

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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Pool Repair and Maintenance	
<b>Solicitation No. - N° de l'invitation</b> W0135-141464/A	<b>Date</b> 2015-10-13
<b>Client Reference No. - N° de référence du client</b> W0135-141464	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-202-6934	
<b>File No. - N° de dossier</b> TOR-4-37062 (202)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-11-23</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Marshall, Cindy	<b>Buyer Id - Id de l'acheteur</b> tor202
<b>Telephone No. - N° de téléphone</b> (905) 615-2077 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 22 Wing North Bay North Bay Ontario P0H1P0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

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

**Issuing Office - Bureau de distribution**

**Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5**

Solicitation No. - N° de l'invitation

W0135-141464/A

Amd. No. - N° de la modif.

File No. - N° du dossier

TOR-4-37062

Buyer ID - Id de l'acheteur

tor202

Client Ref. No. - N° de réf. du client

W0135-141464

CCC No./N° CCC - FMS No/ N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, DND 626 Task Authorization Form.

### 1.2 Summary

- (i) The Department of National Defence requires a contractor to perform regularly scheduled pool inspections on a 605,660 litre indoor pool including the supply of all materials, consumables, equipment, labour, supervision and transportation at 22 Wing Recreational Centre located at 29 Duxford Rd, Hornell Heights, ON. Additional maintenance requirements identified as a result of the scheduled inspections will be on an "as and when requested basis" through a task authorization process.

This Contract will be for a period of two (2) years from the Date of Contract Award. There will be an option to extend the contract for an additional one (1) year periods.

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

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-) (<https://buyandsell.gc.ca/policy-and->

guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days

Insert: 90 days

### **2.1.1 SACC Manual Clauses**

B3000T (2006-06-16), Equivalent Products  
B1000T (2014-06-26), Condition of Material - Bids

## **2.2 Submission of Bids**

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

## **2.3 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.

### **Definitions**

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **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 adjustment program.

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (2 hard copies)

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

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

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

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

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

## Section I: Technical Bid

In their technical bid, Bidders should 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.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

## Section II: Financial Bid

**3.1.1** Bidders must submit their financial bid in accordance with the Attachment 1 –Financial Evaluation Table in Canadian Funds. The total amount of Applicable Taxes must be shown separately.

**3.1.2 Exchange Rate Fluctuation**  
C3011T (2013-11-06), Exchange Rate Fluctuation

## Section III: Certifications

Bidders must submit the certifications required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 1.1.1. Mandatory Technical Criteria

Bidders must demonstrate meeting every mandatory criteria below by providing documented evidence in their bids by the bid closing date and time. Simply stating that the mandatory technical criteria is met or complied with is not sufficient. Failure to demonstrate meeting any of the mandatory criteria will result in the bid being deemed non-responsive and will not be considered any further.

	Mandatory Technical Criteria	Proposal page #
1	<p>Bidder <b>MUST</b> provide at least one Customer Reference demonstrating that the bidder has a minimum of 2 years experience in pool repair and maintenance services.</p> <p>Bidder must provide the Customer Reference Contact Information as follows:</p>	

- Customer Contact name;
- Current email address;
- Start and end date when the Bidder performed the services for this customer; and
- Description of Services provided by the Bidder for this customer.

Failure by the Bidder to provide the required Customer Reference or the Customer Reference Contact Information will result in the bid being deemed non-responsive and no further consideration will be given to the bid. Canada reserves the right to verify the Bidder's experience by contacting the Customer Reference person to conduct reference check.

It is the sole responsibility of the Bidder to ensure that it provides a Customer Reference person who is knowledgeable about the services that the Bidder has provided to its customer and who is willing to act as a Customer Reference. Should Canada contact the Customer Reference for reference check, the process will be as follows:

NOTE: The Bidder MUST comply with the following customer reference check process.

a) The form of question to be used to request confirmation from Customer References is as follows:

**Sample Questions to Customer Reference:**

"Question 1a): Has [the bidder] provided your organization with [describe the services and, if applicable, describe any required time frame within which those services must have been provided]?"

☐ Yes, the Bidder has provided my organization with the services described above.

☐ No, the Bidder has not provided my organization with the services described above.

☐ I am unwilling or unable to provide any information about the services described above.

b) Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Bidders using the current e-mail address provided in the bid. A bidder will not meet this mandatory criteria unless the response from the customer reference is received within 5 working days of the date that Canada's e-mail was sent.

(c) On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the reference individual named by a Bidder is unavailable when required during the

	<p>evaluation period, the Bidder may provide the name and e-mail address of an alternate contact person from the same customer company. Bidders will only be provided with this opportunity once for each customer company, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days may not be extended to provide additional time for the new alternate contact person to respond.</p> <p>(d) Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.</p> <p>(e) A Bidder will not meet the mandatory experience requirement (as applicable) if:</p> <ul style="list-style-type: none"> <li>(1) the customer reference states he or she is unable or unwilling to provide the information requested, or</li> <li>(2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself)</li> </ul>	
2	<p>Bidder must demonstrate that each proposed resource who will be performing the work described in Annex A, Statement of Work has a valid Workplace Hazardous Material Information System (WHMIS) Certificate.</p> <p>If the proposed resource's valid WHMIS certificate is not submitted with the bid, the Contracting Authority will request the information from the Bidder and provide the Bidder with a time frame within which to submit the documentation. Failure to comply with the request of the Contracting Authority within the time frame and submit the information will render the bid non-responsive.</p>	
3	<p>Bidder must demonstrate that each proposed resource who will be performing the on-site work described in Annex A, Statement of Work has successfully completed the Certified Pool Operator's Course.</p> <p>If the proposed resource's certificate is not submitted with the bid, the Contracting Authority will request the information from the Bidder and provide the Bidder with a time frame within which to submit the documentation. Failure to comply with the request of the Contracting Authority within the time frame and submit the information will render the bid non-responsive.</p>	

## 4.1.2 Financial Evaluation

### 4.1.2.1 Mandatory Financial Criteria

The Bidder must submit its bid pricing in accordance with Attachment 1 – Financial Evaluation Table in Canadian Funds. Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.1.2.2 The price used in the evaluation will be the Total Evaluated Cost, which is calculated as follows:

Total Evaluated Cost is the aggregate total of the Extended Prices for the scheduled pool inspection and the Extended Prices for the as-and-when-requested service calls for Contract Period Year 1, 2, and the option year. Extended Price for the scheduled pool inspections are calculated based on the Firm Prices multiplied by the number of the scheduled pool inspections. The Extended Price of the as-and-when-requested service calls and productive work are based on the estimated number of as-and-when-requested service calls and productive work multiplied by the proposed Firm Rates.

## 4.2 Basis of Selection

### 4.2.1 Basis of Selection - Mandatory Technical Criteria

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

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

## 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

### 5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

## 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

### 5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

### 5.2.2 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Education and Experience

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

## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid dated \_\_\_\_\_.

#### 6.1.1 Task Authorization

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

#### **6.1.1.1 Task Authorization Process**

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

#### **6.1.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$7,500.00, Applicable Taxes included, inclusive of any revisions.

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

#### **6.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations**

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

#### **6.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

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### Reporting Requirement- Details

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

#### For each authorized task:

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

#### For all authorized tasks:

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

#### 6.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by a representative of the 22 Wing North Bay Construction Engineering Contract Cell. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

### 6.2 Standard Clauses and Conditions

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

#### 6.2.1 General Conditions

[2035](#) (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

#### 6.2.2 Supplemental General Conditions

[4012](#) (2012-07-16) Goods – Higher Complexity, apply to and form part of the Contract.

### 6.3 Security Requirements

6.3.1 There is no security requirement applicable to this Contract.

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## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is for two years from date of contract award inclusive.

### 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 one additional one-year period under the same 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 the Basis of Payment.

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

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Cindy Marshall  
Title: Supply Specialist  
Organization: Public Works and Government Services Canada  
Acquisitions Branch  
Ontario Region  
33 City Centre Drive, Suite 480C  
Mississauga, ON L5B 2N5  
Telephone: (905)615-2077  
Facsimile: (905)615-2060  
E-mail address: [cindy.marshall@tpsgc-pwgsc.gc.ca](mailto:cindy.marshall@tpsgc-pwgsc.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 Project Authority

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project 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 Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative (Fill out)

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

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

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

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

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 Price

For the firm requirement described in the Statement of Work in Annex “A” excluding Section 9 for Task Authorization Service calls:

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

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

#### 6.7.2 Basis of Payment – Limitation of Expenditure - Task Authorization

For the Additional Work described in the Statement of Work in Annex “A” under Section 9 - Task Authorization Service calls:

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 “B”, to a limitation of expenditure of \$\_\_\_\_\_ (TBD at contract award). Customs duties are included and Applicable Taxes are extra.

#### 6.7.3 Limitation of Expenditure

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

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 provided 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.

#### **6.7.4 Monthly Payment**

SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment

#### **6.7.5 SACC Manual Clauses**

SACC Manual clause [A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department

#### **6.7.6 Time Verification**

SACC Manual clause [C0711C](#) (2008-05-12), Time Verification

#### **6.7.7 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Each invoice must be supported by:
  - a. The invoice must show the Task Authorization (TA) number and, as applicable, the description of the work invoiced.
  - b. a copy of time sheets to support the time claimed;
  - c. a copy of the release document and any other documents as specified in the Contract;
  - d. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - e. a copy of the monthly progress report.
3. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.  
OR
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **6.8 Certifications**

### **6.8.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **6.8.2 SACC Manual Clauses**

SACC Manual clause [A3015C](#) (2014-06-26) Certifications - Contract

## **6.9 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **6.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions [4012](#) (2012-07-16), Goods – Higher Complexity;
- (c) the general conditions [2035](#) (2015-07-03), Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, the signed Task Authorizations DND Task Authorization Form;
- (g) the Contractor's bid dated \_\_\_\_\_.

## **6.11 Defence Contract**

SACC Manual clause [A9006C](#) (2012-07-16), Defence Contract

## **6.12 Foreign Nationals (Canadian Contractor)**

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

## **6.13 Insurance**

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

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W0135-141464/A  
Client Ref. No. - N° de réf. du client  
W0135-141464

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-4-37062

Buyer ID - Id de l'acheteur  
tor202  
CCC No./N° CCC - FMS No./N° VME

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#### **6.14 SACC Manual Clause**

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations

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**ANNEX "A"**

**STATEMENT OF WORK**

**TITLE:** Indoor Pool Maintenance

**FIRM REQUIREMENT**

**1. Summary**

a. This requirement is to supply all labour, consumables, materials, supervision, travel, transportation cost and equipment required to perform daily, weekly and monthly pool inspections at the 22 Wing Recreational Centre located at 29 Duxford Rd, Hornell Heights, On. Also included is the service and maintenance of the following equipment:

- i) 170 lit chlorine solution tanks (Qty. 2)
- ii) 379 lit chlorine solution mixing tank
- iii) sand filters (Qty. 2)
- iv) Co2 tank
- v) chlorine feed pump
- vi) 7 hp circulating pumps (Qty. 2)
- vii) Stantrol & Co2 controller
- viii) flow meter
- ix) fill control valve
- x) water meter
- xi) chlorine mixer
- Xii) 605,660 lit concrete pool, incl. tiled surface, grates, ladders

**2. Foreseeable Safety Hazards.**

a. Canada's due diligence will be exercised by the Project Authority by verifying that the Contractor:

- i) is providing their own supervision for safety aspects of the work being performed.
- ii) is performing the work in a safe manner using the correct protective equipment.

b. If the Project Authority observes that the work is being performed in a manner that is contrary to the applicable safety legislation:

- i) The Project Authority will identify the hazard to the Contractor's Representative.
- ii) If the unsafe work practice continues the Project Authority may stop work until the Contractor can rectify the unsafe practice. No compensation will be paid to the Contractor for work stoppages due to their personnel's unsafe work practices.
- iii) Canada will require that the Contractor replace their personnel if those personnel are repeatedly performing unsafe work.

c. Common Medium to High Risk Hazards

This is not an all inclusive list but is the most commonly occurring hazards. The Contractor must identify all known hazards and communicate them in writing to their employees and DND's Project Authority before work commences.

- i) Working at heights – Canada maintains various types of structures such as buildings, towers, manholes, and training facilities that require persons to be at risk of falling. Extreme care and planning

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

ii) Hot work – Canada's facilities require a hot work permit for all activities listed in their Fire Hall's hot work permit process. Extreme care and planning must be completed by the contractor on all projects where there is risk of personal injury or fire due to hot work.

iii) Working with chemicals - Many projects require the use of chemicals to complete them. Extreme care and planning must be completed by the Contractor on all projects where there is risk associated with the use of chemicals. Material Safety Data Sheets must be maintained on site for all chemicals. In addition to the safety issues to persons, care must be taken with regards to the chemical reaction with the surfaces it will come in contact with. Under no circumstances will the Contractor's chemicals be disposed of in any location or system on Canada's property.

iv) Requirement to lock out potential energy sources – Canada's facilities contains many potential electrical and mechanical energy sources. It is critical that the Contractor investigate all potential energy sources for each project and ensures they have a process for lock out in place. Turning off a device without locking it out is unacceptable. The Contractor must take extreme care and planning on all projects where there is risk associated with electro-mechanical energy sources.

v) Asbestos - several types of asbestos has been utilized in past construction, typically in wallboard and pipe insulation applications. Any material resembling or suspected of containing asbestos should be brought to the attention of the Project Authority before performing any repair of service work.

vii) Other – The Contractor prior to beginning the work will develop a work site safety plan identifying any hazards and submit it to the Project Authority for review. The Project Authority and the Contractor will agree on what they are and ensure the hazards are covered in the work site specific safety plan.

### **3. Technical Requirements**

#### **a. Administration**

i) Access to Canada's facilities or to the work site of a project could be interrupted at anytime with little or no notice due to operational or security requirements. If the Contractor is asked to leave the work site they must comply.

ii) Pool operating hours 07:30 AM to 21:00 PM seven (7) days per week inclusive. (Statutory Holidays are included).

iii) The Contractor must provide on-site emergency service within a four (4) hour response time from the time of receiving a service request and a seven (7) day twenty four (24) hour emergency response telephone line.

iv) The Contractor must provide regular on-site scheduled service on a daily, weekly, monthly, and annual basis.

v) The Contractor must not refuse any service calls from the Project Authority or his authorized representative.

vi) Emergency call-out reports must be submitted on completion of each request to the Project Authority.

vii) No extra charges will be paid for recurring service calls which are the direct result of the Contractor's failure to carry out thorough inspections, adjustments to equipment, etc. during the Contractor's daily, weekly and annual inspections.

#### **4. Materials/Parts**

a. Materials and parts used must be equal to existing product or model number or must be those specified by the Manufacturer of the equipment. Substitutes and refurbished parts may only be installed if so authorized by the Project Authority.

b. If, in any emergency, the Contractor installs parts other than those specified, he must replace them with specified parts or equal, before claiming payment.

c. The Contractor must maintain a stock of materials, consumables, and replacement parts on-site in sufficient quantity to ensure the serviceability of the units and equipment, a storage area within the pool equipment room will be reserved for this purpose. The Contractor must not charge additional costs for time used to pick-up supplies not already stocked.

d. The Contractor must supply all material, consumables, and the test kits for checking chemical levels at no additional cost.

#### **6. Work to be performed by the Contractor**

##### **a. Daily inspections:**

- i). check chlorine and pH of pool water to maintain safe chemical levels
- ii). verify water meter and automatic controller readings
- iii). add necessary chemicals
- iv). reset controller if required
- v). record results and readings
- vi). report any maintenance or repairs that may be required (if applicable)

##### **b. Weekly inspections:**

- i). collect pool water sample and deliver to testing laboratory
- ii). backwash filters and record intake/outlet pressures
- iii). check alkalinity and calcium hardness and record readings
- iv). report any maintenance or repairs that may be required (if applicable)

##### **c. Monthly inspections:**

- i). alternate pool pumps
- ii). Check and clean lint pots
- iii). clean controller probes
- iv). inspect all valves for leaks and operational status
- v). check chlorine injector pump and acid wash injectors
- vi). report any maintenance or repairs that may be required (if applicable)

##### **d. Annual inspections:**

- i). drain and fill pool
- ii). inspect tiles and grout on pool/deck surfaces
- iii). inspect and clean pool floor drains and check for proper drainage
- iv). Drain, inspect, and service sand filters
- v). drain and clean surge tank
- vi). check floats and related alarms

- vii). acid was pool gutters
- viii). provide a detailed service report to identify maintenance and repairs within (2) days after the completion of the annual inspection

e. Cleaning will consist of daily monitoring for contamination and clean up for the duration of the work period. On completion of the work the contractor must remove all tools, equipment, surplus material and debris from the work area and the site will be left clean and tidy. All cleaning and disposal operations must comply with local ordinates and antipollution laws.

## **7. Work excluded**

- a. pool heating equipment including heat exchangers, Dehumidification units and sump pumps
- b. clearing of plugged drain lines
- c. costs associated with sampling of pool water.

## **8. Reports**

The contractor must provide a detailed accurate service report to the Project Authority within (2) days after the completion of work for the following services:

- Emergency Service Call-Out;
- As a result of (daily, weekly, monthly) inspections to identify maintenance, repairs, and part replacement that may be needed; and
- Annual Inspection.

Each Report is to include:

- i) Thorough explanations of all service, repairs and parts required as a result of the inspection complete with estimated costs.
- ii) Comments and recommendations by the Contractor or his service personnel regarding operations, deficiencies, proposed upgrades, and estimated costs.

## **Additional Work on an "As and When Requested Basis" through Task Authorization process**

### **9. Work – Request through Task Authorization**

During regular working hours or after hours depending on time of occurrence:

- a. Restore safe pool chemical level due to pool fouling or failure of automatic controllers
- b. Pool fouling response
- c. Alarm response: UV system fault, high water level, flow alarm
- d. Pool tile replacement and regrouting
- e. Repairs to chemical dispensing systems and UV system including parts
- f. General maintenance and repairs
- g. Report to be submitted within 5 days after completion of work.

### **9.1 Consumables via Task Authorization:**

Consumables and chemicals that are required to complete additional work and that is not part of the scheduled pool inspections/preventative maintenance.

Such as but not limited to:

- Necessary chemicals
- Calcium Hypochlorite;

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W0135-141464/A  
Client Ref. No. - N° de réf. du client  
W0135-141464

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-4-37062

Buyer ID - Id de l'acheteur  
tor202  
CCC No./N° CCC - FMS No./N° VME

- 
- CO2;
  - Alkalinity balancer;
  - Parts; and
  - UV bulb.

**ANNEX "B"**

**BASIS OF PAYMENT**

Prices are firm all inclusive prices in Canadian dollars includes labour, travel, transportation cost, application of safety measures, material and consumables, parts, rental or purchase of equipment or tools, and any other products necessary to carry out the work in accordance with Annex A – Statement of Work, excluding HST. .

**A. Contract Period Year 1: (Date of Contract Award) to (one year from the contract award)**

**1.0 Firm Requirement: Scheduled Pool Inspections and Preventative Maintenance**

Statutory holidays are included in the schedule.

The Contractor must ensure that during the scheduled inspection the pool is maintained during regular working hours:

- Monday to Friday, between 07:30 AM to 21:00 PM; and
- Saturday, Sunday and Statutory Holidays, between 07:30 AM to 21:00 PM.

Item No.	Description of Service	Unit	Quantity	Firm unit Price	Extended Price
1.1	<b>Daily Inspections (7 days a week)</b> <ul style="list-style-type: none"> <li>- check chlorine and pH of pool water</li> <li>- verify water meter and automatic controller readings</li> <li>- add necessary chemicals</li> <li>- reset controller if required</li> <li>- record results and readings</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Day	365	\$ /day	\$
1.2	<b>Weekly Inspections</b> <ul style="list-style-type: none"> <li>- collect pool water sample and deliver to testing laboratory</li> <li>- backwash filters and record intake and outlet pressures C</li> <li>- check alkalinity and calcium hardness and record readings</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Week	52	\$ / week	\$
1.3	<b>Monthly Inspections</b> <ul style="list-style-type: none"> <li>- alternate pool pumps</li> <li>- check and clean lint pots</li> <li>- clean controller probes</li> <li>- inspect all valves for leaks and operational status</li> <li>- check chlorine injector pump and acid wash injectors</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Month	12	\$ /month	\$

1.4	<b>Annual Inspection</b> <ul style="list-style-type: none"> <li>- drain and fill pool</li> <li>- inspect tiles and grout on pool and deck surfaces</li> <li>- inspect and clean pool floor drains and check for proper drainage</li> <li>- drain and inspect and service sand filters</li> <li>- drain and clean surge tank</li> <li>- check floats and related alarms</li> <li>- acid wash pool gutters</li> <li>- provide a detailed service report to identify maintenance and repairs within (2) days after the completion of the annual inspection</li> </ul>	Year	1	\$ _____/year	\$ _____
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## 2.0 Additional Services for Year 1 Task Authorization - As and When Requested Basis:

Any service calls authorized by the Project Authority through a signed Task Authorization for unscheduled work or repairs not part of the scheduled pool inspections and preventative maintenance, including emergency calls.

### 2.1 Service Calls and one hour of Productive Work

Firm Hourly rate for service calls, including the round trip and the first hour of productive work time on-site (HST not included)

Item No.	<b>During Regular Pool Hours</b> Monday to Friday, Saturday and Sunday hours are between 07:30 AM to 21:00 PM	<b>Outside Regular Pool Hours Monday – Friday</b> Monday to Friday after 21:00PM and before 07:30AM	<b>Outside Regular Pool Hours Saturday, Sunday and Stat. Holidays</b> Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM
2.1 Technician	\$ _____/call	\$ _____/call	\$ _____/call
2.1.2 Labourer	\$ _____/call	\$ _____/call	\$ _____/call

## 2.2 Productive Work

Firm Hourly rate for productive work time on-site in addition to 2.1 above (HST not included).

Item No.	During Regular Pool Hours Monday to Friday, Saturday and Sunday hours are between 07:30 AM to 21:00 PM	Outside Regular Pool Hours Monday – Friday Monday to Friday after 21:00PM and before 07:30AM	Outside Regular Pool Hours Saturday, Sunday and Stat. Holidays Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM
2.2. Technician	\$ /hour	\$ /hour	\$ /hour
2.2.1 Labourer	\$ /hour	\$ /hour	\$ /hour

## 3.0 Material, Consumables and Replace Parts

Material and Replacements parts supplied by the Contractor that are not part of the scheduled pool inspections and preventative maintenance (other than free issue) will be priced at the Contractor's laid down cost plus a mark-up of: %.

## B. Contract Period Year 2: (One year from the date of contract award) to (two years from the date of contract award)

### 1.0 Firm Requirement: Scheduled Pool Inspections and Preventative Maintenance

Statutory holidays are included in the schedule.

The Contractor must ensure that during the scheduled inspection the pool is maintained during regular working hours:

- Monday to Friday, between 07:30 AM to 21:00 PM; and
- Saturday, Sunday and Statutory Holidays, between 07:30 AM to 21:00 PM.

Item No.	Description of Service	Unit	Quantity	Firm unit Price	Extended Price
1.1	<b>Daily Inspections (7 days a week)</b> - check chlorine and pH of pool water - verify water meter and automatic controller readings - add necessary chemicals - reset controller if required - record results and readings - report any maintenance or repairs that may be required (if applicable)	Day	365	\$ /day	\$
1.2	<b>Weekly Inspections</b> - collect pool water sample and deliver to testing laboratory		52	\$ / week	\$

	<ul style="list-style-type: none"> <li>- backwash filters and record intake and outlet pressures C</li> <li>- check alkalinity and calcium hardness and record readings</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Week			
1.3	<b>Monthly Inspections</b> <ul style="list-style-type: none"> <li>- alternate pool pumps</li> <li>- check and clean lint pots</li> <li>- clean controller probes</li> <li>- inspect all valves for leaks and operational status</li> <li>- check chlorine injector pump and acid wash injectors</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Month	12	\$ /month	\$
1.4	<b>Annual Inspection</b> <ul style="list-style-type: none"> <li>- drain and fill pool</li> <li>- inspect tiles and grout on pool and deck surfaces</li> <li>- inspect and clean pool floor drains and check for proper drainage</li> <li>- drain and inspect and service sand filters</li> <li>- drain and clean surge tank</li> <li>- check floats and related alarms</li> <li>- acid wash pool gutters</li> <li>- provide a detailed service report to identify maintenance and repairs within (2) days after the completion of the annual inspection</li> </ul>	Year	1	\$ /year	\$

## 2.0 Additional Services for Year 2 Task Authorization - As and When Requested Basis:

Any service calls authorized by the Project Authority through a signed Task Authorization for unscheduled work or repairs not part of the scheduled pool inspections and preventative maintenance, including emergency calls.

## 2.1 Service Calls and one hour of Productive Work

Firm Hourly rate for service calls, including the round trip and the first hour of productive work time on-site (HST not included)

Item No.	During Regular Pool Hours Monday to Friday, Saturday and Sunday hours are between 07:30 AM to 21:00 PM	Outside Regular Pool Hours Monday – Friday Monday to Friday after 21:00PM and before 07:30AM	Outside Regular Pool Hours Saturday, Sunday and Stat. Holidays Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM
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<b>2.1</b> <b>Technician</b>	\$ _____ /call	\$ _____ /call	\$ _____ /call
<b>2.1.2</b> <b>Labourer</b>	\$ _____ /call	\$ _____ /call	\$ _____ /call

## 2.2 Productive Work

Firm Hourly rate for productive work time on-site in addition to 2.1 above (HST not included).

Item No.	During Regular Pool Hours Monday to Friday, Saturday and Sunday hours are between 07:30 AM to 21:00 PM	Outside Regular Pool Hours Monday – Friday Monday to Friday after 21:00PM and before 07:30AM	Outside Regular Pool Hours Saturday, Sunday and Stat. Holidays Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM
<b>2.2.</b> <b>Technician</b>	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour
<b>2.2.1</b> <b>Labourer</b>	\$ _____ /hour	\$ _____ /hour	\$ _____ /hour

## 3.0 Material, Consumables and Replace Parts

Material and Replacements parts supplied by the Contractor that are not part of the scheduled pool inspections and preventative maintenance (other than free issue) will be priced at the Contractor's laid down cost plus a mark-up of: \_\_\_\_\_ %.

## C. Option Year 1: (Two years from the date of contract award) to (three years from the date of contract award)

### 1.0 Firm Requirement: Scheduled Pool Inspections and Preventative Maintenance

Statutory holidays are included in the schedule.

The Contractor must ensure that during the scheduled inspection the pool is maintained during regular working hours:

- Monday to Friday, between 07:30 AM to 21:00 PM; and
- Saturday, Sunday and Statutory Holidays, between 07:30 AM to 21:00 PM.

Item No.	Description of Service	Quantity	Firm unit Price	Extended Price
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		Unit			
1.1	<b>Daily Inspections (7 days a week)</b> <ul style="list-style-type: none"> <li>- check chlorine and pH of pool water</li> <li>- verify water meter and automatic controller readings</li> <li>- add necessary chemicals</li> <li>- reset controller if required</li> <li>- record results and readings</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Day	365	\$ /day	\$
1.2	<b>Weekly Inspections</b> <ul style="list-style-type: none"> <li>- collect pool water sample and deliver to testing laboratory</li> <li>- backwash filters and record intake and outlet pressures C</li> <li>- check alkalinity and calcium hardness and record readings</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Week	52	\$ / week	\$
1.3	<b>Monthly Inspections</b> <ul style="list-style-type: none"> <li>- alternate pool pumps</li> <li>- check and clean lint pots</li> <li>- clean controller probes</li> <li>- inspect all valves for leaks and operational status</li> <li>- check chlorine injector pump and acid wash injectors</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Month	12	\$ /month	\$
1.4	<b>Annual Inspection</b> <ul style="list-style-type: none"> <li>- drain and fill pool</li> <li>- inspect tiles and grout on pool and deck surfaces</li> <li>- inspect and clean pool floor drains and check for proper drainage</li> <li>- drain and inspect and service sand filters</li> <li>- drain and clean surge tank</li> <li>- check floats and related alarms</li> <li>- acid wash pool gutters</li> <li>- provide a detailed service report to identify maintenance and repairs within (2) days after the completion of the annual inspection</li> </ul>	Year	1	\$ /year	\$

## 2.0 Additional Services for Option Year 1 Task Authorization -As and When Requested Basis:

Any service calls authorized by the Project Authority through a signed Task Authorization for unscheduled work or repairs not part of the scheduled pool inspections and preventative maintenance, including emergency calls.

## 2.1 Service Calls and one hour of Productive Work

Firm Hourly rate for service calls, including the round trip and the first hour of productive work time on-site (HST not included)

Item No.	During Regular Pool Hours Monday to Friday, Saturday and Sunday hours are between 07:30 AM to 21:00 PM	Outside Regular Pool Hours Monday – Friday Monday to Friday after 21:00PM and before 07:30AM	Outside Regular Pool Hours Saturday, Sunday and Stat. Holidays Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM
2.1 Technician	\$ /call	\$ /call	\$ /call
2.1.2 Labourer	\$ /call	\$ /call	\$ /call

## 2.2 Productive Work

Firm Hourly rate for productive work time on-site in addition to 2.1 above (HST not included).

Item No.	During Regular Pool Hours Monday to Friday, Saturday and Sunday hours are between 07:30 AM to 21:00 PM	Outside Regular Pool Hours Monday – Friday Monday to Friday after 21:00PM and before 07:30AM	Outside Regular Pool Hours Saturday, Sunday and Stat. Holidays Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM
2.2. Technician	\$ /hour	\$ /hour	\$ /hour
2.2.1 Labourer	\$ /hour	\$ /hour	\$ /hour

## 3.0 Material, Consumables and Replace Parts

Material and Replacements parts supplied by the Contractor that are not part of the scheduled pool inspections and preventative maintenance (other than free issue) will be priced at the Contractor's laid down cost plus a mark-up of: %.

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## **ANNEX “C”**

### **DND 626 TASK AUTHORIZATION FORM**

(Inserted as a separate document)

## ATTACHMENT 1 TO PART 4 – FINANCIAL EVALUATION TABLE

The Bidders must submit their financial bid in accordance with the financial evaluation table below. This estimated usage is based on previous history and the calculation is for Financial Evaluation purposes only and will be removed at time of contract award. This is made in good faith and does not represent an agreement by the Crown for the estimated quantity. The following requirement must be strictly adhered to: Failure to do so shall render the bidder's proposal non-responsive and no further consideration will be given to the bidder.

It is **MANDATORY** that the bidders submit firm prices/rates prices excluding GST/HST for the firm requirement and all additional services listed below. The evaluation will be based on the Lowest Responsive Bid Price for the aggregate total of the Extended Prices for the Firm Requirement - Scheduled pool inspection and Preventive Maintenance and the Extended Prices for the as-and-when-requested services calls for Period Year 1, 2, and the option year.

### Firm Requirement

Prices are firm all inclusive prices in Canadian dollars includes labour, travel, transportation cost, application of safety measures, material and consumables, parts, rental or purchase of equipment or tools, and any other products necessary to carry out the work in accordance with Annex A – Statement of Work, excluding HST.

### A. Contract Period Year 1: (Date of Contract Award) to (one year from the contract award)

#### 1.0 Firm Requirement: Scheduled Pool Inspections and Preventative Maintenance

Statutory holidays are included in the schedule.

The Contractor must ensure that during the scheduled inspection the pool is maintained during regular working hours:

- Monday to Friday, between 07:30 AM to 21:00 PM; and
- Saturday, Sunday and Statutory Holidays, between 07:30 AM to 21:00 PM.

Item No.	Description of Service	Unit	Quantity	Firm unit Price	Extended Price
1.1	<b>Daily Inspections (7 days a week)</b> <ul style="list-style-type: none"><li>- check chlorine and pH of pool water</li><li>- verify water meter and automatic controller readings</li><li>- add necessary chemicals</li><li>- reset controller if required</li><li>- record results and readings</li><li>- report any maintenance or repairs that may be required (if applicable)</li></ul>	Day	365	\$_____/day	\$_____
1.2	<b>Weekly Inspections</b> <ul style="list-style-type: none"><li>- collect pool water sample and deliver to testing laboratory</li><li>- backwash filters and record intake and outlet pressures C</li><li>- check alkalinity and calcium hardness and record readings</li><li>- report any maintenance or repairs that</li></ul>	Week	52	\$_____/ week	\$_____

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	may be required (if applicable)				
1.3	<b>Monthly Inspections</b> <ul style="list-style-type: none"> <li>- alternate pool pumps</li> <li>- check and clean lint pots</li> <li>- clean controller probes</li> <li>- inspect all valves for leaks and operational status</li> <li>- check chlorine injector pump and acid wash injectors</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Month	12	\$ _____/month	\$ _____
1.4	<b>Annual Inspection</b> <ul style="list-style-type: none"> <li>- drain and fill pool</li> <li>- inspect tiles and grout on pool and deck surfaces</li> <li>- inspect and clean pool floor drains and check for proper drainage</li> <li>- drain and inspect and service sand filters</li> <li>- drain and clean surge tank</li> <li>- check floats and related alarms</li> <li>- acid wash pool gutters</li> <li>- provide a detailed service report to identify maintenance and repairs within (2) days after the completion of the annual inspection</li> </ul>	Year	1	\$ _____/year	\$ _____
<b>Total Price for Firm Requirement Year 1</b>					\$ _____

**2.0 Additional Services for Year 1 Task Authorization - As and When Requested Basis:**

Any service calls authorized by the Project Authority through a signed Task Authorization for unscheduled work or repairs not part of the scheduled pool inspections and preventative maintenance, including emergency calls.

**\*Note: Estimated usage is included for evaluation purposes only and will not form part of the Annex B, Basis of Payment in any resulting contract.**

Item No.	Description of Service	Unit	Firm Unit Price	*Est. Usage	Extended Price (This column is for financial evaluation purpose only and will be removed at the time of contract award)
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<b>2.1</b>	<b>Technician - Service Calls and one hour of Productive Work</b> Firm rate for one service call include the round trip and the first hour of productive work time on-site (HST not included).				
<b>2.1.1</b>	<b>During Regular Pool Hours</b> Monday to Friday, Saturday and Sunday Hours are between 07:30 AM to 21:00 PM	Each Call	\$ _____	10	\$ _____
<b>2.1.2</b>	<b>Outside Regular Pool Hours</b> Monday to Friday after 21:00PM and before 07:30AM	Each Call	\$ _____	2	\$ _____
<b>2.1.3</b>	<b>Outside Regular Pool Hours</b> Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM	Each Call	\$ _____	2	\$ _____
<b>2.2</b>	<b>Technician - Productive Work</b> Firm hourly rate for productive work time on-site in addition to 2.1 above. (HST not included).				
<b>2.2.1</b>	<b>During Regular Pool Hours</b> Monday to Friday, Saturday and Sunday Hours are between 07:30 AM to 21:00 PM	Hourly Rate	\$ _____	5	\$ _____
<b>2.2.2</b>	<b>Outside Regular Pool Hours</b> Monday to Friday after 21:00PM and before 07:30AM	Hourly Rate	\$ _____	1	\$ _____
<b>2.2.3</b>	<b>Outside Regular Pool Hours</b> Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM	Hourly Rate	\$ _____	1	\$ _____
	<b>Total Extended Prices for As-And-When-Requested Technician Services</b> This calculation is for Price Evaluation purposes only and will be removed at time of contract award.				\$ _____

Item No.	Description of Service	Unit	Firm Unit Price	*Est. Usage	Extended Price (This column is for financial evaluation)
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					purpose only and will be removed at the time of contract award)
<b>2.3</b>	<b>Labourer - Service Calls and one hour of Productive Work</b> Firm rate for one service call including the round trip and the first hour of productive work time on-site (HST not included).				
<b>2.3.1</b>	<b>During Regular Pool Hours</b> Monday to Friday, Saturday and Sunday Hours are between 07:30 AM to 21:00 PM	Each Call	\$ _____	10	\$ _____
<b>2.3.2</b>	<b>Outside Regular Pool Hours</b> Monday to Friday after 21:00PM and before 07:30AM	Each Call	\$ _____	2	\$ _____
<b>2.3.3</b>	<b>Outside Regular Pool Hours</b> Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM	Each Call	\$ _____	2	\$ _____
<b>2.4</b>	<b>Labourer - Productive Work</b> Firm hourly rate for productive work time on-site in addition to 2.3 above. (HST not included).				
<b>2.4.1</b>	<b>During Regular Pool Hours</b> Monday to Friday, Saturday and Sunday Hours are between 07:30 AM to 21:00 PM	Hourly Rate	\$ _____	5	\$ _____
<b>2.4.2</b>	<b>Outside Regular Pool Hours</b> Monday to Friday after 21:00PM and before 07:30AM	Hourly Rate	\$ _____	1	\$ _____
<b>2.4.3</b>	<b>Outside Regular Pool Hours</b> Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM	Hourly Rate	\$ _____	1	\$ _____
	<b>Total Extended Prices for As-And-When-Requested Labourer Service</b> This calculation is for financial Evaluation purposes only and will be removed at time of contract award.				\$ _____

### 3.0 Material, Consumables and Replace Parts\*

Material and Replacements parts supplied by the Contractor that are not part of the scheduled pool inspections and preventative maintenance (other than free issue) will be priced at the Contractor's laid down cost plus the bidder's mark up of \_\_\_\_\_. but no higher than 15%.

3.1	<b>Price Evaluation purposes only</b> – will be removed at time of contract award. *Total estimated cost of \$500.00 per year to cover the Material, Consumables and Replace Parts.	\$500.00
	plus mark-up of : _____ %	\$ _____

**B. Contract Period Year 2: (One year from the date of contract award) to (two years from the date of contract award)**

**1.0 Firm Requirement: Scheduled Pool Inspections and Preventative Maintenance**

Statutory holidays are included in the schedule.

The Contractor must ensure that during the scheduled inspection the pool is maintained during regular working hours:

- Monday to Friday, between 07:30 AM to 21:00 PM; and
- Saturday, Sunday and Statutory Holidays, between 07:30 AM to 21:00 PM.

Item No.	Description of Service	Unit	Quantity	Firm unit Price	Extended Price
1.1	<b>Daily Inspections (7 days a week)</b> <ul style="list-style-type: none"> <li>- check chlorine and pH of pool water</li> <li>- verify water meter and automatic controller readings</li> <li>- add necessary chemicals</li> <li>- reset controller if required</li> <li>- record results and readings</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Day	365	\$_____/day	\$_____
1.2	<b>Weekly Inspections</b> <ul style="list-style-type: none"> <li>- collect pool water sample and deliver to testing laboratory</li> <li>- backwash filters and record intake and outlet pressures C</li> <li>- check alkalinity and calcium hardness and record readings</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Week	52	\$_____/week	\$_____
1.3	<b>Monthly Inspections</b> <ul style="list-style-type: none"> <li>- alternate pool pumps</li> <li>- check and clean lint pots</li> <li>- clean controller probes</li> <li>- inspect all valves for leaks and operational status</li> <li>- check chlorine injector pump and acid wash injectors</li> <li>- report any maintenance or repairs</li> </ul>	Month	12	\$_____/month	\$_____

	that may be required (if applicable)				
1.4	<b>Annual Inspection</b> <ul style="list-style-type: none"> <li>- drain and fill pool</li> <li>- inspect tiles and grout on pool and deck surfaces</li> <li>- inspect and clean pool floor drains and check for proper drainage</li> <li>- drain and inspect and service sand filters</li> <li>- drain and clean surge tank</li> <li>- check floats and related alarms</li> <li>- acid wash pool gutters</li> <li>- provide a detailed service report to identify maintenance and repairs within (2) days after the completion of the annual inspection</li> </ul>	Year	1	\$_____/year	\$_____
<b>Total Price for Firm Requirement Year 2</b>					\$_____

**2.0 Additional Services for Year 2 Task Authorization - As and When Requested Basis:**

Any service calls authorized by the Project Authority through a signed Task Authorization for unscheduled work or repairs not part of the scheduled pool inspections and preventative maintenance, including emergency calls.

**\*Note: Estimated usage is included for evaluation purposes only and will not form part of the Annex B, Basis of Payment in any resulting contract.**

Item No.	Description of Service	Unit	Firm Unit Price	*Est. Usage	Extended Price (This column is for financial evaluation purpose only and will be removed at the time of contract award)
2.1	<b>Technician - Service Calls and one hour of Productive Work</b> Firm rate for one service call include the round trip and the first hour of productive work time on-site (HST not included).				
2.1.1	<b>During Regular Pool Hours</b> Monday to Friday, Saturday and Sunday Hours are between 07:30 AM to 21:00 PM	Each Call	\$_____	10	\$_____
2.1.2	<b>Outside Regular Pool Hours</b> Monday to Friday after 21:00PM and before	Each	\$_____	2	\$_____

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	07:30AM	Call			
2.1.3	<b>Outside Regular Pool Hours</b> Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM	Each Call	\$ _____	2	\$ _____
2.2	<b>Technician - Productive Work</b> Firm hourly rate for productive work time on-site in addition to 2.1 above. (HST not included).				
2.2.1	<b>During Regular Pool Hours</b> Monday to Friday, Saturday and Sunday Hours are between 07:30 AM to 21:00 PM	Hourly Rate	\$ _____	5	\$ _____
2.2.2	<b>Outside Regular Pool Hours</b> Monday to Friday after 21:00PM and before 07:30AM	Hourly Rate	\$ _____	1	\$ _____
2.2.3	<b>Outside Regular Pool Hours</b> Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM	Hourly Rate	\$ _____	1	\$ _____
	<b>Total Extended Prices for As-And-When-Requested Technician Services</b> This calculation is for Price Evaluation purposes only and will be removed at time of contract award.				\$ _____

Item No.	Description of Service	Unit	Firm Unit Price	*Est. Usage	Extended Price  (This column is for financial evaluation purpose only and will be removed at the time of contract award)
2.3	<b>Labourer - Service Calls and one hour of Productive Work</b> Firm rate for one service call including the round trip and the first hour of productive work time on-site (HST not included).				

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2.3.1	<b>During Regular Pool Hours</b> Monday to Friday, Saturday and Sunday Hours are between 07:30 AM to 21:00 PM	Each Call	\$ _____	10	\$ _____
2.3.2	<b>Outside Regular Pool Hours</b> Monday to Friday after 21:00PM and before 07:30AM	Each Call	\$ _____	2	\$ _____
2.3.3	<b>Outside Regular Pool Hours</b> Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM	Each Call	\$ _____	2	\$ _____
2.4	<b>Labourer - Productive Work</b> Firm hourly rate for productive work time on-site in addition to 2.3 above. (HST not included).				
2.4.1	<b>During Regular Pool Hours</b> Monday to Friday, Saturday and Sunday Hours are between 07:30 AM to 21:00 PM	Hourly Rate	\$ _____	5	\$ _____
2.4.2	<b>Outside Regular Pool Hours</b> Monday to Friday after 21:00PM and before 07:30AM	Hourly Rate	\$ _____	1	\$ _____
2.4.3	<b>Outside Regular Pool Hours</b> Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM	Hourly Rate	\$ _____	1	\$ _____
	<b>Total Extended Prices for As-And-When-Requested Labourer Service</b> This calculation is for financial Evaluation purposes only and will be removed at time of contract award.				\$ _____

### 3.0 Material, Consumables and Replace Parts\*

Material and Replacements parts supplied by the Contractor that are not part of the scheduled pool inspections and preventative maintenance (other than free issue) will be priced at the Contractor's laid down cost plus the bidder's mark up of \_\_\_\_\_. but no higher than 15%.

3.1	<b>Price Evaluation purposes only – will be removed at time of contract award.</b> *Total estimated cost of \$500.00 per year to cover the Material, Consumables and Replace Parts.	\$500.00
	plus mark-up of : _____ %	\$ _____

**C. Option Year 1: (Two years from the date of contract award) to (three years from the date of contract award)**

**1.0 Firm Requirement: Scheduled Pool Inspections and Preventative Maintenance**

Statutory holidays are included in the schedule.

The Contractor must ensure that during the scheduled inspection the pool is maintained during regular working hours:

- Monday to Friday, between 07:30 AM to 21:00 PM; and
- Saturday, Sunday and Statutory Holidays, between 07:30 AM to 21:00 PM.

Item No.	Description of Service	Unit	Quantity	Firm unit Price	Extended Price
1.1	<b>Daily Inspections (7 days a week)</b> <ul style="list-style-type: none"> <li>- check chlorine and pH of pool water</li> <li>- verify water meter and automatic controller readings</li> <li>- add necessary chemicals</li> <li>- reset controller if required</li> <li>- record results and readings</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Day	365	\$_____/day	\$_____
1.2	<b>Weekly Inspections</b> <ul style="list-style-type: none"> <li>- collect pool water sample and deliver to testing laboratory</li> <li>- backwash filters and record intake and outlet pressures C</li> <li>- check alkalinity and calcium hardness and record readings</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Week	52	\$_____/week	\$_____
1.3	<b>Monthly Inspections</b> <ul style="list-style-type: none"> <li>- alternate pool pumps</li> <li>- check and clean lint pots</li> <li>- clean controller probes</li> <li>- inspect all valves for leaks and operational status</li> <li>- check chlorine injector pump and acid wash injectors</li> <li>- report any maintenance or repairs that may be required (if applicable)</li> </ul>	Month	12	\$_____/month	\$_____
1.4	<b>Annual Inspection</b> <ul style="list-style-type: none"> <li>- drain and fill pool</li> <li>- inspect tiles and grout on pool and deck surfaces</li> <li>- inspect and clean pool floor drains and check for proper drainage</li> <li>- drain and inspect and service sand</li> </ul>	Year	1	\$_____/year	\$_____

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	filters - drain and clean surge tank - check floats and related alarms - acid wash pool gutters - provide a detailed service report to identify maintenance and repairs within (2) days after the completion of the annual inspection				
	<b>Total Price for Firm Requirement Option Year 1:</b>				\$ _____

**2.0 Additional Services for Option Year 1 Task Authorization -As and When Requested Basis:**  
Any service calls authorized by the Project Authority through a signed Task Authorization for unscheduled work or repairs not part of the scheduled pool inspections and preventative maintenance, including emergency calls.

**\*Note: Estimated usage is included for evaluation purposes only and will not form part of the Annex B, Basis of Payment in any resulting contract.**

Item No.	Description of Service	Unit	Firm Unit Price	*Est. Usage	Extended Price (This column is for financial evaluation purpose only and will be removed at the time of contract award)
<b>2.1</b>	<b>Technician - Service Calls and one hour of Productive Work</b> Firm rate for one service call include the round trip and the first hour of productive work time on-site (HST not included).				
<b>2.1.1</b>	<b>During Regular Pool Hours</b> Monday to Friday, Saturday and Sunday Hours are between 07:30 AM to 21:00 PM	Each Call	\$ _____	10	\$ _____
<b>2.1.2</b>	<b>Outside Regular Pool Hours</b> Monday to Friday after 21:00PM and before 07:30AM	Each Call	\$ _____	2	\$ _____
<b>2.1.3</b>	<b>Outside Regular Pool Hours</b> Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM	Each Call	\$ _____	2	\$ _____

<b>2.2</b>	<b>Technician - Productive Work</b> Firm hourly rate for productive work time on-site in addition to 2.1 above. (HST not included).				
<b>2.2.1</b>	<b>During Regular Pool Hours</b> Monday to Friday, Saturday and Sunday Hours are between 07:30 AM to 21:00 PM	Hourly Rate	\$ _____	5	\$ _____
<b>2.2.2</b>	<b>Outside Regular Pool Hours</b> Monday to Friday after 21:00PM and before 07:30AM	Hourly Rate	\$ _____	1	\$ _____
<b>2.2.3</b>	<b>Outside Regular Pool Hours</b> Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM	Hourly Rate	\$ _____	1	\$ _____
	<b>Total Extended Prices for As-And-When-Requested Technician Services</b> This calculation is for Price Evaluation purposes only and will be removed at time of contract award.				\$ _____

Item No.	Description of Service	Unit	Firm Unit Price	*Est. Usage	Extended Price (This column is for financial evaluation purpose only and will be removed at the time of contract award)
<b>2.3</b>	<b>Labourer - Service Calls and one hour of Productive Work</b> Firm rate for one service call including the round trip and the first hour of productive work time on-site (HST not included).				
<b>2.3.1</b>	<b>During Regular Pool Hours</b> Monday to Friday, Saturday and Sunday Hours are between 07:30 AM to 21:00 PM	Each Call	\$ _____	10	\$ _____
<b>2.3.2</b>	<b>Outside Regular Pool Hours</b> Monday to Friday after 21:00PM and before 07:30AM	Each Call	\$ _____	2	\$ _____

2.3.3	<b>Outside Regular Pool Hours</b> Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM	Each Call	\$ _____	2	\$ _____
2.4	<b>Labourer - Productive Work</b> Firm hourly rate for productive work time on-site in addition to 2.3 above. (HST not included).				
2.4.1	<b>During Regular Pool Hours</b> Monday to Friday, Saturday and Sunday Hours are between 07:30 AM to 21:00 PM	Hourly Rate	\$ _____	5	\$ _____
2.4.2	<b>Outside Regular Pool Hours</b> Monday to Friday after 21:00PM and before 07:30AM	Hourly Rate	\$ _____	1	\$ _____
2.4.3	<b>Outside Regular Pool Hours</b> Saturday and Sunday and Statuary Holidays after 21:00PM and before 07:30AM	Hourly Rate	\$ _____	1	\$ _____
	<b>Total Extended Prices for As-And-When-Requested Labourer Service</b> This calculation is for financial Evaluation purposes only and will be removed at time of contract award.				\$ _____

### 3.0 Material, Consumables and Replace Parts\*

Material and Replacements parts supplied by the Contractor that are not part of the scheduled pool inspections and preventative maintenance (other than free issue) will be priced at the Contractor's laid down cost plus the bidder's mark up of \_\_\_\_\_. but no higher than 15%.

3.1	<b>Price Evaluation purposes only</b> – will be removed at time of contract award. *Total estimated cost of \$500.00 per year to cover the Material, Consumables and Replace Parts.	\$500.00
	plus mark-up of : _____%	\$ _____

### Calculation of Price Evaluation

This calculation is for financial Evaluation purposes only and will be removed at time of contract award.

1.	<b>A) Year 1 - Firm Requirement Scheduled Pool Inspections, section A. 1</b>	\$ _____
2.	<b>Technician - Service Calls and Productive Work, sections A. 2.1 and 2.2</b>	\$ _____

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3.	Labourer Service Calls and Productive Work, sections A. 2.3 and 2.4	\$ _____
4.	Material, Consumables and Replace Parts plus mark-up, section A. 3.1.	\$500.00 + ____ %
5.	<b>B) Year 2 - Firm Requirement Scheduled Pool Inspections, section B. 1</b>	\$ _____
6.	Technician - Service Calls and Productive Work, sections B. 2.1 and 2.2	\$ _____
7.	Labourer Service Calls and Productive Work, sections B. 2.3 and 2.4	\$ _____
8.	Material, Consumables and Replace Parts plus mark-up, section B. 3.1.	\$500.00 + ____ %
9.	<b>C) Option Year 1 - Firm Requirement Scheduled Pool Inspections, section C. 1</b>	\$ _____
10.	Technician - Service Calls and Productive Work, sections C. 2.1 and 2.2	\$ _____
11.	Labourer Service Calls and Productive Work, sections C. 2.3 and 2.4	\$ _____
12.	Material, Consumables and Replace Parts plus mark-up, section C. 3.1.	\$500.00 + ____ %
	Total Aggregate Price used for Calculation purposes only - includes the Firm Requirement Year 1 and 2 and Option Year 1, the estimated usage for the "As and When Requested Work and estimated cost of \$500.00 + mark-up per year to cover Material, Consumables and Replacement Parts.	\$ _____

## TASK AUTHORIZATION AUTORISATION DES TÂCHES

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

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

### Ne s'applique qu'aux contrats de TPSGC

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