

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 VEHICLE LIFTS AND DOCK LEVEL	
Solicitation No. - N° de l'invitation W0107-13B487/A	Date 2015-05-04
Client Reference No. - N° de référence du client W0107-13CB487	
GETS Reference No. - N° de référence de SEAG PW-\$PET-903-1310	
File No. - N° de dossier PET-4-41040 (903)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-06-17	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Harrington, Mary-Lou	Buyer Id - Id de l'acheteur pet903
Telephone No. - N° de téléphone (613) 687-0789 ()	FAX No. - N° de FAX (613) 687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

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File No. - N° du dossier

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Buyer ID - Id de l'acheteur

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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

For the provision of all labour, equipment, tools, materials, transportation, and supervision for semi-annual inspections, scheduled and emergency repairs on Vehicle Lifts and Dock Levelers in use 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 Wednesday, June 10, 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 (A0031T)

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

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 5.2. 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 C.
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 \$15,000.00, Applicable taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the 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) (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 July 2015 to 30 June 2018 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Mary Lou Harrington
Title: Contracting Specialist
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: 613-687-0789
Facsimile: 613-687-6656
E-mail address: marylou.harrington@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: _____

Organization: _____

Address: _____

Telephone: ___ - ___ - ____

Facsimile: ___ - ___ - ____

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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 6 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 will be completed and forwarded to the Technical Authority within 14 days of the completion of work and must contain the following:

- 1.1.1 Requirement Number and Task Authorization Number;
- 1.1.2 Building Number, equipment identifier and location of work;
- 1.1.3 Separate Material Cost;
- 1.1.4 Labour Cost broken down as per pricing schedule; and
- 1.1.5 Date of the Invoice plus the date the work was completed.

6.7.3 Parts installed will be warranted for 90 days including labour and travel.

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

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

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ANNEX "A"

STATEMENT OF WORK

See attached.

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ANNEX "B"

Basis of Payment

See attached.

ANNEX "A"

STATEMENT OF WORK

15 April 2014

Vehicle Lifts and Dock Levelers Inspections and Repairs Garrison Petawawa.

File # CB 487

1.0 Identification

This requirement is to supply all labour, materials supervision, transportation and equipment to carry out semi-annual inspections, service and repairs of Vehicle Lifts and Dock Levelers on an as and when required basis, at Garrison Petawawa.

2.0 Standards to be adhered to, but not limited to:

- 2.1 American National Standard ANSI/ALI ALOIM: 2008 Safety Requirements for Operation, Inspection and Maintenance of Automotive Lifts; Or the most current version.
- 2.2 CSA Standard Z202
- 2.3 Ontario health and Safety Act (OHSA)
- 2.4 Canadian Electrical License (309 A)
- 2.5 Canadian Electrical Code (CEC)
- 2.6 Millwright License (426A)
- 2.7 National Building Code (NBC)
- 2.8 Technical Safety Standards Authority (TSSA)
- 2.9 American Society of Mechanical Engineers (ASME)
- 2.10 The contractor and all workers on-site will have and maintain a current certification/training in the following:
 - 2.10.1 Fall Arrest
 - 2.10.2 WHIMIS
 - 2.10.3 First Aid and CPR
 - 2.10.4 Lock-out/tag-out procedures.

3.0 Foreseeable Site Hazards

- 3.1 The 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's 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 4 CDSG Engr Svcs has developed a list of foreseeable hazards in Annex A.4. At the time of a 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.

4.0 Operating Environment

- 4.1 The operating environment for this requirement is a Canadian Forces Base. Access to Garrison Petawawa is subject to the following restrictions: Troop movements, other regulations as laid down by the CO Engr Svcs and/or the Technical Authority, and training area access limitations; all possible steps will be taken to provide the Contractor with access to the work site at all times. However, DND activity may require some closure of areas.
- 4.2 The location of work is in vehicle maintenance garages, warehouses, retail stores and similar institutional establishments throughout the Garrison and the training area.

5.0 Technical Requirement: General

- 5.1 The contractor will provide the service during normal working hours (0730 - 1600 hours) Monday to Friday. Requests for services outside normal working hours will be considered emergency work and identified to the contractor at the time of call-up.
- 5.2 The Contractor will maintain a capability of communicating, utilizing a cell phone, with the Technical Authority at all times while on site at Garrison Petawawa.
- 5.3 The contractor must develop a written 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 or confined spaces.
- 5.4 On this requirement it is mandatory that at all times a minimum of two persons report to work and carry out the inspections, service and/or repair. One person shall be qualified as per Para 2.1. The second shall be competent and provide an additional level of safety while conducting inspections.
- 5.5 All staff that will inspect, repair or service equipment located in training area at the Ammunition Compound must be escorted by the Technical Authority.
- 5.6 The contractor must sign in with the Technical Authority prior to the start of any inspection, service or repair. The contractor staff must also sign out after job completion. The Technical Authority office is located in the Contracts Office Bldg S-111, Room B-104.
- 5.7 Appropriate barriers and signage must be erected to provide a separate work area for and to identify the hazard area to building occupants.
- 5.8 The contractor shall furnish and maintain all tools and equipment such as temporary stairs, ramps, ladders and scissor lifts as may be required for the proper execution of the work. Temporary structures erected by the contractor shall remain their property and shall be removed by them from the site upon completion of the work.
- 5.9 The contractor will be advised of the personnel authorized to request services by the Technical Authority. Services undertaken at the request of unauthorized person(s) shall be done at the contractors risk with regard to payment. The end user is considered an unauthorized person.

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- 5.10 Each lift or ramp is equipped with a log book which must be completed and dated after inspection, repairs and service. The log book will remain with the unit and all entries shall be legibly printed in block letters, and must have a printed name and signature of the qualified inspector.
 - 5.11 Materials authorized for use, such as oils and lubricants, must be those specified by the manufacturer of the equipment.
 - 5.12 All hazmat spills must be reported immediately to the Grn Fire Hall at 687-5511 local 5555 and to the Technical Authority.
 - 5.13 A portable hazmat spill kit capable of containing a 10 liter spill must be carried on the contractors vehicle at all times. Disposal of oil and oily refuse must be transported by appropriate means and disposed of at a licensed facility.
 - 5.14 Contractor's equipment or actions resulting in a hazmat spill, such as fuel and oil, will be the financial responsibility of the contractor in regards to cleanup. Conduct of cleaning and disposal operations are to comply with local ordinates and anti-pollution laws. There will be no on-site disposal of waste at Garrison Petawawa.

6.0 Semi-Annual Inspections

- 6.1 Semi-annual inspections for all vehicle lifts and dock levelers will be carried out twice annually during the months of April and October. Garrison Petawawa Vehicle Lift and dock Leveler inventory is attached at Annex A.1. This list is subject to additions or deletions.
- 6.2 The contractor will provide the Technical Authority with 14 days advance notice prior to the start of the semi-annual inspection cycle. The Technical Authority will assist the contractor to access all buildings and work sites as required.
- 6.3 Inspections will be in accordance with current Standards listed in section 2.0 of this specification.
- 6.4 The contractor will supply all consumable materials under the semi-annual inspections to include but are not limited to hydraulic oils, lubricants, sprays, grease and wipes. The consumable items will be covered under the overall lot pricing in Annex B Item 1.
- 6.5 The contractor must complete the following during inspections:
 - 6.5.1 A full visual and operational inspection (with full spectrum of operation, up/down, left/right) of equipment;
 - 6.5.2 Ensure all existing guards and safety systems are in place and functional;
 - 6.5.3 Top up all fluid reservoirs to levels required;
 - 6.5.4 Lubrication of both the electrical and mechanical operating parts;
 - 6.5.5 Any parts or materials used must be pre-approved by the Technical Authority and price supported. It will be paid on a separate invoice.
 - 6.5.6 Provide a thorough cleaning of equipment. This will include the removal of any foreign debris in, on or under any of the equipment ensuring with a sweep and maintaining a tidy appearance.

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- 6.6 On completion of the inspection the contractor is to present a report to the Technical Authority. A template of the report can be found in Annex A.2 and A.3. This report will be considered the minimum 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:
- 6.6.1 Full identification of the vehicle lift or dock leveler to include Manufacturer, Model, Serial and Capacity;
 - 6.6.2 Engr Svcs Equipment Identification Number;
 - 6.6.3 Suggested or recommended repairs/modifications for future upgrades or work;
 - 6.6.4 Overall observations, status of equipment, code or standard violations if any to be substantiated with applicable references; and
 - 6.6.5 Amounts and type of fluids used.
- 6.7 Inspection reports must be received by Technical Authority within 14 days of the completed inspection. The Report will be typed, printed and signed. Reports are also required in PDF electronic format.
- 6.8 The contractor is not authorized to install parts during the inspection. The contractor must contact the 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.
- 6.9 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 must immediately contact the Technical Authority to visit the site to identify and view the problem.
- 6.10 Once the Technical Authority has viewed the fault or problem a digital picture will be taken of all faults and forwarded to the Technical Authority by electronic means.
- 6.11 Repairs identified during an inspection and in the report will be scheduled on a separate call-up in accordance with sect 7.0 of this specification.

7.0 Service and Repair

- 7.1 Scheduled service response time on this requirement will be coordinated and underway within 24 hours of the call-up or at a later time as agreed upon by the Technical Authority.
- 7.2 Emergency service response time, identified by the Technical Authority, will be coordinated and underway within 4 hours from the time of call-up.
- 7.3 All repairs and service will be in accordance with current Safety Standard in section 2.0 of this specification. More than one repair may be included on a single call-up.
- 7.4 All materials and replacement parts authorized for use, including oils and lubricants, shall be those specified by the manufacturer of the equipment or of equivalent quality.
- 7.5 The contractor, during all service calls, must:
 - 7.5.1 Complete repairs as requested and in accordance with the scope of work provided by the Technical Authority;

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- 7.5.2 If during the repairs 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 site to identify and view the problem;
 - 7.5.3 Once technical authority has viewed the fault or problem a digital picture will be taken of all faults and forwarded to the Technical Authority by electronic means;
 - 7.5.4 Conduct a full visual inspection and operational function test of the equipment with full spectrum of operation (up/down, left/right);
 - 7.5.5 Ensure all existing guards and safety systems are in place and functional;
 - 7.5.6 Top up all fluid reservoirs to levels required;
 - 7.5.7 Lubrication of both the electrical and mechanical operating parts;
 - 7.5.8 Provide a thorough cleaning of equipment. This will include the removal of any foreign debris in, on or under any of the equipment ensuring with a sweep and maintaining a tidy appearance;
 - 7.5.9 Complete the on-site log book after each inspection, repair or service. The log book will remain with the unit and all entries must be in legibly printed block letters, date, printed name and signature of the qualified inspector;
 - 7.5.10 In the event the repair is not completed the contractor must ensure a follow-up visit is scheduled within a reasonable and agreed upon time with the Technical Authority;
- 7.6 On completion of the service call the contractor is to present a detailed service report to the Technical Authority. A template of the report can be found in Annex A.2 and A.3. This report will be considered the minimum 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:
- 7.6.1 Full identification of the vehicle lift or dock leveler to include Manufacturer, Model, Serial and Capacity;
 - 7.6.2 Engr Svcs Equipment Identification Number;
 - 7.6.3 All completed repairs are identified, parts installed, adjustments and any added fluid type and amount;
 - 7.6.4 Work not completed or other recommendations for future upgrades;
 - 7.6.5 Overall observations, status of equipment, code or standard violations; substantiated with applicable reference;
 - 7.6.6 Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws. There will be no onsite disposal of waste;

ANNEX A.1

DOCK LEVELLERS

SERIAL	EQPT ID #	BLDG #	LOCATION	TYPE OF EQUIP	MAKE	MODEL #	SERIAL #
1	AC-1-DL-1	AC-1	AMMO	DOCK LEVELLER	BLUE GIANT	A7810FH	9340552
2	AC-1-DL-2	AC-1	AMMO	DOCK LEVELLER	BLUE GIANT	A7810FH	9340553
3	AC-2-DL-1	AC-2	AMMO	DOCK LEVELLER	BLUE GIANT	A7810FH	9340554
4	B-104-DL-1	B-104	Maint Bay	DOCK LEVELLER	OLYMPIC	AOU7296-5	3265
5	BB-104-DL-1	BB-104	FD HOSP	DOCK LEVELLER	DOCK PRODUCT	HYD800-S 35/16	
6	BB-104-DL-2	BB-104	FD HOSP	DOCK LEVELLER	DOCK PRODUCT	HYD800-S 35/16	
7	BB-104-DL-3	BB-104	CMED	DOCK LEVELLER	BLUE GIANT	A58GH	
8	BB-104-DL-4	BB-104	CMED	DOCK LEVELLER	BLUE GIANT	A58GH	
9	BB-104-DL-5	BB-104	CMED	DOCK LEVELLER	BLUE GIANT	A58GH	
10	BB-104-DL-6	BB-104	CMED	DOCK LEVELLER	BLUE GIANT	A58GH	
11	BB-129-DL-1	BB-129	2 CER	DOCK LEVELLER	BLUE GIANT	A7812FH	
12	BB-130-DL-1	BB-130	FD AMB	DOCK LEVELLER	SERCO	WL800025/16/LK/LL	
13	BB-130-DL-2	BB-130	FD AMB	DOCK LEVELLER	OLYMPIC	OMS6074-4	
15	G-104-DL-1	G-104	B FOODS	DOCK LEVELLER	PENTALIFT	HD682759	
16	H-110-DL-1	H-110	door #20	DOCK LEVELLER	BLUE GIANT	HA-6010-30	
17	H-110-DL-4	H-110	door #7	DOCK LEVELLER	SERCO	H820B	
18	H-110-DL-7	H-110	door #4	DOCK LEVELLER	SERCO	H820B	
19	H-110-DL-6	H-110	door #5	DOCK LEVELLER	SERCO	H820B	
20	H-110-DL-5	H-110	door #6	DOCK LEVELLER	SERCO	H820B	
21	H-110-DL-3	H-110	door #14	DOCK LEVELLER	BLUE GIANT	HA600830	
22	H-110-DL-2	H-110	door #15	DOCK LEVELLER	BLUE GIANT	HA600830	
23	H-110-DL(M)-8	H-110	door #3	DOCK LEVELLER	NORDOCK	EM-66-30	313218
24	H-112-DL(M)-1	H-112	QM	DOCK LEVELLER	BLUE GIANT		
25	H-112-DL(M)-2	H-112	QM	DOCK LEVELLER	BLUE GIANT		
26	H-112-DL(M)-3	H-112	WHSE	DOCK LEVELLER	BLUE GIANT		
27	H-119-DL-1	H-119	WHSE	DOCK LEVELLER	BLUE GIANT	BGGF03575	324309-01
28	H-119-DL-2	H-119	WHSE	DOCK LEVELLER	BLUE GIANT	BGGF03575	324309-02
29	K-101-DL-1	K-101	STORES	DOCK LEVELLER	OLYMPIC	LOV7296-5	
30	K-102-DL-1	K-102	WAREHOUSE	DOCK LEVELLER	BLUE GIANT	4S/72X120	
31	P-112-DL-1	P-112	QM	DOCK LEVELLER	BLUE GIANT	6S/96X84	313219
32	R-102-DL-1	R-102	GROCERY	DOCK LEVELLER	FORD SMITH	PS5402	17057
33	R-102-DL-2	R-102	WAREHOUSE	DOCK LEVELLER	ARDON		ACD02B0008
34	S-118-DL-1	S-118	Bay 18	DOCK LEVELLER	LEVEL RITE	LRMD5363	
35	Y-101-DL-1	Y-101	door #16	DOCK LEVELLER	LEVEL RITE		
36	Y-101-DL-2	Y-101	door #15	DOCK LEVELLER	LEVEL RITE		
37	Y-102-DL-1	Y-102	SPSS	DOCK LEVELLER	BLUE GIANT		
38	Y-102-DL-2	Y-102	SPSS	DOCK LEVELLER	BLUE GIANT		

VEHICLE LIFTS

	EQPT ID #	BLDG #	LOCATION	TYPE OF EQUIP	MAKE	MODEL #	SER #
1	BB-104-VL2P-1	BB-104	FD HOSP	2 POST LIFT	ROTARY	SP015	9140604
2	BB-104-VL4P-1	BB-104	FD HOSP	4 POST LIFT	ROTARY	SM504-900	9140605
3	BB-104-VL2P-2	BB-104	FD HOSP	2 POST LIFT	MOHAWK	TP 15	9140606
4	BB-129-VL2P-2	BB-129	Maint Bay	2 POST LIFT	MOHAWK	TP 26	96111652
5	BB-129-VL2P-1	BB-129	Maint Bay	2 POST LIFT	MOHAWK	TP 15	98C214
6	BB-129-VL4P-1	BB-129	Maint Bay	4 POST LIFT	ACANUS	Q/E FT 4 POST	20011
7	BB-130-VL2P-1	BB-130	FD AMB	2 POST LIFT	MOHAWK	TP 30A	AOC130
8	BB-130-VLPL-1	BB-130	FD AMB	PARALLEL LIFT	O.ME.R/VEGA	240-50-27	506.00024
9	C-39-VL2P-1	C-39	MAIN BAY	2 POST LIFT	ROTARY	SP018N210	RX103C0001
14	D-19-VL2P-1	D-19	AUTO CLUB	2 POST LIFT	ROTARY	SP010N500	BVLD4F0006
15	D-19-VL2P-2	D-19	AUTO CLUB	2 POST LIFT	WHEELTRONIC	8021	83513
16	D-57-VL2P-1	D-57	TPT	2 POST LIFT	ROTARY	RTP12N00M	
17	D-57-VL2P-2	D-57	TPT	2 POST LIFT	ROTARY	SPO15LCN310	82916
18	D-57-VL3P-1	D-57	TPT	IN FLOOR 3 POST LIFT	FORD SMITH	P10410	K-434PU
19	H-112-VL4P-1	H-112	MAIN BAY	4 POST LIFT	SEFAC		
20	H-112-VLPL-1	H-112	MAIN BAY	PARALLEL LIFT	CHALLENGER		
21	H-114-VL2P-1	H-114	Maint Bay	2 POST LIFT	Rotary		
22	H-119-VLPL-1	H-119	Maint Bay	PARALLEL LIFT	ROTARY	75/30S4TS-4	PGE10B0001
23	H-119-VL2P-1	H-119	Maint Bay	2 POST LIFT	ROTARY	SPO18L310	C0010C0001
24	L-57-VLPL-1	L-57	MAIN BAY	PARRALLEL LIFT	O.ME.R/VEGA	340-75-30	3103
25	P-57-VL2P-1	P-57	MAINT BAY	2 POST LIFT	AMMCO	B2900	506.0002504
26	S-118-VLPL-1	S-118	MAINT BAY	PARRALLEL LIFT	ADVANTAGE	50/26	950344
27	S-118-VL2P-1	S-118	MAINT BAY	2 POST LIFT	ADVANTAGE	27000-15	G-303-PU
28	S-118-VL2P-2	S-118	MAINT BAY	2 POST LIFT	CHALLENGER	27000-15	LT269
29	Y-102-VLPL-1	Y-102	MAIN BAY	PARRALLEL LIFT	ROTARY	75/30S4TS-4	
30	Z-105-VL4P-1	Z-105	MAIN BAY	4 POST LIFT	BEND PAK	BP-18	PGF0710002
31	Z-108-VL2P-1	Z-108	MAIN BAY	2 POST LIFT	Rotary	CQRO7K0018	
32	Z-108-VL2P-2	Z-108	MAIN BAY	2 POST LIFT	PKS	PKS-18 A/U	

ANNEX A.2

DOCK LEVELER INSPECTION REPORT

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

1	DISCONNECT	
2	CONTROL STATION	
3	PULL HANDLE	
4	POWER PACK	
5	HYDRAULIC HOSES	
6	OIL	
7	OIL RESERVOIR	
8	RAMP & CYLINDER	
9	LIP & CYLINDER	
10	TOE GUARDS OR SWITCH BAR	
11	BUMPERS	
12	SUPPORT ARM	
13	FASTENERS	
14	FRAME	
15	ANCHOR BOLTS	
16	SPRING	
17	WARNING TAPE	
18	DEBRIS SKIRT	
19	ANTI SLIP PAINT	
20	TRUCK LOCK	
21	IS THE LOG BOOK PRESENT AND UP TO DATE	
COMMENTS		

UTILIZE THE FOLLOWING NUMBER CODES TO IDENTIFY STATUS OF THE EQUIPMENT LISTED ABOVE:

1. Good	2. Acceptable
3. Repair is necessary	4. Component/Part Replaced
5. Factory/Shop service is required	6. N/A
7. Repaired	

ANNEX A-3

VEHICLE LIFT INSPECTION REPORT

Make:		Model No:		Serial No:	
Capacity:		Equipment ID		Inspector:	
Front sliding Jack Model No:			Front Sliding Jack Serial No:		
Rear Sliding Jack Model No:			Rear Sliding Jack Serial No:		
Centre Sliding Jack Model No:			Centre Sliding Jack Serial No:		
Building Location:			Voltage:		

1	DISCONNECT		17	POWER SIDE RAMP	
2	POWER PACK		18	SLAVE SIDE RAMP	
3	CONTROL STATION		19	DRIVE THROUGH RAMPS	
4	OPERATING SWITCH / LEVER		20	SLIDING JACK BEAM FRONT	
5	LIFTING CABLES		21	SLIDING JACK BEAM REAR	
6	PULLEY ASSEMBLY		22	POWER SIDE ARMS	
7	HYDRAULIC CYLINDERS		23	SLAVE SIDE ARMS	
8	HYDRAULIC LINES		24	POWER SIDE ARM LOCKS	
9	OIL RESERVOIR		25	SLAVE SIDE ARM LOCKS	
10	OIL LEVEL		26	POWER SIDE LIFT PADS	
11	OIL DRAIN ASSEMBLY		27	SLAVE SIDE LIFT PADS	
12	AUTOMATIC SAFETY LOCKS		28	FRONT TRAVERSE BEAM	
13	SAFETY RELEASE SYSTEM		29	REAR TRAVERSE BEAM	
14	COLUMN 1 & 2		30	CAPACITY LABELS	
15	COLUMN 3 & 4		31	EQUIPMENT MAINTENANCE	
16	BASE PLATES & ANCHORS		32	LOG BOOK PRESENT	
COMMENTS					

UTILIZE THE FOLLOWING NUMBER CODES TO IDENTIFY STATUS OF THE EQUIPMENT LISTED ABOVE:

- | | |
|-------------------------------------|----------------------------|
| 1. Good | 2. Acceptable |
| 3. Repair is necessary | 4. Component/Part Replaced |
| 5. Factory/Shop service is required | 6. N/A |
| 7. Repaired | |

Annex A.4

1) Foreseeable Safety Hazards.

- a) Ontario Occupational Health and Safety Act R.S.O. 1990 Part III articles 29 and 30 identifies legislated compliance requirements for Canada (the Owner or Project Owner) dealing directly and indirectly with person(s), other than employees, in the workplace. The Contractor must comply with all of its responsibilities under the Ontario Occupational Health and Safety Act R.S.O. 1990.
- b) Though it is not Canada's responsibility to enforce the Ontario Occupational Health and Safety Act R.S.O. 1990, Canada intends to proactively exercise its obligation to due diligence for Health and Safety of its employees and Contractors. Prior to commencement of work, Canada will require the service provider to provide a task and site specific safety plan regardless of the service provider's obligation under the Ontario Health and Safety Act.
 - i) The means small service providers who are not required Provincially to complete an annual Health and Safety Program will be required to provide one as part of this requirement;
 - ii) Canada will identify the common medium to high risk tasks. Each requirement should be considered on an individual basis to establish appropriate safety requirements and due diligence. The Service provider's review and subsequent safety plan must be communicated to Canada and their employees should not be relegated to a simple "one size fits all format. Each situation must be tailored specifically in writing to the project at hand.
 - iii) Canada will require task specific safety plans with proof of attendance of all the service providers employees, sub contracted employees and if required Canada's effected employees having been briefed. This task specific safety plan will be based on the hazard assessment of the requirement / task.
- c) Canada's due diligence will be exercised by the Project Authority by verifying that the service provider:
 - i) has an established and current safety program in force for all employees under contract for this requirement;
 - ii) has complied with all applicable WSIB legislation;
 - iii) has completed task/requirement specific safety plans and that all employees that will be on site have been briefed;
 - iv) is providing their own supervision for safety aspects of the project.

- v) is performing the work in a safe manor using the correct protective equipment.
- d) If the Project Authority observes that the work is being performed in a manner that is contrary to the applicable safety legislation.
 - i) The Project Authority will identify the hazard to the service provider's responsible person, who is identified in their safety plan.
 - ii) If the unsafe work practice continues the Project Authority may stop work until the service provider can rectify the unsafe practice. No compensation will be paid to the service provider for work stoppages due to their personnel's unsafe work practices.
 - iii) Canada may require that the service provider replace their personnel if those personnel are repeatedly performing unsafe work.
- e) Common Medium to High Risk Hazards
 - i) As this is not an all inclusive list it does encompass some of the most commonly occurring hazards at garrison Petawawa. The service provider must identify all known hazards and communicate them in writing to their employees and other effected people before work commences. Under no circumstances will work proceed without an approved task specific safety plan on a project with the following hazards:
 - (1) Exposure to unexploded ordinance (UXO). When work on this requirement is on a military establishment there is a UXO risk. Garrison Petawawa and CFB Borden have known UXO risks. Each Garrison/Base has written procedures for access to known areas with UXO hazards. Even in areas that do not require special UXO training, service providers must ensure they inform staff that if for any reason they see what may be a UXO, they must not investigate closer, leave the area and inform the appropriate authorities.
 - (2) Excavation –Extreme care and planning for all excavations (manual and machine) before commencing.
 - (3) Exposures to high voltage / arc flash – many of Canada's facilities operate their own electrical distribution system which is a combination of above and below ground high voltage power distribution. Extreme care and planning must be completed not only when working directly on, or near, electrical equipment but when completing tasks that may cause planned or unplanned exposure to live electrical systems.
 - (4) Working at heights – Canada maintains various types of structures such as buildings, towers, manholes, and training facilities that require persons to

be at risk of falling. Extreme care and planning must be completed on all work where there is risk of a fall. This must include not only elevated work but work at ground level (such as over a manhole or on a bridge).

- (5) Working in confined space – Canada has many different types of confined spaces. Extreme care and planning must be completed on all projects where there is risk associated with entering a confined space. Service providers must comply with Canada's confined space access policy including entry permit process.
- (6) Hot work – Canada's facilities require a hot work permit for all activities listed in the local Garrison/Base Fire Hall hot work permit process. Extreme care and planning must be completed on all projects where there is risk of personal injury or fire due to hot work. Many of Canada's facilities use high pressure and low pressure steam for central heating purposes. Extreme care and planning must be completed on all projects where there is risk of working on steam lines or coming in close proximity.
- (7) Working with chemicals- Many projects require the use of chemicals to complete them. Extreme care and planning must be exercised on all projects where there is risk associated with the use of chemicals. Material Safety Data Sheets must be maintained on site for all chemicals. In addition to the safety issues to persons, care must be taken with regards to the chemical reaction with the surfaces it will come in contact with. Under no circumstances will service provider's chemicals be disposed of in any location or system on Canada's property.
- (8) Traffic control – In many facilities, Canada maintains its own road system and emergency services responders. Under no circumstances shall the service provider close or inhibit traffic without the appropriate approvals. This allows emergency service responders to adjust routes for emergency responses. Extreme care and planning must be completed on all projects where there is risk associated with traffic coming in contact with service provider's employees.
- (9) Exposure to pressure vessels – many of Canada's facilities contain regulated pressure vessels in areas such as heating plants, boiler rooms and ice making plants. The service provider must ensure that a qualified person is in attendance at all times when installing or maintaining pressure vessels. Extreme care and planning must be completed on all projects where there is risk associated with planned or close proximity work on pressure vessels.
- (10) Requirement to lock out potential energy sources – Canada's facilities contain many potential electrical and mechanical energy sources.

It is critical that the service provider investigate all potential energy sources for each project and ensure they have a process for lock out in place. Turning off a device without locking it out is unacceptable. Extreme care and planning must be used on all projects where there is risk associated with electro-mechanical energy sources.

- (11) Other – at the time of work, if there is other, and there are many known hazards, the Technical Authority and the service provider will agree on what they are and ensure the hazard are covered in the work site specific safety plan.

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 July 2015 to 30 June 2016
Year 2 – 01 July 2016 to 31 June 2017
Year 3 – 01 July to 31 June 2018

PART I:

FIRM REQUIREMENT Work

Item	Description	Qty	Unit of Issue	Unit Price Year 1	Unit Price Year 2	Unit Price Year 3
1	Semi Annual Inspection (April and October) of all Vehicle Lifts and Dock Levellers as listed in the equipment inventory at Annex A-1. Lot Price per inspection to include transportation, overhead, labour, supervision, all materials and consumables, tools and equipment and the provision of a written inspection report in accordance with the Specification. Contractor must provide a written inspection report as per the Technical Specification Section 6.5 and 6.6.	2	LOT			

PART II:

“AS AND WHEN REQUESTED” work by Task Authorization

Estimated usages: as set out in Part II are to allow Canada to evaluate the offers and are only estimates. No estimate contained in Part II represents a commitment on behalf of Canada. Estimates given are per year.

Item	Description	Est. Qty	Unit of	Unit Price Year 1	Unit Price	Unit Price
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		per year	Issue		Year 2	Year 3
2	First Hour Scheduled Call (TRADESMAN & HELPER) for service to include all labour, equipment, transportation, supervision and one hour of on site productive labour to be charged only once per call-up, during regular working hours 0730-1600 Monday to Friday.	20	CALL			
2a	First Hour Scheduled Call (TRADESMAN ONLY) for service to include all labour, equipment, transportation, supervision and one hour of on site productive labour to be charged only once per call-up, during regular working hours 0730-1600 Monday to Friday.	5	CALL			
3	Additional scheduled tradesman hours of on-site labour during regular working hours 0730-1600 Monday to Friday	60	HRS			
4	Additional scheduled helper hours of on- site labour during regular working hours 0730-1600 Monday to Friday	60	HRS			
5	First Hour EMERGENCY CALL (Tradesman & Helper) to include all labour, equipment, transportation, supervision and one hour of on-site productive labour to be charged only once per call-up, during or outside regular working hours including weekdays, weekends and statutory holidays. All emergency work will be responded to within 4 hours as per Section 7.2	10	CALL			
5a	First Hour EMERGENCY CALL (Tradesman only) to include all labour, equipment, transportation, supervision and one hour of on-site productive labour to be charged only once per call-up, during or outside regular working hours including weekdays, weekends and	2	CALL			

	statutory holidays. All emergency work will be responded to within 4 hours as per Section 7.2					
6	Additional emergency tradesman hours of on-site labour during or outside regular working hours including weekdays, weekends & stat holidays	20	HRS			
7	Additional emergency helper hours of on- site labour during or outside regular working hours (including weekdays, weekends & stat holidays	20	HRS			
8	Addition of one Vehicle Lift to the inspection inventory	2	EA			
9	Deletion of one Vehicle Lift from the inspection inventory	1	EA			
10	Addition of one Dock Leveller to the inspection inventory	2	EA			
11	Deletion of one Dock Leveller from the inspection inventory	1	EA			
12	Rental of man lift, if required, pre-approved by Technical Authority. Price per day	4	Day			
13	Materials - at contractor's cost plus a mark-up of ____%. The contractor will be required to provide the Technical Authority with an itemized list along with price support for all materials used during each service call.	\$	40,000			

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat	
		Task no. – N° de la tâche	
Amendment no. – N° de la modification		Increase/Decrease – Augmentation/Réduction	
		Previous value – Valeur précédente	
To – À		<p>TO THE CONTRACTOR</p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p>À L'ENTREPRENEUR</p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à			
Delivery/Completion date – Date de livraison/d'achèvement			
		_____ Date for the Department of National Defence pour le ministère de la Défense nationale	
Contract item no. N° d'article du contrat	Services	Cost Prix	
		GST/HST TPS/TVH	
		Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

**Instructions for completing
DND 626 - Task Authorization**

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). Note: the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost

The cost of the Task broken out into the individual costed items in Services.

GST/HST

The GST/HST cost as appropriate.

Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

**Instructions pour compléter le formulaire
DND 626 - Autorisation des tâches**

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). Nota : la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique Services.

TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.