

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
John Cabot Building  
10 Barters Hill, P.O. Box 4600  
St. John's  
Newfoundland and Labrador  
A1C 5T2  
Bid Fax: (709) 772-4603

**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**

<b>Title - Sujet</b> RISO Offloading Systems -Various NL	
<b>Solicitation No. - N° de l'invitation</b> F6139-150001/A	<b>Date</b> 2015-03-10
<b>Client Reference No. - N° de référence du client</b> F6139-150001	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$PWD-005-6286
<b>File No. - N° de dossier</b> PWD-4-37219 (005)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-04-20</b>	
<b>Time Zone</b> Fuseau horaire Newfoundland Daylight Saving Time NDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> O'Brien, Cheryl	<b>Buyer Id - Id de l'acheteur</b> pwd005
<b>Telephone No. - N° de téléphone</b> (709) 772-3460 ( )	<b>FAX No. - N° de FAX</b> (709) 772-4603
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Various Locations Newfoundland Labrador	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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

**Issuing Office - Bureau de distribution**  
PWGSC/TPSGC-Nfld Region/Real Property  
John Cabot Building  
10 Barters Hill, P.O. Box 4600  
St. John's  
Newfoundl  
A1C 5T2

Solicitation No. - N° de l'invitation

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Buyer ID - Id de l'acheteur

pwd005

CCC No./N° CCC - FMS No/ N° VME

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## RFSO - Offloading Systems

DFO

Various, NL

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1            General Information: provides a general description of the requirement;
- Part 2            Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3            Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4            Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5            Certifications: includes the certifications to be provided;
- Part 6            Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7            7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment and any other annexes

### 1.2 Summary

- (i)            Public Works and Government Services Canada has a requirement to issue a Standing Offer for the ongoing maintenance and repair of wharf-based off-loading systems (jib cranes), used for the lifting of catch from vessels to wharves. This standing offer is to provide support for the Department of Fisheries and Oceans to continue the ongoing servicing of the jib cranes in the Newfoundland Labrador Region. The province will be divided into regions and contractors can bid on any or all regions.
- (ii)            *Client: Department of Fisheries and Oceans;*
- (iii)            The term of this Standing Offer is for two (2) years, on an "as and when required basis. A standing offer is an agreement and not a contract. The Crown reserves the right to award to more than one contractor.

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- (iv) as per the Integrity Provisions under section 01 of Standard Instructions 2006, offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section 4.21 of the Supply Manual for additional information on the Integrity Provisions.
  - (v) "For services requirements, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants."
  - (vi) "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."

### **1.3 Debriefings**

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - OFFEROR INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2014-09-25) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### **2.2 Submission of Offers**

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

### 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer non-responsive.

#### Definitions

For the purposes of this clause,

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

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

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

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

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

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information, for all FPS 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.

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By providing this information, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information:

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

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

### **2.4. Enquiries - Request for Standing Offers**

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

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

### **2.5. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Newfoundland & Labrador.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or

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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 offerors.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **3.1. Offer Preparation Instructions**

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

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, offerors 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: Financial Offer**

Offerors must submit their financial offer in accordance with the "Annex B, Basis of Payment". The total amount of Applicable Taxes must be shown separately.

#### **Section II: Certifications**

Offerors must submit the certifications required under Part 5.

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

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.

#### **4.1.1 Financial Evaluation**

##### **4.1.2 Evaluation of Price**

*SACC Manual* Clause M0220T (2013-04-25) Evaluation of Price

- 4.1.2** Offerors will be evaluated on the basis of Lowest Total Estimated Price for each Sub-Region (HST extra). Offerors are required to bid on all line items in each Unit Price table or that table may be considered non-responsive.

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection**

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*SACC Manual* Clause M0069T (2007-05-25), Basis of Selection

## **PART 5 - CERTIFICATIONS**

Offerors must provide the required certifications and associated information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default in carrying out any of its obligations under any resulting contracts, if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority may render the Offer non-responsive, may result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Precedent to Issuance of a Standing Offer**

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

#### **5.1.1 Integrity Provisions - Associated Information**

By submitting an offer, the Offeror certifies that the Offeror and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Offer of Standard Instructions 2006. 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 - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada-Labour's](#) website.

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

## **PART 6 - INSURANCE REQUIREMENTS**

### **6.1 Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex C.

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

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

**7.1.1** The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **7.2 Security Requirements**

**7.2.1** There is no security requirement applicable to this Standing Offer.

#### **7.3 Standard Clauses and Conditions**

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

##### **7.3.1 General Conditions**

2005 (2014-09-25) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is for 2 years from date of Standing Offer award.

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## 7.5. Authorities

### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Cheryl O'Brien  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Real Property Contracting  
Address: The John Cabot Building, P.O. Box 4600, 10 Barter's Hill, St. John's, NL

Telephone: (709) 772-3460  
Facsimile: (709) 772-6066  
E-mail address: cheryl.obrien@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

### 7.5.2 Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative (To be completed by Contractor)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

email: \_\_\_\_\_

## 7.6 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

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will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is: Department of Fisheries and Oceans.

## 7.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form *PWGSC-TPSGC 942, Call-up Against a Standing Offer*.

## 7.9 Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$25,000.00 (Applicable Taxes included).

## 7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$ \_\_\_\_\_ (*To be completed by PWGSC upon award*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or 3 months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## 7.11 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2014-09-25), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2014-09-25) General Conditions Services (Medium Complexity)
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) the Offeror's offer dated \_\_\_\_\_ (*insert date of offer*), as amended on \_\_\_\_\_ (*and insert date(s) of amendment(s) if applicable*).

## 7.12 Certifications

### 7.12.1 Compliance

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

## 7.13 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Newfoundland and Labrador.

## B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### 7.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

### 7.2 Standard Clauses and Conditions

#### 7.2.1 General Conditions

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

### 7.3 Term of Contract

#### 7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

### 7.4 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.5 Payment

### 7.5.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as per the Basis of Payment, Annex B. 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 approved, in writing, by the Contracting Authority before their incorporation into the work.

### Travel and Living Expenses

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, private vehicle and incidental expense allowances specified in Appendices B, C and D of the [Treasury Board Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority. All payments are subject to government audit.

### 7.5.2 Limitation of Expenditure

#### 7.5.2 Limitation of Price

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

#### 7.5.3 Method of Payment

*SACC Manual* clause H1000C (2008-05-12) Single Payment

### 7.6 Invoicing Instructions

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

Each invoice must be supported by:

- a. Requirements as indicated in the statement of work Section 1, Scope of work, Number 7, Invoicing;
  - b. all other documents, as specified in the contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to Department of Fisheries and Oceans  
Attn: Diane White.

Solicitation No. - N° de l'invitation  
F6139-150001/A  
Client Ref. No. - N° de réf. du client  
Various

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWD-4-37219

Buyer ID - Id de l'acheteur  
pwd005  
CCC No./N° CCC - FMS No./N° VME

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## **7.7 Insurance Requirements (G1001C)**

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 ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

Solicitation No. - N° de l'invitation  
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**ANNEX "A"**

**STATEMENT OF WORK**

**(47 PAGES)**

**ANNEX "B"**

**BASIS OF PAYMENT**

- 1) The prices per unit shall govern in establishing the Total Estimated Amount. Any arithmetical errors in this Appendix will be corrected by Canada.
- 2) Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.

**UNIT PRICE TABLE**

The Unit Price Table designates Work to which a Unit Price Arrangement applies.

- (a) Work included in each item is as described in the referenced specification section.
- (b) The Price per Unit shall not include any amounts for Work that is not included in that unit price Item.

**SUB-REGION 1 - South West NL**

Item No.	Class of Labour, Plant and Material	Unit of Measurement	Est. Quantity	Price Per Unit	Estimated Total Price
1	<b>Industrial Electrician</b>				
	Hourly Rate (includes Regular Hour Rate factored for Work Outside of Regular Hours including Weekends and Holidays)	per hour	736	\$	\$
2	<b>Apprentice</b>				
	Hourly Rate (includes Regular Hour Rate factored for Work Outside of Regular Hours including Weekends and Holidays)	per hour	230	\$	\$
3	Material & replacement parts (except free issue) at contractor's actual purchase price plus a mark-up *	lump sum	\$46,000	_____ %	\$
<b>TOTAL ESTIMATED AMOUNT SUB-REGION 1 (HST EXTRA):</b>					<b>\$</b>

\*To calculate the Estimated Total Price for **Item 3**, multiply the Mark-up % by the Estimated Quantity and add that total to the Estimated Quantity. [Estimated Total Price = (Estimated Quantity) + (Estimated Quantity x Mark-up % )]

**SUBREGION 2 - Northern Peninsula & Labrador**

Item No.	Class of Labour, Plant and Material	Unit of Measurement	Est. Total Quantity	Price Per Unit	Estimated Total Price
1	<b>Industrial Electrician</b>				
	Hourly Rate (includes Regular Hour Rate factored for Work Outside of Regular Hours including Weekends and Holidays)	per hour	1,536	\$	\$
2	<b>Apprentice</b>				
	Hourly Rate (includes Regular Hour Rate factored for Work Outside of Regular Hours including Weekends and Holidays)	per hour	480	\$	\$
3	Material & replacement parts (except free issue) at contractor's actual purchase price plus a mark-up*	lump sum	\$96,000	_____ %	\$
<b>TOTAL ESTIMATED AMOUNT SUB-REGION 2 (HST EXTRA):</b>					<b>\$</b>

\*To calculate the Estimated Total Price for **Item 3**, multiply the Mark-up % by the Estimated Quantity and add that total to the Estimated Quantity. [Estimated Total Price = (Estimated Quantity) + (Estimated Quantity x Mark-up % )]

Solicitation No. - N° de l'invitation  
 F6139-150001/A  
 Client Ref. No. - N° de réf. du client  
 Various

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 PWD-4-37219

Buyer ID - Id de l'acheteur  
 pwd005  
 CCC No./N° CCC - FMS No./N° VME

**SUB-REGION 3 - Central NL**

Item No.	Class of Labour, Plant and Material	Unit of Measurement	Est. Total Quantity	Price Per Unit	Estimated Total Price
1	<b>Industrial Electrician</b>				
	Hourly Rate (includes Regular Hour Rate factored for Work Outside of Regular Hours including Weekends and Holidays)	per hour	2,272	\$	\$
2	<b>Apprentice</b>				
	Hourly Rate (includes Regular Hour Rate factored for Work Outside of Regular Hours including Weekends and Holidays)	per hour	710	\$	\$
3	Material & replacement parts (except free issue) at contractor's actual purchase price plus a mark-up*	lump sum	\$142,000	_____ %	\$
<b>TOTAL ESTIMATED AMOUNT SUB-REGION 3 (HST EXTRA):</b>					<b>\$</b>

\*To calculate the Estimated Total Price for **Item 3**, multiply the Mark-up % by the Estimated Quantity and add that total to the Estimated Quantity. [Estimated Total Price = (Estimated Quantity) + (Estimated Quantity x Mark-up % )]

**SUB-REGION 4 - Eastern NL**

Item No.	Class of Labour, Plant and Material	Unit of Measurement	Est. Total Quantity	Price Per Unit	Estimated Total Price
1	<b>Industrial Electrician</b>				
	Hourly Rate (includes Regular Hour Rate factored for Work Outside of Regular Hours including Weekends and Holidays)	per hour	3,488	\$	\$
2	<b>Apprentice</b>				
	Hourly Rate (includes Regular Hour Rate factored for Work Outside of Regular Hours including Weekends and Holidays)	per hour	1,090	\$	\$
3	Material & replacement parts (except free issue) at contractor's actual purchase price plus a mark-up*	lump sum	\$218,000	_____%	\$
<b>TOTAL ESTIMATED AMOUNT SUB_REGION 4 (HST EXTRA): \$</b>					

\*To calculate the Estimated Total Price for **Item 3**, multiply the Mark-up % by the Estimated Quantity and add that total to the Estimated Quantity. [Estimated Total Price = (Estimated Quantity) + (Estimated Quantity x Mark-up % )]

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## ANNEX "C"

### INSURANCE REQUIREMENTS (G2001C)

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.



Fisheries and Oceans  
Canada

Pêches et Océans  
Canada

**FISHERIES AND OCEANS CANADA**  
**Small Craft Harbours**

**OFFLOADING SYSTEMS**  
**Standing Offer Agreement**

**Purpose:** Fisheries and Oceans Canada (DFO) is responsible for the ongoing maintenance and repair of wharf-based off-loading systems (hereafter referred to as jib cranes), used for the lifting of catch from vessels to wharves. This standing offer agreement is to provide support for Fisheries and Oceans to continue the ongoing servicing of the jib cranes in the Newfoundland and Labrador Region.

**Note:** While Fisheries and Oceans Canada conducts the maintenance and repair on jib cranes, the day-to-day management and operation of the jib cranes is provided by community-based Harbour Authorities.

Note that periods of highest activity are typically at the opening of each fishing season on or about the 1<sup>st</sup> of April until July.

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## SCOPE OF WORK

1. **Location** .1 Work sites for this agreement are within the *Newfoundland and Labrador Region*. The Region is divided into four (4) sub-regions. A map and listing of the sites within each sub-region are listed in Appendix 'A'.
2. **General** .1 The Scope of Work under this agreement includes, but shall not be limited to, the provision of all labour, materials, tools and equipment necessary to complete the work and provide the services listed in Item 3. There are four (4) sub-regions; a standing offer agreement will be issued for each sub-region. Successful contractors shall have the ability to carry out servicing from within each sub-region, however, chargeable travel time will be restricted to the maximum allowable travel time within each region (see Appendix 'D').
3. **Priorities and Response Times** .1 The contractor shall provide Fisheries and Oceans representatives with current phone, fax, and email addresses to be able to provide response to requests for service from the local Departmental representative. The contractor shall effect repairs and immediately upon completion of the service, report back to the representative describing the action taken to correct the problem. The following work priorities and response times shall apply:
  - .1 **Urgent**  
A priority of "Urgent" is defined as a deficiency or breakdown that requires same day attention to reduce the potential for danger to users, the general public, the environment, or the facility. Maintenance identified with this priority must be responded to as soon as possible and must be reported without delay to designated manager.  
**Standard Response Time – 4 Hrs.**
  - .2 **Rush**  
A priority of "Rush" is defined as a request to perform Breakdown Maintenance, a deficiency or

breakdown that requires attention within 24 hours to rectify a situation in which off-loading of catch is imminent. These deficiencies or breakdowns do not pose any danger to the users, the general public, the environment or the facility.

**Standard Response Time – 24 Hrs.**

**.4 Routine**

A priority of "Routine" is defined as essential maintenance requirements which would be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not pose any danger to the users, the general public, the environment or the facility.

**Standard Response Time – 48 Hrs.**

**5. Low Priority**

A priority of "Low" is defined as deficiencies that are similar to those considered as "Routine", but are of a less important nature. They are deficiencies which do not pose any immediate risk to the facility, its systems, its equipment or its users.

**Standard Response Time – 96 Hrs.**

**6. Annual Inspection**

A priority of "Annual Inspection" is defined as the once-annual inspection of each system in the inventory to check for deficiencies and provide Preventative Maintenance. Annual Inspections may be completed at the time of a call out for either of the Priorities noted above. These inspections are required once annually and details of their requirements are listed on the form 'Annual Maintenance Inspection' found in Appendix 'C'. This Priority is least important of those listed and there is considered to be no immediate risk to the facility, its systems, its equipment or its users.

**Standard Response Time – Once/year**

- 4. Contractor Responsibilities**
- .1 The contractor must be available to contact during normal business hours and have a demonstrated ability to receive and respond to calls for service as per item 3.1 above, during other than normal business hours.
  - .2 On award of agreement, the contractor must provide names of personnel performing work on this contract complete with proof of their qualifications.
  - .3 The contractor should be prepared to carry out repairs on first visit to site with replacement parts as per Appendix 'F' (see Appendix 'F' for a list of recommended replacement parts).
  - .4 Upon reaching the site to complete a work request and discovery that additional work is required outside of the general scope of work of this standing offer and exceeding the value of the call-up, the contractor is NOT to proceed without approval from the Departmental representative.
  - .5 The contractor is to maintain records of servicing for each site during the duration of this standing offer. These records are to be made available to Departmental representative at their request. These records will also be available for the Newfoundland and Labrador and Federal Labour inspectors when requested by the Departmental representative.
  - .6 It is expected that during the conduct of work associated with this standing offer the contractor may have to coordinate with local harbour authorities, but direction will only be taken from the Departmental representative.
- 5. Site Visits**
- .1 The Departmental representative may, without prior notification, visit the site.
- 6. Log Books**
- .1 The contractor shall complete all applicable log books outlining all work performed. Payment shall not be made if log book is incomplete.
- 7. Invoicing**
- .1 The contractor shall submit Job Slip(s) signed by the Departmental representative with an invoice. No invoice will be considered for payment unless accompanied by a signed Job Slip(s), as detailed in Appendix 'B'. If the

annual maintenance is being completed, then the Annual Maintenance Checklist form as shown in Appendix 'C' will have to be completed, signed and submitted with the Job Slip.

- .2 Invoices must show:
  1. Contract number
  2. Work location
  3. Date
  4. Name of person who authorized call
  5. Hours broken down as per unit table
  6. Material net cost and % mark-up
  7. Trade person(s) name and license(s) numbers(s)
  8. **Departmental Contact: Diane White in BOLD letters.**
- .3 At the completion of each call for service/inspection, an Inshore Fish Handling Field Note (see Appendix 'E') must be completed when maintenance is performed on any machinery. These forms must be completed by the field electrician in charge and submitted with each invoice in order for the payment to be processed.
- .4 In the event of a dispute, the contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.
- .5 All invoices once approved for payment by the Departmental representative must be submitted as per Vendor Letter provided with the standing offer.
- .6 All invoices for the fiscal year must be submitted for payment before March 31st of each year.

8. **Service  
Definitions**

- .1 The following definitions apply to the work to be directed by the Departmental representative.
  1. Add  
Make an addition to.
  2. Adjust

Bring components to a more efficient relative position.

3. Assemble  
To take apart and put together again.
4. Balance Load  
To balance the three (3) phase and single phase circuits which enter (or leave) the main switchboards, transformers and distribution panel boards, by calculating new and existing loads accordingly.
5. Breakdown Maintenance  
To perform repairs to damaged equipment due to failures.
6. Clean  
Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matter.
7. Check/Inspect  
View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts ability to fulfill their function to a high degree of efficiency.
8. Energy Source  
Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
9. Instruct  
Inform Departmental representative of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
10. Isolate  
To physically prevent the transmission or release of an energy source to machinery or equipment.
11. Lubricate

Apply oil or grease to joints between moving parts and joints between fixed and moving parts.

12. Load Test  
An exercise to demonstrate that the offloading system is capable of lifting a known, measure weight and is operating normally.
13. Measure  
Determine capacity or amount in standard units using an appropriate instrument. Measure motor overload with an instrument approved by overload manufacturer.
14. Paint  
Clean and prepare surfaces to paint according to manufacturer's recommendations. Use paint and primer recommended by paint manufacturer for applicable surface and use.
15. Predictive Maintenance  
To perform required repairs that have been declared in advance, on the basis of observation, experience and/or scientific reasons.
16. Preventative Maintenance  
To inspect, test and recondition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.
17. Prove  
Operate and determine if operation produces intended response.
18. Remove  
Take off or away from.
19. Re-pack  
Fill with packing again.
20. Repair  
Restore to a sound state.
21. Replace

Restore by removing old components and replacing with new components.

22. Report  
To Departmental representative on-site and include in work report, results of inspection and proving, note problems encountered, services required, services performed and readings taken.
23. Shut Down  
Take out of service.
24. Start Up  
Return to service.
25. Tighten  
Securely fix in place.
26. Torque  
A predetermined amount of force determined by a manufacturer and executed with the use of a torque wrench to turn a nut on a bolt, relating to specific equipment or system.
27. Treat  
Act upon with agent.

## GENERAL REQUIREMENTS

1. **Use of Site**
  - .1 Limited to areas of work and storage.
  - .2 Do not unreasonably encumber site with materials or equipment.
  - .3 Move stored products or equipment which interferes with operations of building or other contractors.
2. **Departmental or Harbour Authority Representative(s)**
  - .1 The contractor will be notified of, on award of the agreement the name and phone number of the Departmental or Harbour Authority representative.
3. **Codes and Legislated Requirements**
  - .1 The following codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the agreement.
    - .1 National Building Code of Canada
    - .2 Part II of the Canada Labour Code
    - .3 CSA Standard B167-96 Safety Standard for Maintenance and Inspection of Overhead Cranes, Gantry Cranes, Monorails, Hoists and Trolleys
    - .4 Fire commission of Canada # 301 Standard for Building Construction Operations
    - .5 Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers Compensation Board and Municipal Statutes and Authorities.
    - .6 Newfoundland Occupational Health and Safety Regulations
    - .7 Canadian Electrical Code Part I CSA C22.1
    - .8 Fall Arresting Devices and Vertical Lifelines CAN/CSA Z259.2.1

- .9 Safety Belts and Lanyards CAN/CSA Z259.1
  - .10 The contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of Fisheries and Oceans Canada is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these procedures and cited Codes and Standards, the cited Codes and Standards are to prevail.
  - .11 Canadian Environmental Protection Act, 1999
  - .12 Materials and workmanship must conform to or exceed applicable standards of the Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
  - .13 In the event of a conflict between any of the above codes or standards the most stringent shall apply.
  - .14 These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.
- 4. Licenses, Permits and Fees .1** The contractor shall be responsible for obtaining and paying for all licenses and permits required to perform the work requested prior to commencement of work.
- .2 Provide the authorities having jurisdiction with all information requested.
  - .3 Furnish these certificates and permits when requested.
- 5. Taxes .1** Pay applicable Federal, Provincial and Municipal taxes.
- 6. Work Schedule .1** Upon receiving acceptance of your offer and notification to start work, contact the Departmental representative to

submit your work schedule for the annual maintenance check.

**7. Final Completion .1  
Terms of Payment**

The contractor shall notify Departmental or Harbour Authority representative upon completion of work. When all deficiencies recorded at this time have been promptly corrected to satisfaction of Departmental representative the contractor shall submit his invoice to:

Ms. Diane White  
Small Craft Harbours  
Fisheries and Oceans Canada  
10 Barter's Hill  
PO Box 5667  
St. John's, NL A1C 5X1

**8. Environmental .1**

.1 Do not burn or bury rubbish or waste materials on site.

.2 All work to be performed in accordance with the Federal Environmental Protection Act and Provincial Environmental Acts and Regulations.

**9. Examination of Premises .1**

.1 All parties tendering should examine the site of the proposed work prior to submitting their tenders and become thoroughly acquainted with same and obtain any and all information that may be necessary and requisite to properly execute the standing offer agreement.

**10. Existing Services .1**

.1 Protect and maintain existing active services.

.2 Connect to existing services with minimum disturbance to people using site and its operation.

.3 Use existing services at no cost.

.4 Used designated sanitary services.

.5 Any shutdown to execute service or repair must first be approved by Departmental representative.

.6 Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is the contractor's expense and responsibility.

- .7 Inform the Departmental representative immediately of any code violations or required repairs which could pose a hazard to equipment users.
- .8 When connecting to or disconnecting from an existing electrical system, ensure a balanced load upon completion of work.
- 11. Cleaning**
  - .1 Maintain work area free of accumulated waste and rubbish.
  - .2 Remove and dispose of debris, used and obsolete material on a daily basis.
  - .3 Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by work.
- 12. Cutting, Fitting and Patching**
  - .1 Cut, fit and patch where required for work under this standing offer. Make good all disturbed surfaces to original condition.
- 13. Co-ordination and Protection**
  - .1 Execute work with minimum disturbance to users of the site and its equipment. Make arrangements with Department to facilitate execution of work. Maintain access and exits as work area could be occupied during execution of work.
  - .2 Protect existing work from damage.
  - .3 Move equipment and fittings required for access to work and replace following completion of work.
  - .4 Where necessary, cover equipment and fittings in work areas prior to commencing work, remove covers on completion of work.
  - .5 Replace damaged existing work with material and finish to match original.
  - .6 All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.

- 14. Product Approvals**
- .1 The contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).
  - .2 The contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
  - .3 No controlled products are to be brought on site without prior approved Material Safety Data Sheets (MSDS).
  - .4 Material Safety Data Sheets (MSDS) to remain on site at all times.
- 15. Materials and Equipment**
- .1 Equipment and materials to be new, CSA certified and manufactured to standard quoted.
  - .2 Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from an independent testing agency recognized by the Provincial Department of Labour.
  - .3 Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
  - .4 Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
  - .5 Deliver, store and maintain materials with manufacturer's seals and labels intact.
  - .6 Store materials in accordance with manufacturer's and supplier's instructions.
  - .7 Do not store materials on site without Departmental or Harbour Authority representative's approval.
  - .8 Fisheries and Oceans Canada accepts no responsibility for materials or equipment stored on site.
  - .9 Where equipment inventory numbering system exists, identify to the appropriate Departmental contact all

- pertinent data relative to the new piece of equipment upon installation.
- .10 The contractor to supply shop drawings and manufacturer's instructions and specifications on all new installations for inclusion in the building inventory file.
- .11 Refer to Appendix 'F' for a listing of recommended components to keep in inventory to be available at service calls and a listing of Materials to be Supplied by Canada.
- 16. Scheduling and Hours of Work**
- .1 Carry out work as required to meet the requirements noted in Section 1, Item 3.
- .2 Schedule work so that the operators can perform their duties.
- 17. Contractor**
- .1 Care and control of this project is the responsibility of the contractor. Responsibility as to which trade provides required materials, articles and work rests solely with the contractor.
- 18. Personnel**
- .1 The contractor shall provide qualified personnel with a minimum qualification of Industrial Electrician (Journeyman) and an Electrical Apprentice shall be used if additional manpower is required.
- .2 The contractor will provide the Departmental representative with a list of all people working on premises, complete with a copy of their licenses, including WHMIS, First Aid and CPR certification where applicable, or a resume of experience and will update the list immediately when personnel changes.
- .3 The contractor and his/her personnel must adhere to the Federal government "No Smoking" policy while in Federal facilities.
- 19. Work Done by Other Means**
- .1 This agreement does not create an exclusive right of the contractor to perform all jib crane work which might be required.
- 20. Site Security**
- .1 Site security is the responsibility of the contractor who shall erect temporary site enclosures, barricades and

- fencing to prevent unauthorized entry, pilferage and vandalism.
- .2 Any work that may disrupt the operations of the users of the equipment will be carried out after normal operational hours. For all work carried out after normal operational hours, the Departmental representative will determine acceptable building security.
- 21. Meetings** .1 Attend meetings at site when notified by Fisheries and Oceans Canada.
- 22. Drawings and Maintenance Manuals** .1 Where applicable, maintenance manuals and drawings for new work are to be accessible for viewing by the Departmental representative when required. Maintenance manuals and drawings for existing work are available for viewing from the Departmental representative, when required.
- 23. Fastening Devices Explosive Actuated** .1 Power activated devices using explosives shall not be used.
- 24. Confined Spaces** .1 All work in confined spaces will be carried out in compliance with the Canada Occupational, Safety and Health Regulations Part XI.
- .2 The contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner in compliance with the Canada Occupational, Safety and Health Regulations Part XI.
- .3 The contractor is to provide and maintain training as required by the Canada Occupational, Safety and Health Regulations Part XI.
- .1 The contractor and/or his employees shall provide proof of training and qualifications when requested by the Departmental representative.
- .4 The contractor to provide Departmental representative with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with

the Canadian Occupational, Safety and Health Regulations Part XI.

- .5 The contractor is to have a hazard assessment of the confined space performed.
  - .1 The contractor is to provide Departmental representative with a copy of the hazard assessment.
  
- 25. Fall Arrest**
  - .1 All work carried out above the mandatory height restrictions from an unsafe/unguarded structure and/or from ladders, staging and/or scaffolding will be done in compliance with the Canadian Occupational, Safety and Health Regulations, Part XII, Section 12.10.
  - .2 The components of a fall protection system shall meet the standard as outlined in the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
  - .3 The contractor is to ensure fall arrest equipment is maintained, inspected and tested by a qualified person as required by the Canadian Occupational Safety and Health Regulations, Part XII, Section 12.3.
  
- 26. Safety**
  - .1 The contractor shall provide a copy of their company's Occupational Health and Safety Policy Program. It shall meet the most stringent of the Federal and Provincial Occupational Health and Safety Acts.
  - .2 The contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well-being of his/her employees. Copies shall be made available to Public Works and Government Services Canada upon request.
  - .3 All copies of the formal hazard assessments conducted by the contractor throughout the duration of the work shall be retained and made available to the Departmental representative immediately upon request.
  - .4 It is the contractor's responsibility to be familiar with all applicable safety acts, regulations, codes and standing offer requirements. These must be identified and

addressed in the safety plan by identifying Standard Operating Procedures (SOP) and Safe Work Practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices, all of which shall be mandatory.

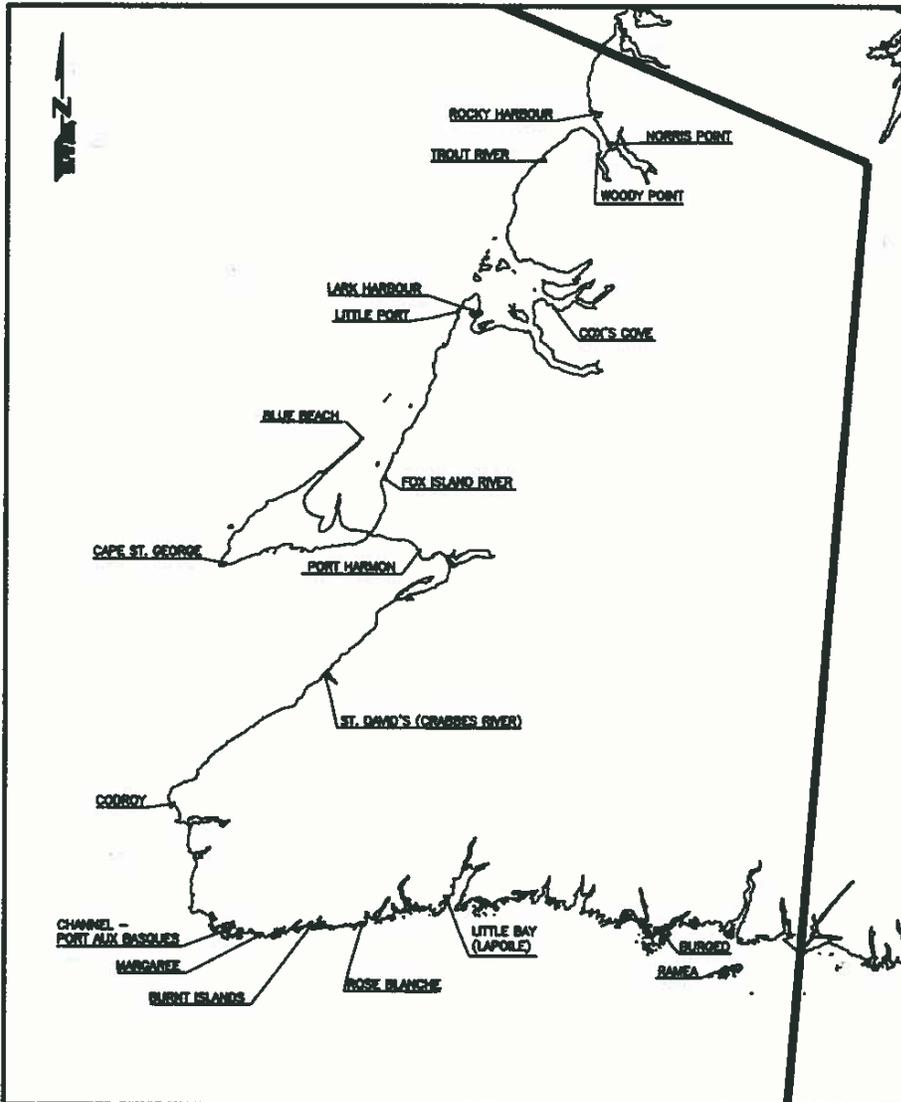
- .5 Post the safety plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors personnel, are advised of such safety plan and of the posted location.
- .6 The contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted safety plan, safety rules, procedures, safe work practices and applicable safety acts, regulations and codes. Any person not complying with these shall not be permitted on site.
- .7 Shall ensure that all applicable Personal Protective Equipment (PPE) is used.
- .8 The Departmental representative shall coordinate arrangements for the contractor to be briefed on site safety within fourteen (14) days of award of standing offer.

## EXECUTION

1. **Qualified Person (Industrial Electrician)**
  - .1 The qualified person shall:
    - .a Carry out the maintenance of jib cranes as requested by Fisheries and Oceans Canada.
  - .2 Relocate, install, repair or test equipment as requested by the Departmental representative.
  - .3 Produce all certificates and permits upon request of the Departmental representative.
  - .4 Instruct the Departmental representative on site of any new operating procedures when installing or modifying new or existing equipment.
2. **Workmanship**
  - .1 All equipment panels and control covers must be replaced and properly fitted using all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.
  - .2 All work shall be performed by qualified person.
  - .3 Replace all work found unsatisfactory by the Departmental representative without extra cost.
3. **Work Co-ordination**
  - .1 The contractor shall co-ordinate work with all trades in liaison with the Departmental representative.
4. **Warranty and Guarantee**
  - .1 Where the contractor supplies equipment purchased from a supplier or manufacturer, the contractor shall obtain the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada.

## APPENDIX 'A'

# REGIONAL LIST



 <b>Fisheries and Oceans Canada</b> <b>Pêches et Océans Canada</b>	<b>SMALL CRAFT HARBOURS</b>  <b>SUB-REGION 1</b>	Drawing title: <b>JIB CRANE LOCATIONS</b> Titre du dessin:	designed by: SCH date:
		scale: 60/1000 date: DEC 2014	drawn by: O.S. approved by: project no.: no. du projet: revisions: rev. no.: 1 of 4

Plot Scale: 1:1

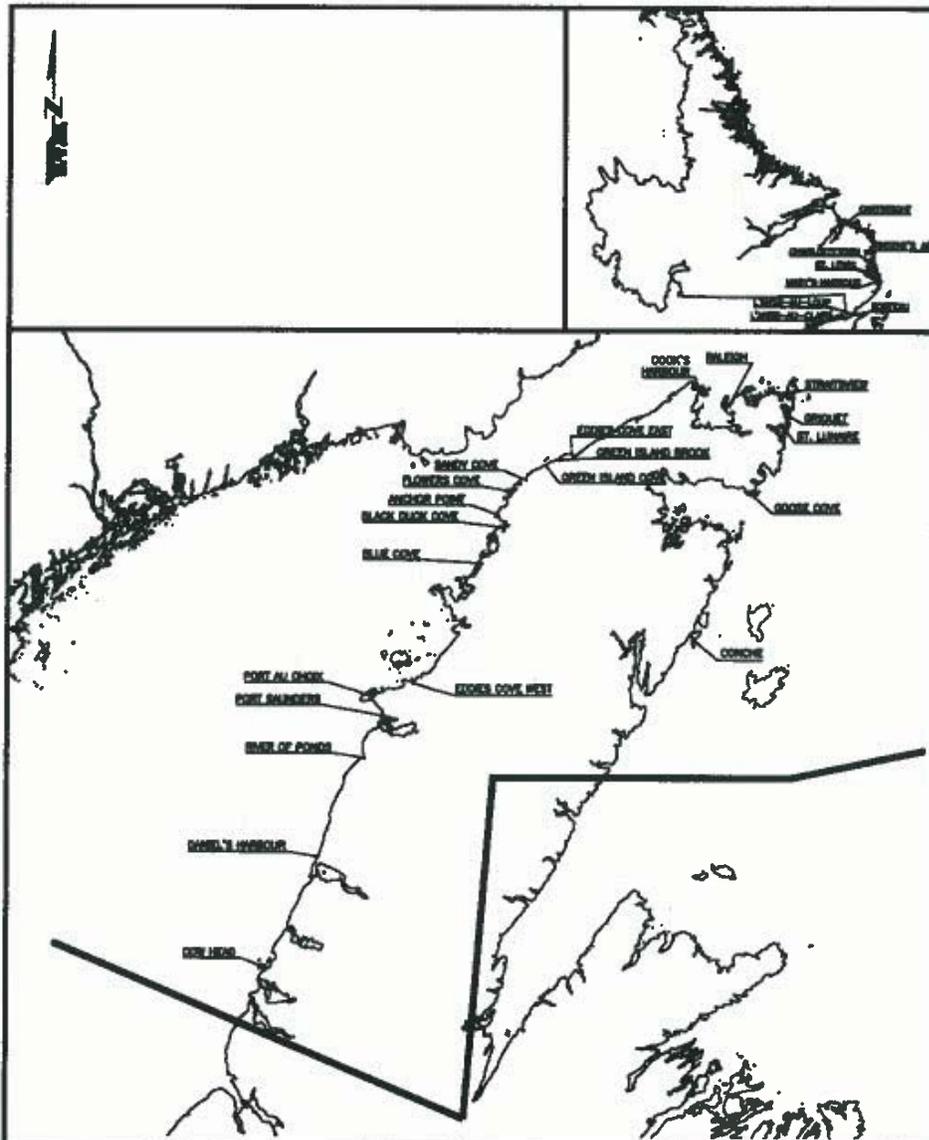
SCH A4

CDR document no. Not In System

Sub-Region	Harbour Name	Tag #	Local Name	Mast Height (ft)	Boom Length (ft)	Finish
SR1	Blue Beach	49	Marginal Wharf #402	22	12	Painted
SR1	Burgeo	193	Finger Pier Wharf #401	25	15	Galvanized
SR1	Burnt Islands	78	Marginal Wharf #401	22	12	Painted
SR1	Cape St. George	48	Breakwater Wharf #402	25	15	Galvanized
SR1	Channel (Port Aux Basques)	50	Finger Pier #403	25	15	Galvanized
SR1	Codroy	168	Marginal Wharf	25	15	Galvanized
SR1	Cox's Cove	192	Marginal Wharf #405	25	15	Galvanized
SR1	Fox Island River		Wharf #402	25	15	Galvanized
SR1	Lark Harbour	167	Finger Pier #401	22	12	Painted
SR1	Little Bay (La Poile)		Marginal Wharf #401			
SR1	Little Port	165	Finger Pier #403 (Inside)	25	15	Galvanized
SR1	Little Port	166	Finger Pier #402 (Outside)	25	15	Galvanized
SR1	Margaree	77	Marginal Wharf #403	22	12	Painted
SR1	Norris Point	136	Marginal Wharf #401	25	15	Painted
SR1	Port Harmon	217	Marginal Wharf #402			
SR1	Ramea		Finger Pier #403			
SR1	Rocky Harbour	47	Dogleg Wharf #406	25	15	Painted
SR1	Rose Blanche	79	Bait Depot (Finger Pier)	25	15	Galvanized
SR1	Rose Blanche	80	Marginal Wharf #401 (Fisherman's Wharf)	25	15	Painted
SR1	St. David's (Crabbe's River)	51	Finger Pier #401	22	12	Painted
SR1	Trout River	138	Marginal Wharf #401 (Left)	25	15	Galvanized
SR1	Trout River	139	Marginal Wharf #401 (right)	22	12	Painted
SR1	Woody Point	137	Finger Pier Wharf #403	25	15	Galvanized

**TOTAL SYSTEMS IN SR1 = 23**

\*Note that this list is subject to change



		designed by: SCH      date: compu par:	
Peches et Oceans		drawn by: D.S. dessin par:	
	Drawing title: <b>JIB CRANE LOCATIONS</b> Titre du dessin:	approved by:	
	scale:	approved par:	
	date: DEC 2014      revisé:	project no.:	no. du projet:
SUB-REGION 2	date: DEC 2014      revisé:	durg no.:	dessin no.:
		<b>2 of 4</b>	

Plot Scale: 1:1

SCH A4

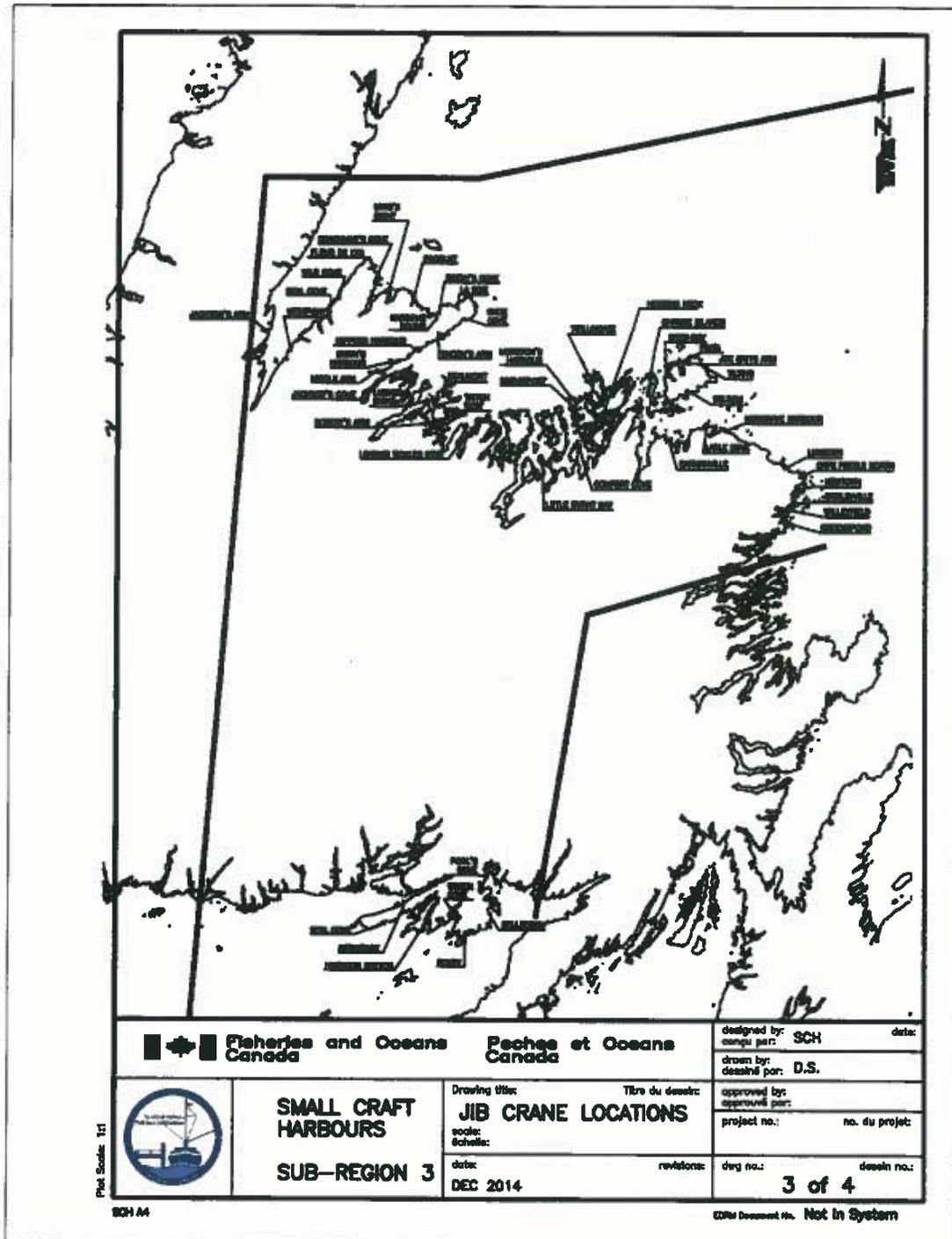
ESRI Document No. Not in System

Sub-Region	Harbour Name	Tag #	Local Name	Mast Height (ft)	Boom Length (ft)	Finish
SR2	Anchor Point		Finger Pier Wharf #404			
SR2	Black Duck Cove	128	Breakwater Wharf #403	25	15	Painted
SR2	Black Tickle		Wharf #401 (Left)			
SR2	Black Tickle		Wharf #401 (Right)			
SR2	Blue Cove	129	Finger Pier #404	25	15	Galvanized
SR2	Cartwright		Marginal Wharf #401			
SR2	Charlottetown	102	Finger Pier #401	25	15	Galvanized
SR2	Charlottetown		Fishplant Wharf			
SR2	Conche	130	Marginal Wharf #407	22	12	Painted
SR2	Cook's Harbour	120	Finger Pier Wharf #408	25	15	Painted
SR2	Cook's Harbour	121	Marginal wharf #404	25	15	Painted
SR2	Cow Head	45	Marginal Wharf #402 (Left)	25	15	Painted
SR2	Cow Head	46	Marginal Wharf #402 (Right)	25	15	Painted
SR2	Daniel's Harbour	135	Marginal Wharf #403	22	12	Painted
SR2	Eddies Cove East	122	Finger Pier #402	25	15	Galvanized
SR2	Eddies Cove West	44	Finger Pier #403	22	12	Painted
SR2	Flower's Cove	127	Marginal Wharf #401	25	15	Painted
SR2	Forteau	107	Finger Pier #403	25	15	Galvanized
SR2	Goose Cove	110	Marginal Wharf #403	25	15	Painted
SR2	Goose Cove	111	Finger Pier #401	25	15	Painted
SR2	Green Island Brook	123	Finger Pier #401	25	15	Galvanized
SR2	Green Island Cove	124	Finger Pier	25	15	Painted
SR2	Griquet	116	Fisherman's Wharf #404	22	12	Painted
SR2	Hopedale		Wharf			
SR2	L'Anse Au Clair	108	Breakwater #401	25	15	Painted
SR2	L'Anse Au Clair	109	Marginal Wharf #402	22	12	Painted
SR2	L'Anse Au Loup	105	Plant Wharf #401	22	12	Painted
SR2	L'Anse Au Loup	106	Breakwater Wharf #405	25	15	Painted
SR2	Makkovik		Marginal Wharf #401			
SR2	Makkovik		Finger Pier #402			
SR2	Mary's Harbour		Marginal Wharf (Right)			
SR2	Mary's Harbour		Marginal Wharf			

Sub-Region	Harbour Name	Tag #	Local Name	Mast Height (ft)	Boom Length (ft)	Finish
			(Left)			
SR2	Nain		Finger Pier #402			
SR2	Pinsent's Arm	101	Marginal Wharf #403	25	15	Galvanized
SR2	Port Au Choix	42	Marginal Wharf OCI (Right)	25	15	Galvanized
SR2	Port Au Choix	43	Marginal Wharf OCI (Left)	30	15	Galvanized
SR2	Port Au Choix	170	Marginal Wharf (Bait Depot)	25	15	Painted
SR2	Port Saunders	131	Marginal Wharf #409 (Right)	30	15	Galvanized
SR2	Port Saunders	132	Marginal Wharf #409 (Middle)	30	15	Galvanized
SR2	Port Saunders	133	Marginal Wharf #409 (Left)	30	15	Galvanized
SR2	Raleigh	112	Finger Pier (Inside)	25	15	Painted
SR2	River of Ponds	134	Marginal Wharf #401	25	15	Galvanized
SR2	Sandy Cove	125	Finger Pier #401	25	15	Painted
SR2	St. Lewis	103	Marginal Wharf #404 (Right)	25	15	Painted
SR2	St. Lewis	104	Marginal Wharf #407 (Left)	25	15	Galvanized
SR2	St. Lunaire	114	Marginal Wharf #402	25	15	Galvanized
SR2	St. Lunaire	115	Finger Pier #401	30	15	Galvanized
SR2	Straitsview (Spillars Cove)	119	Finger Pier #403	25	15	Galvanized

**TOTAL SYSTEMS IN SR2 = 48**

\*Note that this list is subject to change



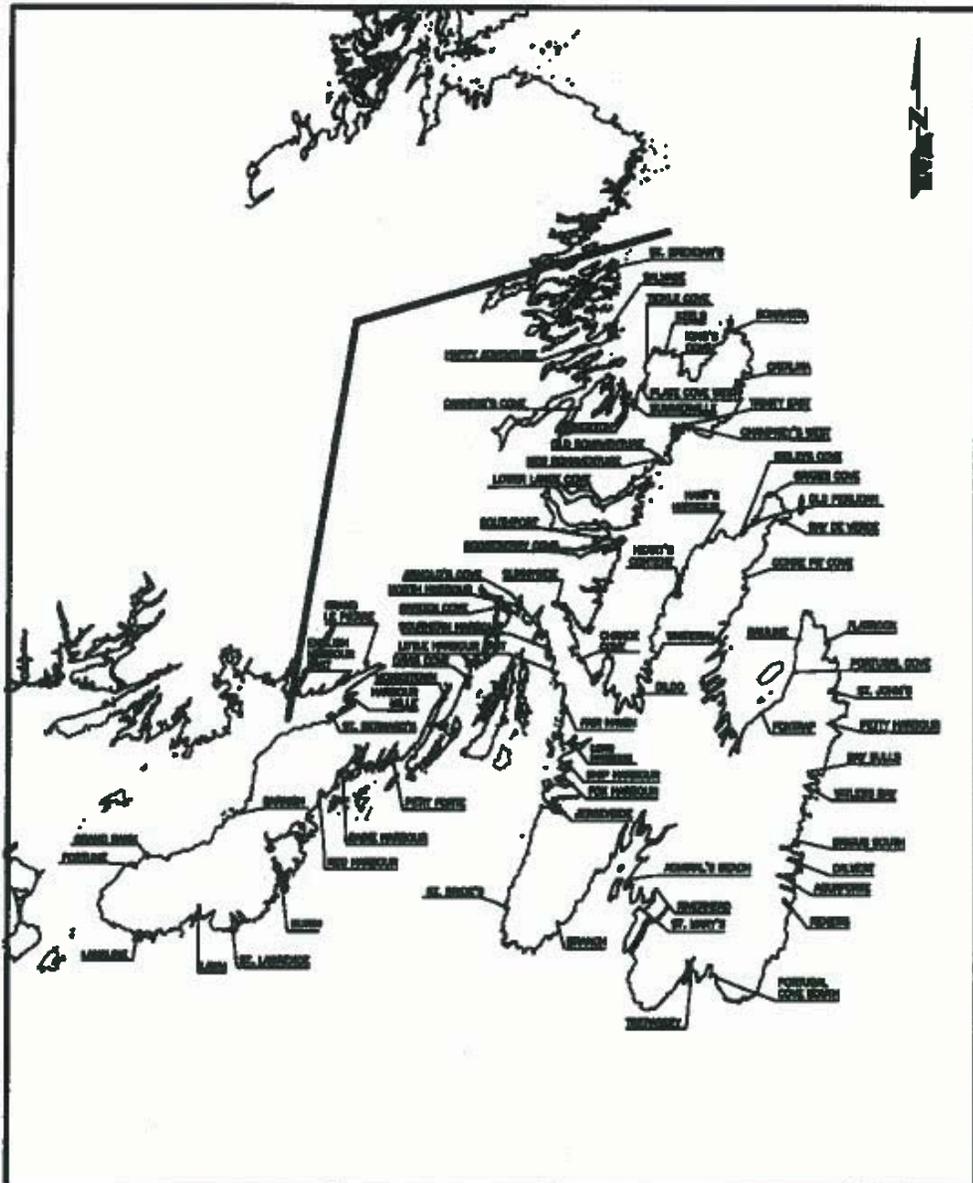
Sub-Region	Harbour Name	Tag #	Local Name	Mast Height (ft)	Boom Length (ft)	Finish
SR3	Beaumont		Finger Pier Wharf #402			
SR3	Belleoram	6	Finger Pier Wharf #402	22	12	Painted
SR3	Boxey	7	Finger Pier Wharf #401	22	12	Painted
SR3	Brent's Cove	86	Finger Pier Wharf #401	22	12	Painted
SR3	Bridgeport	177	Marginal Wharf (Right) #403	22	12	Painted
SR3	Bridgeport		Marginal Wharf (Left)			
SR3	Cape Freels North	81	Finger Pier #405	22	12	Painted
SR3	Carmanville	150	Marginal	25	15	Galvanized
SR3	Change Islands	63	Marginal Wharf #402	25	15	Galvanized
SR3	Coachman's Cove	100	Finger Pier #403	22	15	Painted
SR3	Comfort Cove		Fishplant Wharf #404			
SR3	Deep Bay	64	Finger Community Stage Wharf #403	22	12	Painted
SR3	Fleur de Lys	41	Sealer's Marginal Wharf #403	25	15	Galvanized
SR3	Fleur de Lys	99	Finger Pier #402	25	15	Galvanized
SR3	Fogo	65	Marginal Wharf #401 (Left)	25	15	Painted
SR3	Fogo	66	Breakwater Inside #403	22	12	Painted
SR3	Fogo	67	Marginal Wharf #401 (Right)	22	12	Painted
SR3	Francois		Community Stage Wharf #401			
SR3	Francois		Transport Wharf #403			
SR3	Greenspond	20	Marginal Wharf (Left) #404	25	15	Galvanized
SR3	Greenspond	21	Marginal Wharf (Right) #404	25	15	Painted
SR3	Harbour Breton	4	Transport Wharf	25	15	Painted
SR3	Harbour Breton	5	Marginal Wharf by HA	25	15	Painted
SR3	Harbour Round	87	Fisherman's Wharf #401 (Marginal Wharf)	22	12	Painted

Sub-Region	Harbour Name	Tag #	Local Name	Mast Height (ft)	Boom Length (ft)	Finish
SR3	Hermitage	8	Fisherman's Wharf #405	25	12	Painted
SR3	Herring Neck		Coastal Wharf #409 (Right)			
SR3	Herring Neck		Coastal Wharf #409 (Left)			
SR3	Jackson's Arm	194	Marginal Wharf #402	22	12	Painted
SR3	Jackson's Cove	195	Finger Pier #401	22	12	Painted
SR3	Joe Batt's Arm	68	Dogleg #404 (Left)	22	12	Painted
SR3	Joe Batt's Arm	69	Dogleg #404 (Middle)	22	15	Painted
SR3	Joe Batt's Arm	70	Dogleg #404 (Right)	22	12	Painted
SR3	La Scie	57	HA Wharf #401 (Middle)	25	15	Galvanized
SR3	La Scie	58	HA wharf #407 (Left)	25	15	Galvanized
SR3	La Scie	59	Finger Pier #410	25	15	Galvanized
SR3	La Scie	92	Finger Pier #404	25	15	Galvanized
SR3	Ladle Cove	151	Finger Pier #401	22	12	Painted
SR3	Leading Tickles West		Finger Pier #405			
SR3	Little Burnt Bay		Finger Pier #403			
SR3	Lumsden	75	Finger Pier #412	25	15	Galvanized
SR3	Lumsden	76	Marginal Wharf #405	25	15	Painted
SR3	Lushes Bight		Finger Pier #403			
SR3	McCallum		Marginal Wharf #403			
SR3	Middle Arm		Finger Pier #403			
SR3	Ming's Bight	95	Finger Pier #403	22	12	Painted
SR3	Moreton's Harbour		Marginal Wharf #403			
SR3	Musgrave Harbour	152	Marginal Wharf #418 (Right)	25	15	Painted
SR3	Musgrave Harbour	153	Marginal Wharf #418 (Left)	25	15	Galvanized
SR3	Newtown	154	Marginal Wharf #402	25	15	Galvanized
SR3	Nippers Harbour	91	Marginal Wharf #405	25	15	Galvanized
SR3	Pacquet	93	Finger Pier #402 (Left)	22	12	Painted
SR3	Pool's Cove	9	Finger Pier #402	25	15	Painted
SR3	Rencontre East		Marginal Wharf #405			
SR3	Robert's Arm	83	Wharf #402	25	15	Galvanized
SR3	Seal Cove (Connaigre Bay)	3	Finger Pier #401	25	15	Painted

Sub-Region	Harbour Name	Tag #	Local Name	Mast Height (ft)	Boom Length (ft)	Finish
SR3	Seal Cove (White Bay)	98	Finger Pier #401	22	12	Painted
SR3	Seldom Cove By	61	Fish Plant Wharf #404 (Left)	25	15	Galvanized
SR3	Seldom Cove By	62	Fish Plant Wharf #401	25	15	Galvanized
SR3	Seldom Cove By		Fish Plant Wharf #404 (Right)			
SR3	Shoe Cove	90	Fisherman's Wharf #401 (Left)	22	12	Painted
SR3	Smith's Harbour		Fisherman's Wharf (Finger Pier) #404			
SR3	Snooks Arm	85	Finger Pier Wharf #401	22	12	Painted
SR3	Tilting	71	Marginal Wharf #402 (Left)	22	12	Painted
SR3	Triton West	84	Finger Pier #406	25	15	Galvanized
SR3	Twillingate	72	Marginal Wharf #408	12	15	Painted
SR3	Valleyfield	156	Marginal Wharf #402	25	15	Galvanized
SR3	Valleyfield	202	Marginal Wharf (Right)	25	15	Galvanized
SR3	Wesleyville	155	Marginal Wharf #401	25	15	Galvanized
SR3	Westport		Finger Pier #401			
SR3	Wild Cove		Marginal Wharf #404	25	15	Painted
SR3	Wreck Cove	10	Finger Pier #402	25	15	Galvanized

**TOTAL SYSTEMS IN SR3 = 71**

\*Note that this list is subject to change



	<b>Fisheries and Oceans</b> <b>Canada</b>	<b>Pêches et Océans</b> <b>Canada</b>	designed by: SCH conçu par: SCH	date:
		<b>SMALL CRAFT HARBOURS</b> <b>SUB-REGION 4</b>	Drawing title: <b>JIB CRANE LOCATIONS</b> Titre du dessin:	drawn by: D.S. dessiné par:
date: DEC 2014	approved by:	approved by:	project no.:	no. du projet:
date:	revisions:	date:	dup no.: <b>4 of 4</b>	dessin no.:

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2014 Document No. Not in System

Sub-Region	Harbour Name	Tag #	Local Name	Mast Height (ft)	Boom Length (ft)	Finish
SR4	Admirals Beach		Finger Pier #401			
SR4	Aquaforte		Finger Pier wharf #405			
SR4	Arnold's Cove	163	Finger Pier #402	25	15	Galvanized
SR4	Arnold's Cove	164	Finger Pier (Slipway)	25	15	Galvanized
SR4	Baine Harbour	11	Finger Pier #403	25	15	Painted
SR4	Baine Harbour	12	Finger Pier #401	25	15	Painted
SR4	Bauline		Inside (Left) #401			
SR4	Bay Bulls	197	Marginal Wharf	25	12	Painted
SR4	Bay de Verde	27	Finger Pier (Inside)	25	15	Galvanized
SR4	Bay de Verde	28	Finger Pier (Outside)	25	15	Painted
SR4	Bay de Verde	29	Marginal Wharf (Right) (Plant)	25	15	Painted
SR4	Bay de Verde	30	Marginal Wharf (Left)	25	15	Galvanized
SR4	Bonavista	171	Marginal Wharf - Plant (Left)	25	15	Galvanized
SR4	Bonavista	172	Marginal Wharf - Plant (Right)	25	15	Galvanized
SR4	Bonavista	173	Marginal Wharf (Bait Depot)	25	15	Painted
SR4	Bonavista	174	Breakwater Wharf	25	15	Painted
SR4	Branch	53	Marginal Wharf (Right) #409	25	15	Painted
SR4	Branch		Marginal Wharf (Left) #409			
SR4	Brigus South		Finger Pier Wharf #404			
SR4	Burin	160	Finger Pier #404			
SR4	Burin		Finger Pier #402			
SR4	Calvert	711	Finger Pier #401			
SR4	Cannings Cove		Finger Pier #403			
SR4	Catalina	54	Marginal Wharf (Right) #401	25	15	Painted
SR4	Catalina	55	Marginal Wharf (Middle) #404	25	15	Painted
SR4	Catalina	56	Marginal Wharf (Left) #401	22	12	Painted
SR4	Champney's West		Finger Pier #401			
SR4	Chance Cove	191	Finger Pier #401	22	12	Painted
SR4	Davis Cove	205	Finger Pier Wharf	22	12	Painted

Sub-Region	Harbour Name	Tag #	Local Name	Mast Height (ft)	Boom Length (ft)	Finish
			#402			
SR4	Dildo	32	Finger Pier #401	22	12	Painted
SR4	English Harbour East	1	Finger Pier Wharf #404	25	15	Painted
SR4	Fair Haven	186	Marginal Wharf #406	22	12	Painted
SR4	Flatrock		Marginal Wharf #404			
SR4	Fortune	15	Fish Plant #403 (Outside)	25	15	Painted
SR4	Fortune	16	Fish Plant #403 (Inside)	25	15	Painted
SR4	Fortune	73	HA Wharf #401 (Right)	25	15	Painted
SR4	Fortune	74	HA Wharf #401 (Left)	25	15	Painted
SR4	Fortune	213	Dogleg Wharf #407			
SR4	Fox Harbour	198	Finger Pier #402	22	12	Painted
SR4	Foxtrap	212	Finger Pier #401			
SR4	Garden Cove	52	Finger Pier Wharf #401	22	12	Painted
SR4	Garnish	25	Basin Wharf #407 (Left)	22	12	Painted
SR4	Garnish	26	Basin Wharf #408 (Right)	25	15	Galvanized
SR4	Gooseberry Cove	176	Finger Pier #401	22	12	Painted
SR4	Grand Bank	13	Marginal Wharf #402 (Left)	25	15	Painted
SR4	Grand Bank	14	Marginal Wharf #402 (Near HA)	25	15	Painted
SR4	Grand Bank	189	Fisherman's Wharf 407	22	12	Painted
SR4	Grand Le Pierre	2	Finger Pier #402		12	Painted
SR4	Grates Cove	145	Breakwater Wharf (Left) #402	22	12	Painted
SR4	Grates Cove	146	Breakwater Wharf (Right) #402	22	12	Painted
SR4	Hant's Harbour	144	Finger Pier #401	25	15	Galvanized
SR4	Happy Adventure	180	Marginal Wharf (Left) (Fishplant) #401	25	15	Galvanized
SR4	Happy Adventure	181	Marginal Wharf (Right)	25	15	Galvanized
SR4	Harbour Mille	211	Finger Pier Wharf #401			

Sub-Region	Harbour Name	Tag #	Local Name	Mast Height (ft)	Boom Length (ft)	Finish
SR4	Heart's Content	143	Finger Pier Wharf #404	22	12	Painted
SR4	Jerseyside	200	Marginal Wharf #410 (Right)	25	15	Painted
SR4	Jerseyside	201	Marginal Wharf #410 (Left)	22	12	Painted
SR4	Keels	207	Finger Pier #403	22	12	Painted
SR4	King's Cove	208	Finger Pier #403			
SR4	Lamalaine	23	Wharf #401 (Left)	25	15	Galvanized
SR4	Lamalaine	24	Wharf #401 (Right)	25	15	Galvanized
SR4	Lawn	22	Wharf #401 - Sandy Point	25	15	Galvanized
SR4	Lawn		Plant Wharf #404 (Right)			
SR4	Lawn		Plant Wharf #404 (Left)			
SR4	Little Harbour East	185	Finger Pier (Right) #406	25	15	Painted
SR4	Long Harbour (Mount Arlington Heights)	33	Finger Pier #406	22	12	Painted
SR4	Lower Lance Cove	184	Finger Pier #401	22	12	Painted
SR4	Monkstown	206	Finger Pier #401	22	12	Painted
SR4	New Bonaventure	34	Finger Pier #401	25	15	Painted
SR4	North Harbour (Placentia Bay)	140	Marginal Wharf #403	25	15	Painted
SR4	Ochre Pit Cove	187	Marginal Wharf #402 (Left)	25	15	Galvanized
SR4	Ochre Pit Cove	188	Marginal Wharf #402 (Right)	25	15	Galvanized
SR4	Old Bonaventure	35	Finger Pier #401	22	12	Painted
SR4	Old Perlican	147	Finger Pier #403 (Inside)	25	15	Galvanized
SR4	Petit Forte	17	Finger Pier #405	25	15	Galvanized
SR4	Petty Harbour		South Breakwater #407			
SR4	Petty Harbour		North Breakwater #401			
SR4	Plate Cove West	203	Finger Pier #401	25	15	Galvanized
SR4	Portugal Cove		Marginal Wharf #406			

Sub-Region	Harbour Name	Tag #	Local Name	Mast Height (ft)	Boom Length (ft)	Finish
SR4	Portugal Cove South	60	Marginal Wharf #403	25	15	Galvanized
SR4	Princeton	18	Finger Pier #401	25	15	Galvanized
SR4	Red Harbour	161	Finger Pier #402 (Right)	22	12	Painted
SR4	Red Harbour	162	Finger Pier #402 (Left)	22	12	Painted
SR4	Renews		Finger Pier #407			
SR4	Riverhead	215	Marginal Wharf #406			
SR4	Salvage	179	Fish Plant Wharf #401 (Right)	25	15	Galvanized
SR4	Ship Harbour	199	Finger Pier #402	25	15	Painted
SR4	Sibleys Cove	31	Finger Pier #403	22	12	Painted
SR4	South East Bight		Marginal Wharf #401			
SR4	Southern Harbour	182	Finger Pier #401 (Left)	25	15	Galvanized
SR4	Southern Harbour	183	Finger Pier #402 (Right)	25	15	Galvanized
SR4	Southport	175	Finger Pier #402	22	12	Painted
SR4	St. Bernard's	82	Fisherman's Wharf #401 (Finger Pier)	22	12	Galvanized
SR4	St. Brendan's (Shoal Cove and Dock Cove)		Finger Pier #404			
SR4	St. Bride's	38	Finger Pier Wharf #405 (Outside)	25	15	Galvanized
SR4	St. Bride's	39	Finger Pier Wharf #404 (Middle)	25	15	Galvanized
SR4	St. Bride's	40	Finger Pier Wharf #401 (Inside)	25	15	Galvanized
SR4	St. John's (Prosser Rock)	36	Breakwater Wharf #401	25	15	Galvanized
SR4	St. John's (Prosser Rock)		Marginal Wharf			
SR4	St. Lawrence	157	Fisherman's Wharf (Finger Pier)	25	15	Galvanized
SR4	St. Lawrence	158	HA Marginal Wharf #406	25	15	Painted
SR4	St. Mary's		Finger Pier #404			
SR4	Summerville	19	Finger Pier #401	25	12	Painted
SR4	Sunnyside	214	Finger Pier #402			

<b>Sub-Region</b>	<b>Harbour Name</b>	<b>Tag #</b>	<b>Local Name</b>	<b>Mast Height (ft)</b>	<b>Boom Length (ft)</b>	<b>Finish</b>
SR4	Tickle Cove	204	Community Stage Wharf #402	25	15	Galvanized
SR4	Trepassey		Finger Pier #401 (Right)			
SR4	Trinity East	209	Finger Pier #401			
SR4	Whiteway	142	Finger Pier #401	22	12	Painted
SR4	Witless Bay	196	Finger Pier #403	25	15	Galvanized

**TOTAL SYSTEMS IN SR4 = 109**

\*Note that this list is subject to change.

## **APPENDIX 'B'**

## **JOB SLIP**

**JOB SLIP**

Jib Cranes

Standing Offer #: \_\_\_\_\_ Request Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Location of Work: \_\_\_\_\_

Site Contact: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Travel Time: \_\_\_\_\_

Start Time: \_\_\_\_\_

Completion Time: \_\_\_\_\_

Hours: Electrician Rate: \_\_\_\_\_  
No. of Hours Worked: \_\_\_\_\_  
Totals: \_\_\_\_\_

Apprentice Rate: \_\_\_\_\_  
No. of Hours Worked: \_\_\_\_\_  
Totals: \_\_\_\_\_

Material Costs: \_\_\_\_\_  
Permits, Special Services, etc.: \_\_\_\_\_  
Mark-Up @ \_\_\_\_%: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Signed By:

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Work Accepted By (Site Contact)

\_\_\_\_\_  
Departmental Representative

\_\_\_\_\_  
Date

**APPENDIX 'C'**

**ANNUAL MAINTENANCE CHECKLIST**

## ANNUAL MAINTENANCE CHECKLIST

Level: Frequent Annual

Regulation: Canada Labour Code Part II XIV, Canadian Occupational Safety and Health Regulations Section XIV, Material Handling and Newfoundland Occupational Health and Safety regulations Sections 115-124.

Requirements: CSA B167-96, Z150-98

User Notes: Lubricate all moving parts using environmentally friendly lubrication.

### Check List Instructions:

- |  | Completed                |
|--|--------------------------|
| 1. Visual check of the jib crane structure, anchorage and members to determine the integrity of the structure, i.e. condition of the metal, cracked welds, loose bolts, deformed or corroded members. Wire brush loose scale and paint and cover area with rust proof paint. | <input type="checkbox"/> |
| 2. Check condition of winch safety devices, operate equipment with a load and with no load to determine the performance of load brake. Adjust or replace defective parts as required.  | <input type="checkbox"/> |
| 3. Check condition of the winch components to determine if parts are worn, corroded, cracked or distorted, such as pins, exposed or open bearings, bushings, shafting couplings and gears. Replace as required.  | <input type="checkbox"/> |
| 4. Check condition of the wire rope (broken strands and rouge), load chain, end clamps, hooks, hook latches or rope clips for wear, cracks or corrosion. Check rope (cable) reeving for compliance with the specification.   | <input type="checkbox"/> |
| 5. Check electrical contacts for evidence of pitting or deterioration, damaged insulation on the electrical conductors, cabling and wires, controls for adequate performance and reliability of limit switches. Ensure interference free operation of controls.              | <input type="checkbox"/> |
| 6. Change oil in gear units.   | <input type="checkbox"/> |
| 7. Grease or replace winch drum bearing.   | <input type="checkbox"/> |
| 8. Lubricate pulleys on crane.   | <input type="checkbox"/> |
| 9. Lubricate safety latch on hook.   | <input type="checkbox"/> |
| 10. Perform load test.   | <input type="checkbox"/> |

**APPENDIX 'D'**

**MAXIMUM ALLOWABLE TRAVEL TIME PER  
SUB-REGION**

### MAXIMUM ALLOWABLE TRAVEL TIME PER SUB-REGION

Sub-Region	Description	Max. Time (Hours)
1	Rocky Harbour to Burgeo	8
	Remote sites: Little Bay (La Poile), Ramea	8 + up to 6 additional
2	Cow Head to Conche	8
	Cartwright to L'Anse au Clair, Labrador	8 + up to 8 additional
3	Jackson's Arm to Greenspond and Connaigre	8
4	St. Brendan's to English Harbour East	8

#### NOTES:

1. The maximum allowable travel time is based on individual site visits. If visits are made to other nearby sites while on the same call-out, the travel time may be the above noted maximum travel time PLUS the travel between the initial call-out site to the adjacent site(s).
2. Road trips for 'Annual Maintenance Inspections' are expected to be planned ahead of time with the Departmental representative and planned so as to efficiently cover a locality to minimize travel time.
3. In the event that the accepted contractor for a sub-region is based outside of the subregion, negotiation may be required to establish the accepted maximums in that sub-region.
4. Contractor shall submit an hourly rate for Journeyman and Apprentice Electricians which factors in premium time for after hours and weekends.
5. Expenses while on service calls shall be as per the Treasury Board Directive's allowances for Federal Public Servants for Meals, Incidentals, Accommodations, Vehicle kilometrage, etc.

## **APPENDIX 'E'**

# **INSHORE FISH HANDLING FIELD NOTES**



Fisheries and Oceans  
 Canada

Pêches et Océans  
 Canada

Report #: 6601

**Inshore Fish Handling Field Notes**

Harbour Name:	Inspector:
Location Number:	

Is this a follow-up of a previous inspection? Yes / No

Mast	
Boom	
Tie Rod	
Sheaves	
Pins	
Cable	
Winch	
Grease	
Lights	
Brackets	
Electrical	
Winch Plate	
U-Bolt	
Anchor Bolt	
Enclosure	
Foundation	
Base Plate	

**Equipment Installed/Removed**

Description	Quantity	Install/Remove

**Work Performed:**

Is a follow-up visit required? Yes / No

If yes: *Priority*\*: Emergency / Urgent / Routine / Low

**Work Required:**

**Additional Comments:**

**Signature:**

**Date:**

\* Emergency Priority (Serviced Immediately) Urgent (Serviced in 4 hours) Routine (Serviced in 48 hours) Low (Service in 96 hours)

## APPENDIX 'F'

# RECOMMENDED REPLACEMENT PARTS

## RECOMMENDED REPLACEMENT PARTS

### Material Supplied by Canada

Canada will provide the following replacement parts at the start of the Standing Offer and change out as needed;

Two (2) complete Phase Converters (phasors) - each unit containing the following components;

- Four (4) Capacitors 124-149  $\mu$ F
- Two (2) Mars 70 potential relay (modified)

Two (2) complete Motor Controllers – each unit containing the following components:

- 240/120 Transformer 100VA
- coil for contactor 120V
- Contactors
- OL relay
- 2 A control fuse

The following components shall be furnished by Canada for the duration of the Standing Offer on an as-needed basis:

- 150 W street lights
- Photocells
- LU 150 lamps
- Mast enclosures with U-bolts
- Winches
- Motors (without gears)
- Fan covers
- Fans
- Brake band (rubber)
- Bearing caps
- Lifting cables

Other materials may be required to perform structural maintenance on Jib Cranes, such as those listed in the following table. These will be provided by Canada.

Equipment	Product #	Description	Needed for 1 Jib Crane
Standard Mast (7.45 m)			1
Boom (4.636m)		Package includes: Mast, boom, tie-rod, clevises, hinge	1
Tie Rod			1
Tie Rod Clevises			2
Clevis Bolts			2
Hinge			1
Hinge pins for 7.45m mast		165mm x 25mm dia. hinge pins c/w grease nipples, lock washers and nuts	2
Winch Base Plate			1
U-Bolts (Short)			2
Winch mounting bolts			4
Sheaves		Sheave 6 OD 3/4 BB 3/8 WL 907521	2
Sheave Pins		3/44" S.S. in/out board sheave pins c/w grease nipples, lock washers and nuts	2
Brass Wear Washers			2
Enclosure			1
U-Bolts (Long)			2
Flat Bars			2
Angles			2
Winch & Motor			1
Cable & Hook (standard 70' c/w hook)		Wire rope sling 5/16" x 70' c/w TE OE on hook	1
Cable Weight			1
Cable Anchor Bolt			1
Winch Guards			1
Winch Guard Bolts			2
<u>Electrical</u>			
Motor Controller			1
Junction Box			1
Disconnect Switch	Siemens HNCF361R	30A 3Q 600 NF WPF	1
Up/ Down Switch	WOO 4052	2 button 1 speed pendant station	1
Cable 16/3 (6')	WIR SJ00W 16/3 YEL	300V Super VU-Tron1	1

Equipment	Product #	Description	Needed for 1 Jib Crane
Light Bulbs	LU150		2
Photo Cell	TRK 5021M	T.L. photo cell 105	2
Lighting Fixtures	LIT NP- 11515SRH120R3DG	150W street lights	2
Short Light Extensions			2
Mounting Bolts			4
Light Mounting Bracket			1
Mounting bolts			2
Warning sign			1
1.2m Upswing Arms			for pole lighting
Phase Converter		Pioneer	1

### Material Supplied by Contractor

Other recommended components to be furnished by the Contractor are as follows:

- 30Ø3A Non-fuseable weather proof disconnects
- 6x6x4" PVC junction box
- Up/down pendant station (woodhead)
- 16/3 SJOOW cable, 5 feet
- 12/3 teck cable – motor to disconnect
- Teck connectors – to fit both 12/3 & 14/2
- 20 A General Purpose Relay
- 14/2 tech cable