



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A :**

Bid Receiving/Réception des sousmissions
Royal Canadian Mounted Police (RCMP)
Procurement & Contracting Services
Bid Receiving Unit,
5th Floor, 10065 Jasper Avenue NW
Edmonton, AB T5J 3B1

INVITATION TO TENDER

APPEL D'OFFRES

Tender to:

Royal Canadian Mounted Police

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: Gendarmerie royale du Canada

Nous offrons par la présente de vendre à Sa Majesté I 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: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ

Title – Sujet Mechanical Maintenance Services – RCMP Saskatoon Area Building		Date 15 June 2015
Solicitation No. – N° de l'invitation M5000-153747/A		
Client Reference No. - No. De Référence du Client N/A		
GETS Reference No. - No. De Référence du SEAG PW-00687934		
Solicitation Closes – L'invitation prend fin		
At / à :	2:00 PM	MDT (Mountain Daylight Time) HAR (heure avancée de Rocheuses)
On / le :	2015 July 30 th / 2015 le 30 juillet	
Destination of Goods and Services – Destinations des biens et services		
Royal Canadian Mounted Police Saskatoon Area Building 400 Brandt Place, Saskatoon, SK S7J 5L6		
Instructions See herein — Voir aux présentes		
Address Inquiries to – Adresser toute demande de renseignements à Sandra E. Robinson, Senior Procurement Officer		
Telephone No. – No. de téléphone 780-670-8626	Facsimile No. – No. de télécopieur	

COMPLETE BELOW IN FULL - REMPLISSEZ CI-DESSOUS EN ENTIER	
Vendor/Firm Name, Address and Representative – Raison sociale, adresse et représentant du fournisseur/de l'entrepreneur:	
<p>GST or Business # - GST ou de nombre D'affaires nombre :</p> <p>_____</p> <p>If not applicable - Si non applicable Provide SIN # - Fournir le numéro d'assurance sociale (NAS) :</p> <p>_____</p>	
Telephone No. – No. de téléphone	Facsimile No. – No. 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



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1. Security Requirement
- 1.2. Statement of Work
- 1.3. Debriefings
- 1.4. Procurement Ombudsman

PART 2 - BIDDER INSTRUCTIONS

- 2.1. Standard Instructions, Clauses and Conditions
- 2.2. Submission of Bids
- 2.3. Enquiries - Bid Solicitation
- 2.4. Applicable Laws
- 2.5. Optional Site Visit

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1. Evaluation Procedures
- 4.2. Basis of Selection

PART 5 - CERTIFICATIONS

- 5.1 Mandatory Certifications Required Precedent to Contract Award
- 5.2 Additional Certifications Precedent to Contract Award and Certifications Required with the Bid
- 5.3 Insurance Requirements

PART 6 - RESULTING CONTRACT CLAUSES

- 6.1. Security Requirement
- 6.2. Statement of Work
- 6.3. Standard Clauses and Conditions
- 6.4. Term of Contract
- 6.5. Authorities
- 6.6. Proactive Disclosure of Contracts with Former Public Servants
- 6.7. Payment
- 6.8. Invoicing Instructions
- 6.9. Certifications
- 6.10. Applicable Laws
- 6.11. Priority of Documents
- 6.12. Procurement Ombudsman
- 6.13. SACC Manual Clauses
- 6.14. Insurance – Specific Requirements

List of Annexes:

- Annex A Statement of Work
- Annex B Mandatory Technical Criteria
- Annex C Certifications Precedent to Contract Award
- Annex D Insurance Requirements
- Annex E Basis of Payment
- Appendix A Cost Estimate Form for Extra Work
- Annex F Bidder's Information



PART 1 - GENERAL INFORMATION

1.1. Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites; fingerprinting may be required. This information must be provided within three business days of request.

1.2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

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

1.4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca

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* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term,



condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and eighty (180) days

2.2. Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to RCMP will not be accepted.

The Royal Canadian Mounted Police (RCMP) will not assume responsibility for bids or amendments directed to any other location.

2.3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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 the Province of Saskatchewan.

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

2.5. Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on **July 16th 2015, at 9:30 am**. Bidders are requested to communicate with the Contracting Authority five (5) days before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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 (one (1) hard copy, Annex B)
- Section II: Financial Bid (one (1) hard copy, Annex E)
- Section III: Certifications (one (1) hard copy, Annex C)

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>). 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 – see Part 4, subsection 4.1.1 Technical Evaluation

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex E Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Bidders must submit certification 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

Submission of Evidence as described below **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

The evidence provided by the bidder may be verified. RCMP reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

4.1.1.1. Mandatory Employee Experience and Past Performance

To carry out the work on this requirement, the contractor must provide:

Two (2) qualified personnel: one to work on the heating system and one to work on the cooling system,

OR



One (1) qualified individual who can work on both the heating and cooling systems

The bidder must provide evidence to demonstrate that the service personnel proposed to perform equipment maintenance have three (3) recent years' experience and past performance by referencing two (2) similar projects/contracts the service personnel have performed satisfactorily. The bidder must complete Annex B for each technician who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.

- Recent experience is defined as experience gained from January 2012 up to and including the solicitation closing date.
- Similar is defined as maintenance service of systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work.

Sub-Contracting - If applicable, the bidder shall provide details for the sub-contracting plan, including details of the work to be sub-contracted and monitoring procedures for quality and delivery. The Bidder shall be responsible to ensure that subcontractor' meets all mandatory required contained within this contract, including security clearance.

4.1.1.2. Mandatory Card and Licensing Documentation

To carry out the work on this requirement, Service Personnel employed by the Contractor must be in possession of the required cards and/or licenses required to perform that duty, such as:

- 1) Mechanical/HVAC Journeyman Certification
- 2) Valid "Ozone Depletion Prevention (ODP)" Card
- 3) Plumber/Gas Fitter Journeyman Certification
- 4) Electrician Journeyman Certification
- 5) WHIMIS Training
- 6) Knowledge of appropriate lock-out procedures.
- 7) Training and knowledge of confined workplace procedures.
- 8) Other related certifications or job safety related training



4.1.1.3. Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence of its recent years' experience and past performance by referencing three (3) similar projects/contracts. The bidder must complete Annex B in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from January 2012 up to and including the solicitation closing date.
- Similar is defined as a maintenance service on Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

4.1.2 Financial Evaluation

4.1.2.1 Pricing Schedule 1: Firm Price

Bidders must submit firm all inclusive prices/rates in Annex E, including all necessary tools, services, replacement or repair parts, material, labour and all related costs as detailed in Annex A, Statement of Work.

4.1.2.2 Pricing Schedule 2: Extra Work – As and When Requested

"Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When" work is requested during the contract period, the contractor must complete and submit the Appendix A - "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Departmental Representative prior to conducting any extra work.

Bidders must submit a firm all inclusive Hourly Rates in Annex E (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.



4.1.2.3 Materials

*The Extended Price for parts/materials is calculated by adding mark-up to the total estimated expenditure. (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00). The estimated expenditure is for evaluation purposes only.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

- i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2, 2.1 to 2.10 on an authorization form (Appendix A, Cost Estimate Form for Extra Work).

2. Basis of Selection

A bid must comply with all 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 documentation 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, if any certification made by the Bidder is found to be untrue whether 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 with this request will also render the bid non-responsive or will 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 the Standard Instructions identified in this solicitation. The related documentation therein required 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_equality/eq/emp/fcp/list/inelig.shtml) available from Human Resources and Skills Development Canada (HRSDC) - Labour's website.

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

5.1.3. Additional Certifications Precedent to Contract Award

5.1.3.1. Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

5.2. Certifications Required with the Bid

5.2.1. Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

Bidders must submit duly completed certifications as part of their bid – Annex C.



5.3. Insurance Requirements

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

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

PART 6 - RESULTING CONTRACT CLAUSES

6.1 Security Requirement

6.1.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

All persons working on site must hold a valid “**Reliability Status Security Clearance**” issued by RCMP Departmental Security.

Only those employees whose names appear on the Contractor's payroll and have met the security clearance requirements will be allowed access to the site of the work.

6.2. Statement of Work

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

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](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.

Revision to Departmental Name: As this contract is issued by RCMP, any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

6.3.1. General Conditions

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

Section 27 - Code of Conduct and Certifications - Contract of 2010C referenced above is amended as follows:



Delete subsection 27.4 in its entirety.

6.4. Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of award for a **twenty-four (24) month period**.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two (2) additional twelve (12) month period** under the same terms and conditions. The Contractor agrees that during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in Annex E Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at **least thirty (30) calendar days** before the Contract expiry date. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Termination on Thirty Days Notice

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Sandra E. Robinson – Senior Procurement & Contracting Officer
Royal Canadian Mounted Police - Procurement & Contracting Services Unit
Telephone: 780-670-8626
E-mail address: sandra.robinson@rcmp-grc.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 The Technical Authority for the Contract is: (Information will be provided at contract award.)

Name: _____
Title: _____
Telephone: _____
E-mail address: _____

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.

E-mail address: _____

The Site Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Site Authority, however the Site 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 Site Authority

The Site Authority for the Contract is: **(Information will be provided at contract award.)**

Name: _____
Title: _____
Telephone: _____
Facsimile: _____
E-mail address: _____

The Site Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for providing building and site information. Site 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.

6.5.4. Contractor's Representative

The Contractor's Representative responsible for general enquiries and delivery follow-up is: (The Contractor's Representative will be identified at Contract Award)

Name: _____
Telephone No. _____
Facsimile No. _____
E-mail address: _____



6.6. Proactive Disclosure of Contracts with Former Public Servants

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

6.7. Payment

6.7.1. Basis of Payment – Firm Prices and “As and When”

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex E, to a limitation of expenditure of \$_____ (to be determined at contract award). Customs duties are included and Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Annex E, Basis of Payment, Price Schedule 1, in monthly payments
- b) “As and When Requested” Work:

Any costs incurred for Extra Work will be paid, in accordance with Annex E, Basis of Payment, Price Schedule 2, and the Statement of Work, on an “As and When Requested” basis, after completion, inspection and acceptance of the work performed.

6.7.2. Limitation of Expenditure

1. Canada’s total liability to the Contractor under the Contract must not exceed \$_____ (to be determined at contract award). Customs duties are included and Applicable Taxes are extra, if applicable.
2. 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 are inadequate for the completion of the Work, whichever comes first.
3. 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.



6.7.3. SACC Manual Clauses

H1008C (2008-05-12) Monthly Payment

C0705C (2010-01-11) Discretionary Audit

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

6.8. Invoicing Instructions

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 has been completed.

6.9. Certifications

6.9.1. Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of _____. (*Insert the name of the province*).

6.11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010C (2014-09-25) General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex D, Insurance Requirements
- (e) Annex E, Basis of Payment
- (f) the Contractor's bid dated _____, as amended on _____

6.12. Procurement Ombudsman

6.12.1. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the



interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

6.12.2. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

6.13. SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

6.14. Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.



All references to the Certificate of Insurance (form PWGSC-TPSGC 357) <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf> in the instructions, general terms, conditions and clauses identified in the Invitation to Tender (ITT) by number, date and title, and set out in the Standard Acquisition Clauses and Conditions Manual (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) are to be replaced with the "RCMP CERTIFICATE OF INSURANCE / ATTESTATION D'ASSURANCE - GRC".



ANNEX "A"
Preventative Maintenance Service Specifications

Maintenance of all Temperature Control Systems and Environmental Mechanical Systems

A. Description of Work

1. Contractor to furnish "All Inclusive" Planned Preventative Maintenance Service to all Temperature Control Systems and Environmental Mechanical Systems at the RCMP Saskatoon Area Building located at 400 Brandt Place, Saskatoon, SK in accordance with the specifications during the period of the Service Contract.
2. A minimum of two (2) weekly site visits are required. An inspection must be conducted on the equipment at the bi-weekly site visit and the Contractor must deal with issues brought forward by the Occupant of the building not deemed an emergency in nature.

Note:

- a) The Contractor will complete all inspections required by Federal, Provincial and Municipal Governments and submit the proper documentation as required.
 - b) Copies of all documentation will be retained in a Log Book on site, and will become the property of the RCMP.
3. A semi-annual meeting must be held between the RCMP and the Contractor to discuss future planning (equipment upgrades), outstanding building, occupant issues and review past building records.
 4. The repair and replacement of non-maintainable system components such as ductwork, boiler shell and tubes, unit cabinets, electrical wiring (where wiring does not form part of the equipment, i.e. motors), hydraulic and pneumatic piping, or structural supports is not included.
 5. The Contractor will provide the labour and material necessary to replace or repair worn, failed or doubtful equipment, components and parts except for the replacement of major equipment specifically named and identified in Section A.6, in which case the RCMP will pay in addition to the contract amount, the Contractor's wholesale cost for the supply of equipment named in Section A.6. The Contractor will be required to obtain approval prior to replacing any equipment and may be required to provide back-up and install the following at no extra cost to the contract.
 - i) water treatment chemicals
 - ii) grease, oil and all other lubricants
 - iii) filters (all types)
 - iv) paint
 - v) belts, sheaves
 - vi) refrigerant
 - vii) anti-freeze
 - viii) pulleys
 - ix) bearings



- x) motor mounts and vibration pads
 - xi) miscellaneous shop supplies
6. Where statistical data on equipment indicates that the failure point is approaching, for any component, the contractor shall replace or repair that component in advance to prevent a system failure.
7. Major Equipment to be Serviced:

Description	Make / Model	Location
Boiler (B-1)	Aerco, sn/ G-03-0271	Mechanical Room
Boiler (B-2)	Aerco s/n G-03-0272	Mechanical Room
Air Seperator (Boiler loop)	Bell& Gossett m/n RL-6F	Mechanical Room
Air Seperator (Chilled water)	Bell & Gossett	Mechanical Room
Air Seperator (Glycol system)	Bell & Gossett m/n RL-2N s/n 104039	Mechanical Room
Humidifier (HUM -1)	Nortec m/n GHMC-100N s/n 636561GN1D01	Mechanical Room
Humidifier (HUM-2)	Nortec m/n GHMC-200N s/n 636561GN2D02	Mechanical Room
AHU (Cold Deck) (F-1)	Scott Springfield m/n HQ-400-AHU-353-H-C s/n D03-01416-M1	Mechanical Room
AHU (Hot Deck) (F-2)	Scott Springfield m/n HQ-280-AHU-24700-H s/n D03-01416-M2	Mechanical Room
AHU - 3	McQuay m/n CAH004FDAC s/n FBOU030400071	Mechanical Room
AHU - 4	McQuay m/n CAH006FDAC s/n FBOU030400072	Mechanical Room
Fan coil (F-17)	McQuay m/n F.SHD.1.S08.A.D.00L .34.AX.17.A.Z.C.1 s/n 211215100	South Entrance Ceiling



Description	Make / Model	Location
Heat Exchanger (HE-1)	Alfataral m/n M3-V6 s/n 30105-7/02	Mechanical Room
Pump (P-1)	Bell & Gossett m/n 213JM	Mechanical Room
Bearing assembly	m/n 80-BF, 2.5 x 9.5B s/n 703059B	Mechanical Room
Pump (P-2)	Bell & Gossett m/n 213JM	Mechanical Room
Bearing assembly	m/n 80-BF, 2.5 x 9.5B s/n 703059A	Mechanical Room
Pump (P-3)	Weg m/n E143/5-07/02	Mechanical Room
Bearing assembly	Bell & Gossett m/n 1-1/2 x 6-1/4 s/n 700897R	Mechanical Room
Pump (P-4)	Weg m/n E143/5-08/02	Mechanical Room
Bearing assembly	Bell & Gossett s/n 185332	Mechanical Room
Pump (P-5)	Bell & Gossett m/n 213JM	Mechanical Room
Bearing assembly	m/n 80-BF, 3 x 9.5B s/n 70360A	Mechanical Room
Pump (P- 6)	Bell & Gossett m/n 213JM	Mechanical Room
Bearing assembly	m/n 80-BF, 3 x 9.5B s/n 703060B	Mechanical Room
Pump (P- 9)	Bell & Gossett m/n NBF-85/LW 103257 A30	Mechanical Room
Pump (P-10)	Bell & Gossett m/n E1435T 07/02	Generator Room
Bearing assembly	m/n 1- 1/2 x 6-1/4 s/n700898	Generator Room
Energy Recovery Wheel (ERW-1)	McQuay m/n CAC004FVAC s/n FBOU030300937	Mechanical Room
Energy Recovery Wheel (ERW-2)	McQuay	Mechanical Room
Water Heater (WH-1)	A.O. Smith m/n BTRC199 110 s/n MA03-2195141-110	Mechanical Room



Description	Make / Model	Location
Air Dryer	Ultra Air m/n UA45AC s/n u-38113-14	Mechanical Room
Air Compressor (SC-1)	DeVair m/n TAS-5052 s/n 442490J	Mechanical Room
Expansion Tank (Glycol System)	Amtrol m/n 200-L	Mechanical Room
Expansion Tank (Chilled Water)	Amtrol m/n500-L	Mechanical Room
Expansion Tank (Heating Loop)	Amtrol m/n500-L	Mechanical Room
Fill Tank	Axiom s/n 03-1867-SF	Mechanical Room
Air Conditioner	Samsung Condenser m/n UH0/0CAV s/n AIDJP50PY0127 Evaporator m/n EH07CAV s/n E489PASPY00277W	Outside West Wall Room 141.3
Air Conditioner	Mitsubishi Condenser m/n PU12EK s/n 5Yu0116A Evaporator m/n PK12FK3 s/n 54A0D159C	Outside West Wall Vehicle Work Area
Air Conditioner (DC-1)	Liebert m/n MM018E-P0000 Condenser m/n PFH037A-PL3	Roof (Special I)
Air Conditioner (DC-2)	Liebert m/n MM036E-P00D0 Condenser m/n PFH037A-PL3	Roof (Server Room)
Chiller (CH-1)	York	Roof
Force Flow Fan (FF-1)	Rittling m/nRW280-02F00LL0 s/n 30004730	South Stairwell 2 nd floor



Description	Make / Model	Location
Force Flow Fan (FF-4)	Rittling m/nRW280-02B00LL0 s/n 30004733	South Stairwell Main floor
Force Flow Fan (FF-5)		Provost Ceiling
Exhaust Fan (F-8)	Greenhawk m/n GB-180-5	Roof
Exhaust Fan (F-9)	Greenhawk m/n GB-180-6	Roof
Exhaust Fan (F-10)	Greenhawk m/n GB-141-4	Roof
Exhaust Fan (F-11)	Greenhawk m/n GB-141-4	Roof
Exhaust Fan (F-12)	Greenhawk m/n GB-101-4X-QD-R3	Roof
Exhaust Fan (F-13)	Greenhawk m/n GB-101-4X-QD-R3	Roof
Exhaust Fan (F-14)	Greenhawk m/n GB-080-6	Roof
Exhaust Fan (F-15)	Greenhawk m/n CUBE-131-4	Roof
Exhaust Fan (F-19)	Greenhawk m/n GB-141HP-5	Roof
Exhaust Fan (F-20)	Greenhawk m/n BSQ-140-10	Electrical Room
Exhaust Fan (F-21)	Greenhawk m/n BSQ-200-30	Generator Room
Unit Heater (UH-1)	Sterling m/n HS-96	Vehicle Work area
Unit Heater (UH-2)	Sterling m/n HS-96	Vehicle Work area
Unit Heater (UH-3)	Sterling m/n HS-120	Garage Work Shop
Unit Heater (UH-4)	Sterling m/n HS-60	Garage Bay
Unit Heater (UH-5)	Sterling m/n HS-60	Receiving Area
Unit Heater (UH-6)	Sterling m/n HS-96	IDENT Garage Area
Unit Heater (UH-7)	Sterling m/n HS-96	Secure Bay
Unit Heater (UH-8)	Sterling m/n HS-48 s/n C03372327004003	Mechanical Rm
Unit Heater (UH-9)	Sterling m/n HS-48	Cold Storage
Unit Heater (UH-10)	Sterling m/n HS-48	Generator Room



B. General Conditions

1. The Contractor must view the requirements of the contract and make their own computations of materials and equipment required to properly perform this contract prior to visiting the site.
2. The premises will be occupied during the performance of the contract and the Contractor shall cooperate and coordinate any interruptions of the existing service with the RCMP Site Authority. The Contractor shall abide by all applicable ground rules, regulations. Work shall be carried out in a complete and satisfactory manner to the RCMP.
3. All work to be performed must be conducted during regular working hours. Where services may involve disruption of office work, prior notification must be given to the RCMP Site Authority no less than fourteen (14) days in advance.
4. The RCMP must provide the Contractor with reasonable access to all equipment covered in this contract, however, whenever possible, the maintenance service is to be performed during normal working hours.
5. The RCMP agrees to permit the Contractor to start and stop all primary equipment as require to perform the required services, with prior arrangement with the RCMP Site Authority.
6. For each preventative maintenance scheduled visit, the Contractor must:
 - i) provide the RCMP Site Authority with a detailed service plan, outlining tasks to be performed for that visit. This can be one annual submission covering all service calls;
 - ii) upon completion of a scheduled service call provide the RCMP Site Authority with a detailed service report listing work performed;
 - iii) no interruption or stoppage of work will be allowed after the start of a scheduled maintenance service.
7. The Contractor must use on this contract only qualified Tradesmen. Apprentices will be allowed, and must be under the supervision of a qualified Tradesman.
8. In the event that the RCMP alters, modified, changed or moves the system covered by this contract, notice will be given to the Contractor and any price changes, as a result of this action, is to be mutually agreeable.
9. All systems and equipment covered by this contract are in an acceptable and maintainable condition. The Contractor must include with his tender, a price to correct any deficiencies. If the Contractor is of the opinion that not all parts of the system are in an acceptable and maintainable condition and to list the work provided.



10. The Contractor will not be held responsible for costs, including labour for damage cause by:
- i) power surges, brown outs or other acts of God;
 - ii) delays caused by the unavailability of materials or equipment IF the Contractor can prove the delay is for reasons beyond their control;
 - iii) or to the building resulting from equipment failure, IF the Contractor can prove they made every reasonable effort to effect immediate repairs to the equipment and to minimize damage to the building.

C. Work Schedule

1. Maintenance Service must include the prescribed number of service inspections to the following equipment as indicated:
- a) Boilers**
 - i) one pre-season inspection during the cooling season.
 - ii) monthly preventative maintenance inspections during the heating season to include a seasonal start-up inspection.
 - iii) monthly water treatment inspections and log reports to be forwarded to the RCMP Site Authority.
 - b) Water Treatment**
 - i) perform monthly inspections and test on chemical feed and bleed equipment operations and treatment levels.
 - c) Pumps**
 - i) one inspection of all pumps.
 - ii) monthly inspections of pumps in operation (total of 12/year).
 - d) Air Conditioning and Condensing Units**
 - i) perform a season shutdown of systems.
 - ii) perform five (5) operational inspections monthly during summer operation.
 - ii) perform two (2) inspections to systems during winter shut down period.
 - iv) perform a seasonal startup of all systems.
 - v) perform two (2) equipment leak tests as per FHR 2003 regulations (April, October).



e) Central Fan Systems

- i) perform an extensive inspection of the systems motors, coils, and all related components.
- ii) perform monthly operational inspections of the systems.
- iii) perform regular monthly filter inspections.
- iv) provide no less than nine (9) filter changes a year - Six (6) throughout May to October and three (3) throughout November to April.

f) Unitary Fan System

- i) perform annually a major inspection of all unitary fan systems.
- ii) perform semi-annually a minor inspection of all fan systems.

g) Terminal Units

Unit ventilator, heaters, fans, coils, radiation, induction units, reheat coils, dual and variable air boxes.

- i) perform annually, an inspection on all terminal units.

h) Automatic Temperature Controls

- i) perform two (2) complete calibration and operational checks of all control systems prior to heating and cooling season (April, October).

i) Emergency Electrical Generator

- i) perform monthly inspections on engine, generator and related components
- ii) perform annual servicing.

D. Emergency Service Calls

1. Emergency service shall be available 24 hours a day, 365 days per year.
2. The Contractor shall provide to the RCMP Site Authority, a name and telephone number of a local representative to be contacted in the event of an emergency.
3. The Contractor will guarantee to respond to an emergency call within four (4) hours. Failure to do so will constitute approval for the RCMP to make other arrangements for emergency service. The Contractor will be responsible for all costs incurred by this action.
4. Emergency calls not related to equipment failures are extra to the contract.



E. Performance Records

1. The Contractor must provide to the RCMP Site Authority a “Service Program Log” identifying scheduled inspections for the required services to be performed upon the individual pieces of equipment as described within Annex “A” with fourteen (14) days after contract award.
2. All inspections and services performed shall be logged by service report upon completion of each service or inspection rendered. A copy of such services or inspection reports must be left with the RCMP Site Authority immediately upon completion of work performed.

F. Components Repair/Replacement

1. The Contractor shall be solely responsible for the installation costs and the costs of replacement parts, components and equipment as may be required except as provided for in Part F2.
2. All replacement costs for major equipment specifically named and identified in Section A.7 shall be wholesale costs and will be the responsibility of the RCMP. The Contractor will be responsible for all related labour costs necessary to complete the installation. Parts identified in Section A.5 which are required to maintain the major components are the responsibility of the Contractor.
3. All replacement parts used are to be of like or of the current design to minimize system depreciation or obsolescence.
4. The Contractor must provide the RCMP Site Authority with make/model and serial number whenever any of the major equipment listed in A.7 is replaced.

G. Inspections

1. Work to be performed upon each inspection related to specific components of the system shall be no less than as listed below per inspection as identified in Part C “Work Scheduled”.

Boilers

- i) Pre-season Inspection
 - a) Inspect fireside of boiler and record condition.
 - b) Brush and vacuum soot from flues and combustion chamber.
 - c) Inspect firebrick and refractory for defects.
 - d) Visually inspect boiler pressure vessel for possible leaks and record condition.
 - e) Disassemble, inspect and clean low water cut off.
 - f) Check hand valves and automatic feed equipment. Repack and adjust as required.
 - g) Inspect, clean and lubricate the burner and combustion control equipment.



- h) Reassemble boiler.
 - i) Check burner sequence of operation and combustion air equipment.
 - j) Check fuel piping for leaks and proper support.
 - k) Clean and paint external surfaces as required.
 - l) Clean boiler room.
- ii) Seasonal Start-Up
- a) Review manufacturer's recommendations for boiler and burner start-up.
 - b) Check fuel supply.
 - c) Check auxiliary equipment operation.
 - d) Inspect burner, boiler and controls prior to start-up.
 - e) Start burner, check operating controls. Test safety controls and pressure relief valve.
 - f) Perform combustion tests and adjust burner for maximum efficiency.
 - g) Log all operating conditions.
 - h) Review operating procedures and owner's log with boiler operator.
- iii) Monthly Preventative Maintenance
- a) Review owner's log. Log all operating conditions.
 - b) Inspect boiler and burner and make adjustments as required.
 - c) Test low water cut-off and pressure relief valve.
 - d) Check operating and safety controls.
 - e) Review boiler operation with boiler operator.
- iv) Seasonal Shut Down
- a) Review owner's log. Log all operating conditions.
 - b) Shut off burner and open electrical disconnect.
 - c) Close fuel supply valves.
 - d) Review boiler operations with boiler operator.

Pumps

- i) Annual Inspections
- a) Lubricate pump bearings per manufacturer's recommendations.
 - b) Lubricate motor bearings per manufacturer's recommendations.
 - c) Tighten all nuts and bolts. Check motor mounts and vibration pads. Replace and adjust as required.
 - d) Visually check pump alignment and coupling.
 - e) Check motor operating conditions.
 - f) Inspect electrical connections and contactors.
 - g) Check and clean strainers and check hand valves.
 - h) Inspect mechanical seals. Replace as required.
 - l) Inspect pump packing. Replace and adjust as required.
 - j) Verify gauges for accuracy.
 - k) Clean and paint external surfaces as required



- ii) Monthly Inspections
 - a) Lubricate pump bearings per manufacturer's recommendations.
 - b) Lubricate motor bearings per manufacturer's recommendations.
 - c) Check suction and discharge pressures.
 - d) Check packing or mechanical seal.

Water Treatment

- i) Monthly Inspections
 - a) Chemically test the system water for proper treatment levels.
 - b) Adjust the treatment level for proper operation.
 - c) Furnish to the customer a written report of the test and inspection results including recommendations.
 - d) Inventory the remaining water treatment chemicals supply and re-order as required.

Air Conditioning and Condensing Units

1. Air Conditioning Unit

Documentation of service and repair work must adhere to FHR 2003 guidelines. Perform equipment leak tests as per FHR 2003 Regulation twice a year, pre and post season (April, October)

- i) Pre-Season Inspection
 - a) Check belts, sheaves and coupling alignment. Replace and adjust as required.
 - b) Check compressor oil level, acid test oil and meg hermetic motor. Change oil and refrigerant filter dryer as required.
 - c) Check compressor crankcase heater operation.
 - d) Check vibration eliminators. Replace or adjust as required.
 - e) Inspect electrical connections, contactors, relays and operating safety controls.
 - f) Clean and paint external surfaces as required.
 - g) Check freeze protection.
- ii) Season Start-Up
 - a) Review manufacturer's recommendations for start-up.
 - b) Check auxiliary equipment operation.
 - c) Energize crankcase heater per manufacture's recommendations for crankcase warm-up.
 - d) Check and test all operating and safety controls.
 - e) Start chilled water pump, condenser water pump and cooling tower.
 - f) Start water chiller.



- g) Check refrigerant charge, oil level and oil pressure.
 - h) Log all operating conditions after unit stabilizes.
 - i) Review operating procedures and owner's log with chiller operator.
- iii) Monthly Preventative Maintenance
- a) Review owner's log. Log all operating conditions.
 - b) Inspect chiller and make adjustments as required.
 - c) Cycle operating controls and check unloaders.
 - d) Review chiller operation with chiller operator.
 - e) Check freeze protection.

2. Condensing Units

- i) Air Cooled - Start Up Inspection
- a) Review manufacturer's recommendations for start up.
 - b) Energize crankcase heater per manufacturer's recommendations for warm-up.
 - c) Remove all debris from within and around unit.
 - d) Visually inspect for leaks.
 - e) Check belts, pulleys and mounts. Replace and adjust as required.
 - f) Lubricate fan and motor bearings per manufacturer's recommendations.
 - g) Inspect electrical connections, containers, relays and operating/safety controls.
 - h) Check motor operating conditions.
 - i) Check and clean fan blades as required.
 - j) Check and clean coil. Straighten fins as required.
 - k) Check vibration eliminators. Replace or adjust as required.
- ii) Condensing Units.
- a) Check compressor oil level, acid test oil and meg hermetic motor. Check oil and refrigerant filter dryer as required.
 - b) Check and test all operating and safety controls.
 - c) Check operating conditions. Adjust as required.
 - d) Clean and paint external surfaces as required.
- iii) Monthly Inspections
- a) Visually inspect for leaks.
 - b) Lubricate fan bearings per manufacturer's recommendations.
 - c) Lubricate motor bearings per manufacturer's recommendations.
 - d) Check belts and sheaves. Replace and adjust as required.
 - e) Clean and straighten fins as required.
 - f) Check operating conditions. Adjust as required.
 - g) Clean coil monthly.



- iv) Water Cooled - Start-Up Inspection
 - a) Review manufacturer's recommendations for start-up.
 - b) Energize crankcase heater per manufacturer's recommendations for warm-up.
 - c) Visually inspect for leaks.
 - d) Vent system of trapped air.
 - e) Inspect electrical connections, contactors, relays and operating/safety controls.
 - f) Check vibration eliminators. Replace or adjust as required.
 - g) Check compressor oil level, acid test oil and meg hermetic motor.
 - h) Change oil and refrigerant filter dryer as required.
 - i) Check and test all operating and safety controls.
 - j) Check operating conditions. Adjust as required.
 - k) Clean and paint external surfaces as required.

3. Central Fan Systems

- i) Annual Inspection
 - a) Check and clean fan assembly.
 - b) Lubricate fan bearings per manufacturer's recommendations.
 - c) Lubricate motor bearings per manufacturer's recommendations.
 - d) Check belts and sheaves. Replace and adjust as required.
 - e) Tighten all nuts and bolts.
 - f) Check motor mounts and vibration pads. Replace and adjust as required.
 - g) Check motor operating conditions.
 - h) Inspect electrical connections and contractors.
 - i) Lubricate and adjust associated dampers and linkage.
 - j) Check fan operation.
 - k) Clean outside air intake screen.
 - l) Check and clean drains and drain pans.
 - m) Check filter advancing mechanism. Lubricate and adjust as required.
 - n) Inspect filters. Change as required.
 - o) Check heating and cooling coils.
 - p) Inspect humidifier.
 - q) Clean and paint external surfaces as required.
- ii) Monthly Inspection
 - a) Lubricate fan bearings per manufacturer's recommendations.
 - b) Lubricate motor bearings per manufacturer's recommendations.
 - c) Check belts and sheaves. Replace and adjust as required.
 - d) Clean outside air intake screen.
 - e) Check filter advancing mechanism. Lubricate and adjust as required.
 - f) Inspect filters. Change as required.



- g) Check heating and cooling coils.
- h) Check humidifier.

4. Unitary Fan Systems

- i) Fan - Annual Inspection
 - a) Check and clean fan assembly.
 - b) Lubricate fan bearings per manufacturer's recommendations.
 - c) Lubricate motor bearings per manufacturer's recommendations.
 - d) Check belts and sheaves. Replace and adjust as required.
 - e) Tighten all nuts and bolts.
 - f) Check motor mounts and vibration pads. Replace and adjust as required.
 - g) Check motor operating conditions.
 - h) Inspect electrical connections and contactors.
 - i) Lubricate and adjust associated dampers and linkage.
 - j) Check fan operation.
 - k) Clean and paint external surfaces as required.
- ii) Monthly Inspections
 - a) Lubricate fan bearings per manufacturer's recommendations.
 - b) Lubricate motor bearings per manufacturer's recommendations.
 - c) Check belts and sheaves. Replace and adjust as required.
 - d) Check for operation.

5. Terminal Units

- i) Unit Ventilator - Annual Inspection
 - a) Brush and vacuum grills, coils, fan and unit interior.
 - b) Lubricate fan and motor bearings as per manufacturer's recommendations.
 - c) Check belts and sheaves. Replace and adjust as required.
 - d) Check and clean drains and drain pans.
 - e) Check and clean strainers. Check steam traps and hand valves. Inspect filters.
 - f) Check unit operating conditions.
 - g) Lubricate and adjust dampers and linkage.
 - h) Clean and paint exterior surfaces as required.
- ii) Unit Heaters - Annual Inspection
 - a) Brush and vacuum coil, fan and housing as required.
 - b) Lubricate fan and motor bearings per manufacturer's recommendations.
 - c) Check belt and sheaves. Replace and adjust as required.
 - d) Check and clean strainers. Check steam traps and hand valves.



- e) Inspect electrical connections, contactors, relays and operating/safety controls.
 - f) Check unit operations. Adjust as required.
 - g) Clean and paint exterior surfaces as required.
- iii) Fan Coils - Annual Inspection
- a) Brush and vacuum coil, grills, fan and unit interior.
 - b) Lubricate fan and motor bearings per manufacturer's recommendations.
 - c) Check belt and sheaves. Replace and adjust as required.
 - d) Check and clean drains and drain pans.
 - e) Check and clean strainers.
 - f) Check steam traps and hand valves.
 - g) Check operating conditions.
 - h) Clean and paint exterior surfaces as required.
- iv) Radiation - Annual Inspection
- a) Visually inspect fins/cast iron. Clean as required.
 - b) Check and clean strainers.
 - c) Check steam traps and hand valves.
- v) Induction Units - Annual Inspection
- a) Visually inspect coil. Clean as required.
 - b) Check and clean drains and drain pans.
 - c) Clean discharge grill.
 - d) Check and clean strainers. Check steam traps and hand valves.
 - e) Clean and paint exterior surfaces as required.
- vi) Reheat Coils - Annual Inspection
- a) Visually inspect coil. Clean as required.
 - b) Check and clean strainers. Check steam traps and hand valves.
 - c) Inspect electrical connections, relays, contactors and operating/safety controls.
- vii) Boxes: Dual & Variable Air Volume - Annual Inspection
- a) Inspect box for duct work connection.
 - b) Lubricate and adjust dampers and linkage.

6. Automatic Temperature Controls

- i) Air Compressor - Monthly
 - a) Drain tank and check traps.
 - b) Check oil and check oil level and change oil bi-annually.



- c) Check belt and sheaves and change as required.
 - d) Change suction filter as required and clean semi-annually.
 - e) Check unloader and check valve.
 - f) Check high pressure safety valve.
 - g) Check motor operating conditions and lubricate.
 - h) Check PE switch, starter and alternator.
 - i) Clean and paint as required.
 - j) Record compressor run time.
- ii) Refrigerated Air Dryer - Monthly
- a) Check and record refrigerant pressure (33).
 - b) Check and record refrigerant temperature (35).
 - c) Clean condenser and cover grills.
 - d) Check drain tap and bypass valves.
 - e) Clean and paint as required.
- iii) Filter & Pressure Reducing Station - Monthly
- a) Check particle filters (change every 6 months)
 - b) Check oil filter (change as required)
 - c) Check and record pressure reducing valve settings.
 - d) Check low pressure safety valve.
- iv) Time Clocks
- a) Check and record operation and settings.
 - b) Check solenoid air valve and clock bypass switch.
- v) Boiler, Chiller, Convertor, Pump & Zone Control
- a) Calibrate all controllers. Change filters as required.
 - b) Calibrate all transmitter and receiver gauges.
 - c) Check all PE Switches.
 - d) Check all control valves and change diaphragm as required.
 - e) Check all pilot positioners.
 - f) Check all auxiliary control devices.
- vi) Fan System & HVAC Unit Controls
- a) Review sequence of operation.
 - b) Check all dampers and lubricate.
 - c) Check pilot positioners.
 - d) Check all control valves and change diaphragm as required.
 - e) Calibrate all controllers. Change filters as required.
 - f) Calibrate all transmitters and receiver gauges.
 - g) Check all solenoid air valves. PE switches and air valves.
 - h) Check all auxiliary control devices.
 - i) Clean/wipe down panel face.



- j) Check operation of all freeze protection equipment.
- k) Check, clean and calibrate all humidity controls and devices.

7. Room - Terminal Unit Controls

- a) Check and calibrate all room stats.
- b) Check all control valves, diaphragm as required.
- c) Check operation of unit coil steam traps.
- d) Check operation of all dampers and lubricate as required.
- e) Check all PE switches. (solenoid air valves) and limit controls.
- f) Check operations of all auxiliary devices.

8. Emergency Electrical Generator

- i) Monthly Inspection
 - a) Inspect complete unit for leaks etc.
 - b) Check engine oil level.
 - c) Check radiator coolant level.
 - d) Check electrolyte level of battery.
 - e) Start engine for 15 minutes (ensure engine reaches operating temp of 180F).
 - f) Check fuel level, fill if required.
 - g) Record engine hours in log.

H. Building Automation System (BAS) Scheduled Services

1. System Services:

- i) Network Analysis - Contractor to analyze and report on the performance of the Metasys system network monthly. Twelve (12) times per year.
- ii) Consultation Service - Contractor to review and report on the system monthly. Twelve (12) times per year. This includes analysis of the control strategies and recommendations for improved system performance.
- iii) Enhancement Engineering - Contractor to monitor the overall performance of the equipment, taking into consideration current manufacturer's recommendations, reliability, productivity, operating costs, and changes in use.
- iv) Extended Service - On-site repair services for covered equipment will be extended beyond the Contractors normal working hours, providing on-site response 24 hours a day, 7 days a week (including holidays).

2. Metasys Equipment (Operator Workstations, Network Automation Engines, Companion, Application Specific Controllers):

- i) Scheduled service and preventive maintenance on the entire BAS, critical points and control loops will be verified each year as part of monthly twelve (12) regularly



scheduled visits.

- ii) Contractor must make a copy of the current Metasys data base two (2) times per year.
 - iii) Contractor must provide repair services, replace or repair failed or defective parts.
 - iv) Software Subscription - Contractor will supply and install all necessary control system software, including new Metasys extended architecture revision levels, and patches.
- 3. Field Devices** (Temperature Elements, Flow Meters, Humidity Sensors, Actuators, etc.):
- i) Contractor must provide scheduled preventive maintenance on all covered components to JCLP proprietary standards.
 - ii) Contractor must provide repair services on failed or defective parts.

4. Building Automation System

Equipment Description	Manufacturer	Model/Serial	Qty	Location
Network Automation Engine	Johnson Controls	MS-NAE5511-0	1	Mechanical Room
Metasys Extended Architecture Server	Johnson Controls	ADS-5U	1	Mechanical Room
Digital Controllers	Johnson Controls	AS-UNT	9	Throughout the entire building
Digital Controllers	Johnson Controls	DX-9100	3	Mechanical Room
Digital Controllers	Johnson Controls	AS-VAV	2	Throughout the entire building
Digital Controllers	Johnson Controls	AP-VMA	107	Throughout the entire building
Field Devices	Johnson Controls	Temperature Sensors, Valves, Actuators, Auxiliary Devices		



**ANNEX B
MANDATORY TECHNICAL CRITERIA**

Mandatory Employee Experience and Past Performance -

To carry out the work on this requirement, the contractor must provide:

Two (2) qualified personnel: one to work on the heating system and one to work on the cooling system,

OR

One (1) qualified individual who can work on both the heating and cooling systems

In the event where the information for any of the service personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal.

Sub-Contracting - If applicable, the bidder shall provide details for the sub-contracting plan, including details of the work to be sub-contracted and monitoring procedures for quality and delivery. The Bidder shall be responsible to ensure that subcontractor' meet specified requirements of this contract.

Refer to PART 3 & 4 - BID PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

HEATING SYSTEM		
Name of Service Personnel: _____		
Name of client organization or Company:	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal:	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____
Performance period of the project or contract (indicate year, month , day):	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)



COOLING SYSTEM		
Name of Service Personnel: _____		
Name of client organization or Company:	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal:	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____
Performance period of the project or contract (indicate year, month , day):	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)



Contractor's Experience and Past Performance

The bidder must provide evidence of its recent experience and past performance by referencing three (3) similar projects/contracts. The bidder must complete the following form in order to demonstrate that it has the required experience.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

Refer to PART 3 & 4 - BID PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company:	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal:	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day):	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)
Description of Project/Contract:	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____

(Please attach a separate sheet if required)



ANNEX C 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 so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

C.1 Former Public Servant Certification

Is the Bidder a FPS in receipt of a pension as defined above? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

A contract for the services of a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to a fee reduction (abatement formula) as required by Treasury Board Policy.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- 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 reduction 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 the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



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, in the context of the fee abatement formula, 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 to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.



ANNEX D INSURANCE REQUIREMENTS

All references to the Certificate of Insurance (form PWGSC-TPSGC 357) <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf> in the instructions, general terms, conditions and clauses identified in the Invitation to Tender (ITT) by number, date and title, and set out in the Standard Acquisition Clauses and Conditions Manual (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) are to be replaced with the "RCMP CERTIFICATE OF INSURANCE / ATTESTATION D'ASSURANCE - GRC" attached in Appendix 2.

COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30)



days written notice of policy cancellation.

- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

Send to:

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

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



**ANNEX E
BASIS OF PAYMENT**

Please Note:

Annex E must be completed in its entirety, including the option years and rate per hour pricing, or the tender/bid will be considered non-responsive and will not be evaluated.

- Prices are firm.
- Firm Prices are to be in Canadian Dollars.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

BIDDER'S PRICING:

Pricing Schedule 1: Mechanical Maintenance Services

Including all necessary tools, services, replacement or repair parts, materials, labour and related costs as detailed in Annex A.

Table 1.1

Item	Mechanical Maintenance Services	Monthly Rate	Term	Extended Price
1	Initial twenty-four (24) month term.	\$ _____/mth	X 24 months =	\$ _____
EXTENDED PRICE SUB-TOTAL Table 1.1:				\$ _____ (1)

Table 1.2

Item	Mechanical Maintenance Services	Monthly Rate	Term	Extended Price
1	First twelve month option period	\$ _____/mth	X 12 months =	\$ _____
2	Second twelve month option period	\$ _____/mth	X 12 months =	\$ _____
EXTENDED PRICE SUB-TOTAL Table 1.2:				\$ _____ (2)

Pricing Schedule 1: Mechanical Maintenance Services		Total Price
TOTAL PRICE Table 1.1 & Table 1.2 = (1) + (2) :		\$ _____ (3)



Pricing Schedule 2: Extra Work – As and When Requested

"Extra Work" will be conducted on an as and when required basis. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and When" work is requested during the contract period, the contractor must complete and submit the Appendix A - "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Site Authority prior to conducting any extra work.

Submit a Firm All-inclusive Hourly Rate (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

Table 2.1 – Pricing to cover initial twenty-four (24) month term DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Mechanical/HVAC	\$ _____/hr	10	\$ _____
Plumber/gas fitter	\$ _____/hr	10	\$ _____
Electrician	\$ _____/hr	10	\$ _____
Other:			
Qualified Overhead Door Service Personnel	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.1 :			\$ _____(1)



**Table 2.2 – Pricing to cover initial twenty-four (24) month term
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Mechanical/HVAC	\$ _____/hr	10	\$ _____
Plumber/gas fitter	\$ _____/hr	10	\$ _____
Electrician	\$ _____/hr	10	\$ _____
Other:			
Qualified Overhead Door Service Personnel	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.2 :			\$ _____(2)

**Table 2.3 – Pricing to cover initial twenty-four (24) month term
SUNDAYS & STAUTORY HOLIDAYS**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Mechanical/HVAC	\$ _____/hr	10	\$ _____
Plumber/gas fitter	\$ _____/hr	10	\$ _____
Electrician	\$ _____/hr	10	\$ _____
Other:			
Qualified Overhead Door Service Personnel	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.3 :			\$ _____(3)



**Table 2.4 – Pricing to cover first twelve (12) month option period
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Mechanical/HVAC	\$ _____/hr	10	\$ _____
Plumber/gas fitter	\$ _____/hr	10	\$ _____
Electrician	\$ _____/hr	10	\$ _____
Other:			
Qualified Overhead Door Service Personnel	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.4 :			\$ _____(4)

**Table 2.5 – Pricing to cover first twelve (12) month option period
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Mechanical/HVAC	\$ _____/hr	10	\$ _____
Plumber/gas fitter	\$ _____/hr	10	\$ _____
Electrician	\$ _____/hr	10	\$ _____
Other:			
Qualified Overhead Door Service Personnel	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.5 :			\$ _____(5)



**Table 2.6 – Pricing to cover first twelve (12) month option period
SUNDAYS & STAUTORY HOLIDAYS**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Mechanical/HVAC	\$ _____/hr	10	\$ _____
Plumber/gas fitter	\$ _____/hr	10	\$ _____
Electrician	\$ _____/hr	10	\$ _____
Other:			
Qualified Overhead Door Service Personnel	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.6 :			\$ _____(6)

**Table 2.7 – Pricing to cover the 2nd twelve (12) month option period
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Mechanical/HVAC	\$ _____/hr	10	\$ _____
Plumber/gas fitter	\$ _____/hr	10	\$ _____
Electrician	\$ _____/hr	10	\$ _____
Other:			
Qualified Overhead Door Service Personnel	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.7 :			\$ _____(7)



**Table 2.8 – Pricing to cover the 2nd twelve (12) month option period
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Mechanical/HVAC	\$ _____/hr	10	\$ _____
Plumber/gas fitter	\$ _____/hr	10	\$ _____
Electrician	\$ _____/hr	10	\$ _____
Other:			
Qualified Overhead Door Service Personnel	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.8 :			\$ _____(8)

**Table 2.9 – Pricing to cover the 2nd twelve (12) month option period
SUNDAYS & STAUTORY HOLIDAYS**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Mechanical/HVAC	\$ _____/hr	10	\$ _____
Plumber/gas fitter	\$ _____/hr	10	\$ _____
Electrician	\$ _____/hr	10	\$ _____
Other:			
Qualified Overhead Door Service Personnel	\$ _____/hr	10	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.6 :			\$ _____(9)



Table 2.10 – MATERIALS: All products and materials will be invoiced at the Contractor’s wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.

Materials	Mark-up (a)	Estimated Expenditure (b)	Extended Price (a) x (b)
Initial twenty-four (24) month term	_____%	20, 000	\$_____
First twelve (12) month option period	_____%	20, 000	\$_____
Second twelve (12) month option period	_____%	20, 000	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.7 :			\$_____ (10)

Table 2.11

Pricing Schedule 2: Extra Work – As and When Requested	Total Price
TOTAL PRICE Table 2.1 to Table 2.10 = (1) + (2) + (3) + (4) + (5) + (6) + (7)+ (8) + (9) + (10) :	\$_____ (11)

Table 3

TOTAL ASSESSED PROPSAL PRICE:		Sum of Bidder's Pricing:
1	Pricing Schedule 1: Table 1.3 Total Price (3) Mechanical Maintenance:	\$_____ (3)
2	Pricing Schedule 2: Table 2.11 Total Price (11) Extra Work “As and When Required” :	\$_____ (11)
Subtotal		\$_____ (12)
Total Assessed Proposal Price		\$_____ (12)



**Appendix A
COST ESTIMATE FORM FOR EXTRA WORK**

Contractor: _____ **Contract #** _____ **Date:** _____

Description of Work:

(Please attach a separate sheet if required)

Direct Costs		Hourly Rate(s) as per Contract			
(i) Direct Labour	# of Hours	Mechanical/ HVAC	Plumber/ gas fitter	Electrician	Total
Repair Work Labour					
Emergency Calls Labour					
Other Labour (Specify: _____)					
Total Direct Labour					\$ _____ (i)
(ii) Direct Material Costs*	Contractor's Wholesale Cost		Mark-up	Total	
Replacement Parts			x ____%		
Repair Parts			x ____%		
Other Material (Specify: _____)			x ____%		
Total Direct Material Costs					\$ _____ (ii)
(iii) Other Direct Costs					Total
Other (Specify: _____)					
Total Other Direct Costs					\$ _____ (iii)
Sum of Total Direct Costs (i + ii + iii) (GST/HST extra)					= TOTAL PRICE
					\$ _____

*Materials will be charged at our laid-down cost plus a mark-up of ____% (to be completed at time of contract award)

Contractor signature: _____ RCMP Approval: _____

Print Name: _____ Print Name: _____



**ANNEX F
BIDDER'S INFORMATION**

General Enquiries / Delivery Follow-up

Please enter name and telephone number of the person responsible for general enquiries and delivery follow-up:

Legal Business Name: _____

Telephone Number: _____

Address: _____

City/Province: _____

Postal Code: _____

Fax Number: _____

E-mail Address: _____

GST# _____

or

Business# _____

Please note:

If you do not have a GST# or Business# your SIN # is required below.

SIN# _____