT

Make:		Model No:		Serial No:	
Capacity:		Eqpt ID:		Inspector:	
Location:			Voltage:		

HOIST		TROLLEY	
1	MOTOR ASSEMBLY	23	PLAIN TROLLEY
2	HAND CHAIN	24	GEARED TROLLEY
3	HAND CHAIN WHEEL	25	WHEELS
4	HAND CHAIN WHEEL COVER	26	GEARED WHEELS
5	BRAKE ASSEMBLY	27	BEARINGS
6	BRAKE DISCS	28	SIDE PLATES
7	GEAR BOX	29	ANTI TIP / FALL SAFETY GUARDS
8	OIL LEVEL OR GREASE	30	MOTOR ASSEMBLY
9	LOAD CHAIN	31	HAND CHAIN
10	WIRE ROPE	32	HAND CHAIN WHEEL
11	CHAIN OR WIRE ROPE DEAD END	33	BRAKE ASSEMBLY
12	LUG MOUNT	34	BRAKE DISCS
13	TOP HOOK ASSEMBLY	35	PINION GEARS
14	BOTTOM BLOCK	36	CONTACTS & ELECTRICAL
15	SAFETY LATCHES	37	GEAR BOX
16	UPPER LIMIT SWITCH	38	GEAR BOX OIL LEVEL OR GREASE
17	LOWER LIMIT SWITCH	39	CAPACITY LABEL
18	POWER SUPPLY CABLE	40	POWER SUPPLY CABLE
19	CONTROL STATION	41	FESTOON SYSTEM
20	CONTACTS & ELECTRICAL	42	DISCONNECT
21	SHEAVES OR SPROCKETS	43	LOG BOOK PRESENT
22	CAPACITY DECALS		
MONORAIL			
44	I BEAM OR H BEAM	48	FASTENERS
45	CAPACITY	49	WASHERS
46	SUPPORTS	50	LOCK WASHERS
47	END STOPS	51	BEVELED WASHERS
COMMENTS			

ANNEX "B"

Basis of Payment

The format of the pricing shall not be altered except for the provision of bid price for each item and each year. All prices are to be net prices in Canadian funds including all labour, equipment, materials, Canadian Customs duties, excise taxes and are to be FOB destination(s) indicated, including all delivery charges. HST shall not be included in pricing and shall be shown as a spate item on invoices.

Year 1 – 01 May 2015 to 30 April 2016
Year 2 – 01 May 2016 to 31 April 2017
Year 3 – 01 May 2017 to 31 April 2018

Part I:

Firm Requirement

Item	Description	Estimated usage	Unit of Issue	Unit Price Year One	Unit Price Year Two	Unit Price Year Three
1	Provide all inclusive Overhead Crane, Hoist and Monorail periodic inspections in accordance with this contract specification section 7.0 for all equipment listed in the inventory to include all transportation, overhead, labour, supervision, materials, tools and equipment. Provide written inspection reports in accordance with section 9.0 of the technical specification. Inspections are to be carried out semi-annually during April and October. Inspection service of overhead cranes, hoists and monorails shall utilize mechanical scissor lift or articulated boom.	2	Lot			

Part II:

As and When Requested Services through the use of Task Authorizations.

Item	Description	Estimated usage	Unit of Issue	Unit Price Year One	Unit Price Year Two	Unit Price Year Three
2	Provide an all inclusive Overhead Crane, Hoist or Monorail Initial Inspection and Testing for new equipment which may or may not be listed in the inventory to include transportation, overhead, labour, supervision, materials, tools and equipment	2	Lot			

	and provides a written inspection report in accordance with the standards identified in this specification. This inspection does not include load test.					
3	Provide load testing in conjunction with line item #2 of this pricing basis as and when requested and in accordance with CSA Standard B167-96/Z202. Testing to include rental, delivery and return of weights, associated labour, scale receipts and documented test results at contractor's cost with no mark-up. Price supported at time of invoicing.	1	Cost			
4	Scheduled tradesman first hour, in accordance with section 8.0 of the contract specification, to include labour, equipment, transportation, supervision and one hour of on-site productive labour to be charged only once per call-up, during normal working hours (0730-1600hrs Monday to Friday). Service and repair of overhead cranes and hoists shall utilize mechanical scissor lift or articulated boom.	6	hour			
5	Scheduled tradesman additional hours of on-site productive labour during normal working hours (0730-1600hrs Monday to Friday)	40	hour			
6	Emergency non-scheduled tradesman first hour, in accordance with section 8.0 of the contract specification, to include labour, equipment, transportation, supervision and one hour of on-site productive labour, to service or repair cranes or hoists, to be charged only once per call-up outside normal working hours, including weekdays, weekends and stat holidays.	2	hour			
7	Emergency non-scheduled tradesman additional hours of on-site productive labour outside normal working hours, including weekdays, weekends and stat holidays.	20	hour			
8	Scheduled off-site machining and fabrication labour during or after hours to be pre-approved by the Technical Authority.	10	hour			
9	Scheduled Trades helper first hour on-site productive labour during normal working hours (0730-1600hrs Monday to Friday) to be pre-approved by the Technical Authority.	6	hour			
10	Scheduled Trades helper additional hours on-site productive labour during normal working hours (0730-1600hrs Monday to Friday) to be pre-approved by the Technical Authority.	30	hour			
11	Addition of one inspection of an overhead crane to the inventory	2	ea			

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12	Deletion of one inspection of an overhead crane from the inventory	1	ea			
13	Addition of one inspection of a hoist or monorail to the inventory.	4	ea			
14	Deletion of one inspection of a hoist or monorail from the inventory	2	ea			
15	Daily man lift rental, pre-approved by the Technical Authority	10	day			
16	Material at cost plus mark up of _____% to include price support at time of invoicing.	\$35,000.00	%			