

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

Réception des soumissions - TPSGC / Bid  
Receiving - PWGSC  
1550 Avenue d'Estimauville  
1550 D'Estimauville Avenue  
Québec  
Québec  
G1J 0C7

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)  
Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

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

**Issuing Office - Bureau de distribution**  
TPSGC - PWGSC  
601 - 1550 Avenue d'Estimauville  
Québec  
Québec  
G1J 0C7

<b>Title - Sujet</b> ENTRETIEN RÉSEAU ÉLECT LAC-RAPIDE	
<b>Solicitation No. - N° de l'invitation</b> A2301-150612/B	<b>Date</b> 2015-08-28
<b>Client Reference No. - N° de référence du client</b> A2301-150612	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$QCW-028-16520
<b>File No. - N° de dossier</b> QCW-5-38047 (028)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-09-16</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE	
<b>Delivery Required - Livraison exigée</b> VOIR DOC	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Simoneau, Steve	<b>Buyer Id - Id de l'acheteur</b> qcw028
<b>Telephone No. - N° de téléphone</b> (418)649-2816 ( )	<b>FAX No. - N° de FAX</b> (418)648-2209
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CENTRALE ÉLECTRIQUE DE BARRIERE LAKE (LAC-RAPIDE) RÉSERVE INDIENNE DE BARRIERE LAKE PARC DE LAVERENDRYE Québec G0W1T0 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**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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**IMPORTANT NOTICE TO OFFERORS**

**Support the use of apprentices**

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex E.

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**List of Annexes:**

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Annex B – Basis of Payment

Annex C – Certificate of Insurance

Annex D - Complete List of names of all individuals who are currently directors of the Offeror

Annex E - Voluntary Certification to Support the Use of Apprentices

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**TITLE: LAC RAPIDE MAINTENANCE OF ELECTRICITY DISTRIBUTION NETWORK**

**PART 1 - GENERAL INFORMATION**

**1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, Certifications and a Reminder to submit a Complete List of names of all individuals who are currently directors of the Offeror.

**1.2 Summary**

Provide for the Aboriginal Affairs and Northern Development Canada (AANDC), as and when required, skilled workers, expertise, materials, transportation, tools, equipment, parts and all other supplies or knowledge required to carry out the work in order to maintain and repair the Lac Rapide community's electricity distribution networks. The networks are the 4160/2400V 3P networks.

The work to be carried out includes, without being limited to, the installation and/or replacement of the following items: poles, primary and secondary lines, guys, cross members, insulators, transformers, circuit breakers and disconnecting switches, grounding, lightning arresters and the substation. Everything shall be carried out according to Hydro-Québec standards and the clauses and conditions of the standing offer.

The period for making call-ups and providing services against the Standing Offer is from **December 1, 2015 to November 30, 2016**, with **two (2) options of one year each** (from December 1, 2016 to November 30, 2017, from December 1, 2017 to November 30, 2018).

Offerors must submit a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2006.

This requirement is subject to the Internal Trade Agreement.

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### **1.3 Debriefings**

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

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## **PART 2 - OFFEROR INSTRUCTIONS**

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

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

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

The 2006 (2015-07-03) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

### **2.2 Submission of Offers**

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

Public Works and Government Services Canada (PWGSC)  
601-1550 D'Estimauville,  
Québec, Québec, G1J0C7

**Offers submitted by facsimile will also be accepted. The fax number is 418-648-2209.**

Due to the nature of the solicitation, transmission of offers by e-mail to Public Works and Government Services Canada is not considered to be practical and therefore will not be accepted.

### **2.3 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority, [steve.simoneau@tpsgc-pwgsc.gc.ca](mailto:steve.simoneau@tpsgc-pwgsc.gc.ca), no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

### **2.4 Applicable Laws**

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

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



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## **2.5 Compliance with Applicable Laws**

- A. By submission of an offer, the Offeror certifies that the Offeror is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing call-up against the Standing Offers for the performance of the work.
- B. For the purpose of validating the certification in paragraph A of this clause, an Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the said request.
- C. Failure to comply with the requirements of paragraph B of this clause shall result in disqualification of the offer.

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

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

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Financial Offer (1 hard copy)

Section II: Certifications (1 hard copy)

#### **Section I: Financial Offer**

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

##### **i) Payment by Credit Card**

Canada requests that offerors complete one of the following:

- (a) ☐ Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

- VISA \_\_\_\_\_
- MasterCard \_\_\_\_\_

- (b) ☐ Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criteria.

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

Offerors must submit the certifications required under Part 5.

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Mandatory Technical**

- 4.1.1.1** At the closing of bids, the Offeror must demonstrate holding a valid pertinent license from the Régie du Bâtiment du Québec for the required type of work, in the following category as a whole:  
**1.7 Contractor – telecommunications, transmission, transformation and distribution of electric power**

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory financial criterion at close of bids**

Bidders must submit firm all-in rates in accordance with and based on the format used in the Basis of Payment in Annex B, FOB Destination for services, not including GST or HST, but including all customs duties and all applicable taxes.

SACC Manual clause [M0220T](#) (2013-04-25) – Evaluation of Price

##### **4.1.2.2 Evaluation method**

The bid price will be evaluated in Canadian dollars, not including Goods and Services Tax or Harmonized Sales Tax, FOB Destination, including Canadian customs duties and excise taxes. The bid price will be calculated by determining to total evaluation amount. That amount will be calculated by totalling the evaluation amount for each period.

For evaluation purposes only, the weighting given to each rate will be broken down based on the percentages below. They reflect the needs estimate, as a percentage of the budget over the next three years. These numbers are provided as an example and they will be used in the financial evaluation of the offers:

- Service call, 1 employee - first class lineman	2%
- Service call, 2 employees	25%
- Service call, 3 employees,	1%
- Regular hours, 1st employee - first class lineman	30%
- Regular hours, 2nd employee	25%
- Regular hours, 3rd employee	1%
- Overtime, 1st employee - first class lineman	5%
- Overtime, 2nd employee	4%
- Overtime, 3rd employee	1%
- Hours, statutory holiday, 1st employee - first class lineman	1%
- Hours, statutory holiday, 2nd employee	1%
- Hours, statutory holiday, 3rd employee	1%

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- Mark-up on materials	2%
- Mark-up on sub-contracting - renting	1%
<b>TOTAL</b>	<b>100%</b>

The amount for each of items 1.1, 1.2 and 1.3 listed in Schedule B – Basis of Payment:  
The percentage of use of the projected monetary value (\$90,000.00 projected per year) of the standing offer divided by the lowest service call rate of all the offerors multiplied by the hourly rate submitted by the offeror assessed for each of these items;

- + The amount for each of items 2.1, 2.2 and 2.3 listed in Schedule B – Basis of Payment:  
The percentage of use of the projected monetary value (\$90,000.00 projected per year) of the standing offer divided by the lowest service call rate of all the offerors multiplied by the hourly rate submitted by the offeror assessed for each of these items;
- + The amount for item 5.1 listed in Schedule B – Basis of Payment:  
The mark-up rate on materials and parts multiplied by 2% of the projected monetary value (\$90,000.00 projected per year) of the standing offer.
- + The amount for item 5.2 listed in Schedule B – Basis of Payment:  
The mark-up rate on materials and parts multiplied by 1% of the projected monetary value (\$90,000.00 projected per year) of the standing offer.

= the evaluation amount for the period

The total evaluation amount will therefore be the sum of the evaluation amount for the initial period plus the evaluation amount for the optional period.

Please refer to the table below as an example of the calculation of the evaluation amount for the initial period. Note that the rates shown in the table are fictitious rates given as examples only.

No	A Description	B % use	C Percentage of use of 90,000.00\$/year	D Lowest rate from offerors	E Percentage use of 90,000.00\$/year divided by lowest rate $E=(C/D)$	F Initial Period rate submitted by offeror 1	G Evaluation amount for initial period of offeror 1 $G=(ExF)$	H Initial Period rate submitted by offeror 1	I Evaluation amount for initial period of offeror 2 $I=(ExH)$
1.1	Service call, 1 employee - first class lineman	2	\$1,800.00	\$50.00	\$36.00	\$50.00	\$1,800.00	\$65.00	\$2,340.00
1.2	Service call, 2 employees, including a first class lineman	25	\$22,500.00	\$70.00	\$321.43	\$70.00	22,500.10\$	\$85.00	\$27,321.55\$
1.3	Service call, 3 employees, including a first class lineman	1	\$900.00	\$90.00	\$100.00	\$90.00	\$900.00	\$95.00	\$950.00
2.	Initial Period	...	...	.....	...	...	...	...	...
2.1	Hourly Service First class	30	\$27,000.00	\$50.00	\$540.00	\$50.00	\$27,000.00	\$75.00	\$40,500.00

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No	A Description	B % use	C Percentag e of use 90,000.00\$/ year	D Lowest rate from offerors	E Percentage use of 90,000.00\$/ year divided by lowest rate  E=(C/D)	F Initial Period rate submitted by offeror 1	G Evaluation amount for initial period of offeror 1  G=(ExF)	H Initial Period rate submitted by offeror 1	I Evaluation amount for initial period of offeror 2  I=(ExH)
	lineman - During regular business hour (between 7:00 a.m. and 6:00 p.m. from Monday to Friday)								
	Hourly Service 2nd employee - During regular business hour	25	\$22,500.00	\$50.00	\$450.00	\$50.00	\$22,500.00	\$60.00	\$27,000.00
	Hourly Service 3 <sup>rd</sup> employee - During regular business hour	1	\$900.00	\$50.00	\$18.00	\$50.00	\$900.00	\$60.00	\$1080.00
...	...	...	...	...	...	...	...	...	...
2.2	Hourly Service First class lineman Outside regular business hours	5	\$4,500.00	\$60.00	\$75.00	\$60.00	\$4,500.00	\$65.00	\$4,875.00
	Hourly Service 2 <sup>nd</sup> employee Outside regular business hours	4	\$3,600.00	\$50.00	\$72.00	\$50.00	\$3,600.00	\$60.00	\$4,320.00
	Hourly Service 3rd employee Outside regular business hours	1	\$900.00	\$50.00	\$18.00	\$50.00	\$900.00	\$60.00	\$1080.00\$
...	...	...	...	...	...	...	...	...	...
2.3	Hourly Service First class lineman Outside regular work days (Saturday, Sunday and statutory holidays)	1	\$900.00	\$60.00	\$15.00	\$60.00	\$900.00	\$75.00	\$1,125.00
	Hourly Service 2 <sup>nd</sup> employee Outside regular work days	1	\$900.00	\$50.00	\$18.00	\$50.00	\$900.00	\$60.00	\$1,080.00
	Hourly Service 3 <sup>rd</sup> employee Outside regular work days	1	\$900.00	\$50.00	\$18.00	\$50.00	\$900.00	\$60.00	\$1,080.00
...	...	...	...	...	...	...	...	...	...
5.1	Mark-up on Material and Replacement Parts	2%	\$1,800.00	15%	\$270.00\$	15%	\$270.00\$	20%	\$360.00
...	...	...	...	...	...	...	...	...	...
5.2	Mark-up on sub- contracting -	1	\$900,00	10%	\$990.00	10%	\$990.00	15%	\$1,035.00

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No	A Description	B % use	C Percentage of use 90,000.00\$/ year	D Lowest rate from offerors	E Percentage use of 90,000.00\$/ year divided by lowest rate  E=(C/D)	F Initial Period rate submitted by offeror 1	G Evaluation amount for initial period of offeror 1  G=(ExF)	H Initial Period rate submitted by offeror 1	I Evaluation amount for initial period of offeror 2  I=(ExH)
	renting								
	<b>TOTAL</b>	<b>100</b>	<b>\$90 000.00</b>				<b>88,560.10\$</b>		<b>114,146.55\$</b>

A similar calculation will be done for the rates of the optional period. The projected monetary value for each optional period will be used.

In the above example, offeror 1 submitted an evaluation amount for the initial period that was lower than the amount submitted by offeror 2. Their evaluation amount would therefore be added to the amounts for the option years in order to calculate the total evaluation amount and determine which offeror submitted the lowest bid.

#### 4.2 Basis of Selection

An offer must comply with the requirements of the Request for Standing Offer to be declared responsive. The price of a bid will be calculated by determining a total evaluation. This will be calculated by adding the amounts of each of the evaluation periods of standing offer ( initial period ( from December 1, 2015 to November 30, 2016), the first option year (1 year) and the second year option ( 1 year).

Among the compliant bids, the responsive offer with the lowest evaluated price, according to the quantities and approximate values mentioned herein, will be recommended for issuance of a standing offer. The price of the bid will be evaluated in Canadian dollars, excluding the Goods and Services Tax or Harmonized Sales Tax, FOB destination for goods, including excise tax and customs duties in Canada.

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## **PART 5 - CERTIFICATIONS**

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

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

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

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

#### **5.1.1 Integrity Provisions – Associated Information**

By submitting an offer, the Offeror certifies that the Offeror and its affiliates are in compliance with the provisions as stated in Section 01 "Integrity Provisions – Offer of Standard Instructions [2006](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **5.1.2 Employee category**

The bidder shall provide the services of categories of persons who have the levels of skills appropriate for each task, as defined in the Scope of Work section of each call-up.

#### **5.1.3 List of employees**

At Canada's request, the offeror shall provide a full and comprehensive list of the names of all persons to be assigned to a project subject to a call-up of services within the 24-hour period following receipt of the call-up.

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## **PART 6 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **6A STANDING OFFER**

#### **6A.1 Offer**

**6A.1.1** The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### **6A.2 Standard Clauses and Conditions**

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

##### **6A.2.1 General Conditions**

2005 (2015-07-03) General Conditions - Standing Offers - Goods or Services apply to and form part of this Standing Offer.

#### **6A.3 Term of Standing Offer**

##### **6A.3.1 Period of Standing Offer**

The period for making call-ups and providing services against the Standing Offer is from **December 1, 2015 to November 30, 2016 inclusive**.

##### **6A.3.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **two additional periods of one year each, respectively from December 1, 2016 to November 30, 2017, and from December 1, 2017 to November 30, 2018** under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

#### **6A.4 Authorities**

##### **6A.4.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Steve Simoneau  
Title: Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 601-1550 D'Estimauville, Québec  
Telephone: (418) 649-2816  
Facsimile: (418) 648-2209  
E-mail address: [steve.simoneau@tpsgc-pwgsc.gc.ca](mailto:steve.simoneau@tpsgc-pwgsc.gc.ca)



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

#### **6A.4.2 Project Authority (will be completed at contract award)**

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

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

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

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Facsimile: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract. In the specifications, the "Project manager" may be identified as the terms "Project Authority".

#### **6A.4.3 Offeror's Representative**

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

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

Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Facsimile: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

#### **6A.5 Identified Users**

The identified Users authorized to make call-ups against the Standing Offer is:  
Aboriginal Affairs and Northern Development Canada (AANDC)

#### **6A.6 Call-up Procedures**

Call-ups against the Standing Offer will be issued as follows:

**Step 1:**

When necessary to perform work under this Offer, the Project Manager will contact by phone, fax or email the offeror. During this first contact, the Project Manager will explain briefly the nature of his need being careful to describe his problem.

**Step 2:**

The Offeror shall provide a cost estimate within 24 hours (weekends and public holidays not included). This estimate should include the cost of labor and the cost of parts. If required, the Offeror will visit the designated user's site to make the estimate of the work required. The estimate will be submitted free of charge to the Project Manager or his representative for approval. The Project Manager or his representative has the right to refuse that certain tasks be performed and to negotiate the number of repair hours, if according to this authority, the estimate is considered high. Any estimate will be valid for a period of **30 days**.

Note: Upon delivery of the estimate to the Project Manager or his representative, the contractor will agree with him on a reasonable time to the execution of works.

**Step 3:**

Issuance of a call-standing offer using the control instrument (see Article 6.A.7 of the SO)

**6A.7 Call-up Instrument**

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

**6A.8 Limitation of Call-ups**

Individual call-ups against this Standing Offer must not exceed **\$21,000.00** (Applicable Taxes included).

**6.A.9 Financial Limitation - total**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of **\$90,000.00** (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The total cost to Canada resulting from call ups against the Standing Offer for each option periods must not exceed the sum of **\$90,000.00 per year** (*Applicable Taxes excluded*) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

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

**6A.10 Priority of Documents**

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

1. the call up against the Standing Offer, including any annexes;
2. the articles of the Standing Offer;

3. the General Conditions 2005 (2015-07-03), General Conditions -Standing Offers - Goods or Services;
4. the General Conditions 2035 (2015-07-03), General Conditions - Higher Complexity - Services
5. Annex "A" - Statement of Work;
6. Annex "B" - Basis of payment;
7. Annex "C" – Requirements for the Set-aside Program for Aboriginal Business
8. The Offeror's offer.

## **6A.11 Certifications**

### **6A.11.1 Compliance**

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

### **6A.12 Applicable Laws**

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

## **6A.13 Performance Evaluation**

Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's bidding privileges on future work may be suspended indefinitely.

An electronic version of the form [PWGSC-TPSGC 2913](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf), (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>) SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

## **6B. RESULTING CONTRACT CLAUSES**

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

### **6B.1 Statement of Work**

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

### **6B.2 Standard Clauses and Conditions**

#### **6B.2.1 General Conditions - Services**

2010C (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

During the entire period of the Standing Offer and any call-ups made against the Standing Offer, the Offeror must diligently update, by written notice to the Standing Offer Authority, the list of names of all individuals who are directors of the Offeror whenever there is a change. As well, whenever requested by Canada, the Offeror must provide the corresponding Consent Forms.

### **6B.3 Term of Contract**

#### **6B.3.1 Period of Contract**

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

### **6B.4 Payment**

#### **6B.4.1 Basis of Payment**

Payment for the provision of services under a call-up will be a fixed amount using the rates specified in **Annex B - Basis of payment**.

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.

#### **6B.4.2 Limitation of Price**

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

#### **6B.4.3**

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

#### **6B.4.4 SACC Manual Clauses**

A9117C (2007-11-30) - T1204 - Direct Request by Customer Department  
C0710C (2007-11-30) - Time and Contract Price Verification  
C0711C (2008-05-12) – Time Verification

#### **6B.4.5 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

**(will be completed at contract award)**

## **6B.5 Invoicing Instructions**

**6B.5.1** The Contractor must submit invoices in accordance with the Section 12, entitled "Invoice Submission" of the 2010C General Conditions – Services, accompanied by the work report or delivery ticket. Invoices shall not be submitted until all work identified in the invoice is completed and all reports on maintenance service requests for the identified work in the invoice are received by the Project Manager.

**6B.5.2** The Contractor must distribute the invoices and reports as follows

- a) **The original and two (2) copies of the invoices and the report of labor or delivery ticket** must be sent to the address shown on page 1 of the Standing Offer (billing address) for certification and payment.

## **6B.6 SACC Manual Clauses**

**A9039C** (2008-05-12), Salvage

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

**B1501C** (2006-06-16), Electrical Equipment

**B7500C** (2006-06-16), Excess Goods

## **6B.7 Insurance**

SACC Manual clause G1005C (2008-05-12), Insurance

## **6B.8 Voluntary Reports for Apprentices Employed during the Contract**

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority six months after contract award or at the end of the contract, whichever comes first.

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## **ANNEX A: STATEMENT OF WORK**

### **TITLE: RISO – LAC RAPIDE MAINTENANCE OF ELECTRICITY DISTRIBUTION NETWORK**

#### **1. SCOPE OR WORK**

Provide for the Department of Indian Affairs and Northern Development, as and when required, skilled workers, expertise, materials, transportation, tools, equipment, parts and all other supplies or knowledge required to carry out the work in order to maintain and repair the Lac Rapide community's electricity distribution networks. The networks are the 4160/2400V 3P networks.

The work to be carried out includes, without being limited to, the installation and/or replacement of the following items: poles, primary and secondary lines, guys, cross members, insulators, transformers, circuit breakers and disconnecting switches, grounding, lightning arresters and the substation. Everything shall be carried out according to Hydro-Québec standards and the clauses and conditions of the standing offer.

#### **2. WORK ORDER, EXECUTION AND ACCEPTANCE**

2.1 Applications and acceptances of the work will be performed by the Department Project Authority.

2.2 Respond to a work request within 24 hours following a verbal request from the Department Project Authority or within any other timeframe mentioned by the Project Authority.

2.3 When issuing a verbal work request, the Department Project Manager will provide the contractor with an order number, an authorized maximum amount as well as a brief description of the work. This information will subsequently be sent to the contractor in writing.

2.4 Have the Department Project Manager first approve any work to be executed outside regular working hours or any work that exceeds the maximum amount authorized in the work request.

#### **3. WORK QUALITY**

3.1 Unless otherwise indicated, use new materials and replacement parts that are appropriate for their intended use and that are compatible with the existing materials and equipment. Also use the replacement parts stored at the site that were demanded by the Department Project Manager.

3.2 Within a reasonable timeframe, replace the replacement parts stored at the sites that were used for the work.

3.3 Install the materials, replacement parts and equipment in accordance with the manufacturer's instructions.

3.4 Execute the work using the best recognized trade practices.

3.5 Replace, at the request of the Ministry, all staff who do not meet the requirements of this Offer.

3.6 Provide the manufacturer's guarantees for the materials or replacement parts.

3.7 Guarantee the quality of the workforce against any failure of performance for a minimum period of 30 days from the date of final billing.

3.8 Any service call required for warranty repair of the workforce within 30 days of the final billing date will be at the Contractor's expense.

#### 4. CONTRACTOR RESPONSIBILITIES

4.1 Respect the safety measures, codes and rules in effect at the worksite. If there is a conflict between the provisions issued by the authorities listed above, follow the strictest provisions.

4.2 The contractor will be responsible for any accident or damage caused to the property by its personnel or equipment.

#### 5. CONTRACTOR QUALIFICATIONS

5.1 For the purposes of this contract, the linemen will need qualifications such as the ones defined in the construction decree. Consequently, in Appendix B, the first employee submitted must be a First class lineman.

5.2 The contractor must hold a valid pertinent license from the Régie du Bâtiment du Québec for the required type of work, in the following category as a whole: **1.7 Contractor – telecommunications, transmission, transformation and distribution of electric power**

#### 6. WAIT TIMES

Wait times at the worksite when major inconveniences occur, such as weather conditions preventing the normal execution of a service call, will apply at the same rate as hourly service items in Appendix "B", if applicable, for a maximum period of 8 hrs/day between 7:00 a.m. and 6:00 p.m.

#### 7. ON-SITE CLEANING

At the end of the work, the contractor will have to leave the premises in a clean condition, free of garbage, debris, materials, plant or equipment to the satisfaction of the Department Project Authority.

#### 8. CONSULTATION

Hourly services can include telephone consultations and advisory services to operators directly at the site.

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## ANNEX B – BASIS OF PAYMENT

I/ We the Offeror, when requested by the Standing Offer Authority during the period of the Standing Offer, will calculate individual project estimates in accordance with the fixed hourly rates (excluding H.S.T.) in accordance with the information provided in the following or attached (select one) Price Offer tables.

Unless otherwise approved in writing by the Standing Offer Authority, I/we the Offeror undertake:

- a) To employ only those classes of persons with skill levels appropriate to each task, as defined in the Scope of Work section of each call-up.
- b) To prorate accordingly to cover the actual time worked, where work performed using the Time-Based Fee Method, is of a duration of less than one hour.
- c) To provide a full and comprehensive list of names of each individual to be assigned to a project subject to a call-up of Services.

Signature of Offeror:

\_\_\_\_\_

Name  
Title

\_\_\_\_\_

\_\_\_\_\_

The bids for this request for standing offers are based on unit costs including all the amounts that the contractor will deem to be fair and reasonable to cover these general expenses, profits and unexpected expenses that may be necessary over the course of the work.

As indicated in article 3 of Part 6 - Standing offer and resulting contract clauses, section A - Standing offer:

- The initial period of the Standing offer is from the time of the standing offer award and is to be completed one year later.
- The optional period of the Standing offer starts at the end of the initial period and ends two (2) one-year later.

The bids are based on the following unit prices:



## **Pricing Tables (Basis of Payment)**

### **1. Service Call**

Service calls must include all the costs pertaining to return transportation (from the company offices to Rapid Lake community), such as the use of vehicles, employee salaries during the trip, meals and required hotel stays.

Item	Description	Fixed Price Initial Period \$/service call	Fixed Price Optional Period (1st year) \$/service call	Fixed Price Optional Period (2nd year) \$/service call
1.1	With 1 employee (first class lineman)	_____ \$	_____ \$	_____ \$
1.2	With 2 employees (including a first class lineman)	_____ \$	_____ \$	_____ \$
1.3	With 3 employees (including a first class lineman)	_____ \$	_____ \$	_____ \$

Responsible contact person that can be reached 24 hours per day in cases of an emergency, outside regular business hours:

Name: \_\_\_\_\_ Tel. no.: \_\_\_\_\_ (cellular phone)

Urgencies: \_\_\_\_\_

### **2. Hourly Service – Initial Period**

	1st employee (a first class lineman)	First Helper	Second Helper
2.1 During regular business hour (between 7:00 a.m. and 6:00 p.m. from Monday to Friday)	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
2.2 Outside regular business hours (between midnight and 7:00 a.m. and between 6:00 p.m. and midnight from Monday to Friday)	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
2.3 Outside regular work days (Saturday, Sunday and statutory holidays)	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr

### 3. Hourly Service – Optional Period (1st year)

	1st employee (a first class lineman)	Helper	Second Helper
3.1 During regular business hour (between 7:00 a.m. and 6:00 p.m. from Monday to Friday)	\$ _____/hr	\$ _____/hr	\$ _____/hr
3.2 Outside regular business hours (between midnight and 7:00 a.m. and between 6:00 p.m. and midnight from Monday to Friday)	\$ _____/hr	\$ _____/hr	\$ _____/hr
3.3 Outside regular work days (Saturday, Sunday and statutory holidays)	\$ _____/hr	\$ _____/hr	\$ _____/hr

### 4. Hourly Service – Optional Period (2nd year)

	1st employee (a first class lineman)	Helper	Second Helper
3.1 During regular business hour (between 7:00 a.m. and 6:00 p.m. from Monday to Friday)	\$ _____/hr	\$ _____/hr	\$ _____/hr
3.2 Outside regular business hours (between midnight and 7:00 a.m. and between 6:00 p.m. and midnight from Monday to Friday)	\$ _____/hr	\$ _____/hr	\$ _____/hr
3.3 Outside regular work days (Saturday, Sunday and statutory holidays)	\$ _____/hr	\$ _____/hr	\$ _____/hr

For the construction trades, the statutory holidays are as follows: Good Friday, Easter Monday, Victoria Day, the St-Jean-Baptiste, Canada Day, Labour Day, Thanksgiving, Remembrance Day, Christmas Day, New Year's Day.

### 5. Payment of Materials, renting and accommodation costs

#### 5.1 Material and Replacement Parts

Payment of materials and replacement parts at cost plus a mark-up percentage to cover the fees and profit, for all periods. Upon request, provide original supporting documentation for the cost price. Obtain the materials and parts at the lowest cost price. The Department Project Manager reserves the right to check the cost price with other suppliers.

DESCRIPTION	RATE
COST PLUS MARK-UP:	_____ %

## 5.2 Renting of Specialized Equipment and Associated Work

The contractor may have to rent specialized equipment needed as part of special work. Incidental work (associated work) is excluded from the specifications, is very small in scope compared to the work request overall and completely executed by subcontractors. The engineer reserves the right to check the price with various suppliers.

Bill each item rented at the price submitted by the lessor or the associated work at the subcontractor's price (without tax) plus a mark-up percentage to cover the costs and profit for all periods. Must provide the original invoice from the subcontractor or lessor.

Please indicate the mark-up percentage that you will apply to rentals and incidental work:

DESCRIPTION	RATE
COST PLUS MARK-UP:	_____ %

## 5.3 Living Expenses

### Payment of Meal and Accommodation Costs not Covered by the Service Call

The contractor will be paid for the authorized travel and living costs, deemed reasonable and appropriate, incurred as part of the execution of the work with no additional compensation for general expenses or profit margins and these costs will be reimbursed in compliance with the Treasury Board directives in effect for travel (Appendices J of the Treasury Board Directive on Travel: <http://www.tbs-sct.gc.ca/hr-rh/gtla-vqcl/>). The responsibility for issuing a travel advance or not to personnel falls solely to the contractor. All payments are subject to government audit. All travel must first be approved by the Project Manager.

The contractor must be responsible for acquiring the available services at the worksite and make its own reservations.

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## ANNEX C: CERTIFICATE OF INSURANCE (Not required at bid closing)



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

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Description and Location of Work  <b>LAC RAPIDE MAINTENANCE OF ELECTRICITY DISTRIBUTION NETWORK</b>	Contract No. A2301-150612/001/QCW
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured <b><i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i></b>				

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
<b>Commercial General Liability</b>				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$	\$	\$
<b>Umbrella/Excess Liability</b>				\$	\$	\$

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)  
number

Telephone

Signature

Date D / M / Y

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### General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

### Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.



## **ANNEX E: Voluntary Certification to Support the Use of Apprentices**

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

<sup>1</sup> The journey-person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by





**ANNEX F: VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT (Sample)** *(This report is not required at bid deposit)*

The Contractor should compile and maintain records on the number of apprentices and their trade that were hired to work on the contract.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted six months after the Contract award or at the end of the Contract, whichever comes first to the Contracting Authority.

Number of apprentices hired	Trade

(Add rows as needed)