



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

**À:**

**Bid Fax: (877) 558-2349**

Parks Canada Agency  
National Contracting Services  
111 Water Street East  
Cornwall, ON K6H 6S3

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

Regional Individual Standing Offer (RISO)

Canada, as represented by the Minister of the Environment for the purposes of the Parks Canada Agency hereby requests a Standing Offer on behalf of the Identified Users herein

Comments - Commentaries

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

Issuing Office - Bureau de distribution

Parks Canada Agency  
National Contracting Services  
111 Water Street East  
Cornwall, ON K6H 6S3

Title-Sujet <b>RFSO – ELECTRICAL SERVICES FOR THE CAPE BRETON FIELD UNIT</b>		Date <b>26 October 2015</b>
Solicitation No. - No. de l'invitation <b>5P300-15-5439</b>	Client Ref. No. – No. de réf du client.	
GETS Reference No. – No de reference de SEAG		
Solicitation Closes L'invitation prend fin –  <b>at – á 02:00 PM on – le 7 Dec 2015</b>	Time Zone Fuseau horaire -  <b>Eastern Standard Time (EST) / Heure normale de l'Est (HNE)</b>	
F.O.B. - F.A.B. <b>Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/></b>		
Address Inquiries to: - Adresser toute demande de renseignements à :  <b>Laura Lowson</b>		
Telephone No. - No de téléphone  <b>(613) 938-5791</b>	Email - Courriel  <a href="mailto:laura.lowson@pc.gc.ca">laura.lowson@pc.gc.ca</a>	
Destination of Goods, Services, and Construction: Destinations des biens, services et construction:  <b>See Herein</b>		
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur		
Name and title of person authorized to sign on behalf of the Vendor/Firm Nom et titre de la personne autorisée a signer au nom du fournisseur/ de l'entrepreneur		
<b>Signature</b>		<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

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

### **1.2 Summary**

- (i) Work includes the provision of skilled licensed labour, tools, equipment, materials and supervision for the supply of electrical contractor services as detailed in Annex "A", entitled "Statement of Work", as and when requested by the Federal Government in the Cape Breton Field Unit.

Companies may submit offers to provide services at all or any of the following geographic areas:

Cape Breton Highlands (Ingonish)  
Cape Breton Highlands (Cheticamp)  
Alexander Graham Bell Museum, Baddeck, NS  
Grassy Island, Canso, NS

Parks Canada intends to issue one Standing Offer to the lowest compliant offeror for each area. If an Offeror is recommended for Standing Offers for more than one geographic area, those applicable geographic areas will be combined into one Standing Offer. The term of the Standing Offers will be from date of award to November 30, 2017 with Canada having an option to extend the standing offers by one year.

- (ii) The period for making call-ups against the Standing Offer for year one is from date of issuance to November 30, 2016, year two is from December 1, 2016 to November 30, 2017 inclusive with an option to extend for an additional one-year period, from December 1, 2017 to November 30, 2018.

- (iii) as per the Integrity Provisions under section 01 of Standard Instructions [2006](#) and [2007](#), offerors must provide a list of all owners and/or Directors and other associated information as required. Refer to section [4.21](#) of the Supply Manual for additional information on the Integrity Provisions.
- (iv) For services requirements, Offerors must provide the required information as detailed in article 2.3 of Part 2 of the Request for Standing Offers (RFSO), in order to comply with Treasury Board policies and directives on contracts awarded to former public servants.

### 1.3 Debriefings

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

## PART 2 - OFFEROR INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

### 2.2 Submission of Offers

Offers must be submitted only to Parks Canada Bid Receiving Unit **BY FAX** by the date, time and facsimile indicated on page 1 of the Request for Standing Offers.

### 2.3. Former Public Servant

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

### Definitions

For the purposes of this clause,

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

- a. an individual;
- b. an individual who has incorporated;

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

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

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

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

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

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

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

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

#### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror must provide the following information:

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

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

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

All enquiries must be submitted in writing to the Standing Offer Authority no later than ten (10) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer.

Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### **2.5. Applicable Laws**

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

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

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

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

##### **Section I: Financial Offer – One (1) faxed copy**

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

It is mandatory that bidders submit firm prices/rates for ALL items in the Basis of Payment/financial bid for any/all geographic areas of interest. Should there be an error in calculation, unit prices prevail and the calculation will be corrected in the Estimated Total Column.

##### **Section II: Certifications – One (1) faxed copy**

Offerors must submit the certifications required under Part 5.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green](#)

[Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, offerors should:

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

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

### **4.1 Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offer to be declared responsive. The responsive offer with the **lowest aggregate total per area** (as per Annex B) will be recommended for issuance of a standing offer.

## **PART 5 - CERTIFICATIONS**

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

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

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

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

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

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

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

#### **5.1.2 Federal Contractors Program for Employment Equity - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list



([http://www.labour.gc.ca/eng/standards\\_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-Labour's](#) website.

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

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

### **A. STANDING OFFER**

#### **6.1 Offer**

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

#### **6.2 Security Requirements**

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

#### **6.3 Standard Clauses and Conditions**

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

##### **6.3.1 General Conditions**

[2005](#) (2015-09-03) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **6.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. The data must be submitted as outlined below to the Parks Canada Standing Offer Authority.

Reports will be submitted for the following periods for each year of the Standing Offer:

From Date of Award – November 30, 2016

December 1, 2016 to November 30, 2017

#### **for each year of the Standing Offer**

Electronic reports must be completed and forwarded to the Standing Offer Authority no later than 15 calendar days after the end of each period. A copy of the form is provided under Annex C.

All data fields of the report must be completed as requested. If some data is not available, the reason must be indicated in the report. If no goods or services are provided during a given period, the Offeror must still provide a "NIL" report.

Failure to provide fully completed reports in accordance with the above instructions may result in the setting aside of the Standing Offer and the application of a vendor performance corrective measure.

## **6.4 Term of Standing Offer**

### **6.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from date of issuance to November 30, 2017 with an option to renew for an additional one-year period from December 1, 2017 to November 30, 2018.

### **6.4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) period, from December 1, 2017 to November 30, 2018 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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

## **6.5 Authorities**

### **6.5.1 Standing Offer Authority**

The Standing Offer Authority is:

Name: Laura Lowson  
Title: Contracting Officer  
Parks Canada Agency  
Address: 111 Water Street East, Cornwall, ON K6H 6S3

Telephone: 613-938-5791  
Facsimile: 866-246-6893  
E-mail address: laura.lowson@pc.gc.ca

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

### **6.5.2 Project Authority**

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

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

### **6.5.3 Offeror's Representative (Must be filled in by bidder)**

Name:

Address:

Telephone:

Email:

Business/Tax Number:

## 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 Identified Users

The Identified User authorized to make call-ups against the Standing Offer are:

Parks Canada Agency  
Cape Breton Highlands Field Unit

## 6.8 Call-up Procedures

Call-ups will be issued to the contractor as specific projects arise, accompanied by the description of work and in accordance with the fixed rates as per Annex "B" of the Standing Offer.

## 6.9 Call-up Instrument

The Work will be authorized by the Administrative Authority by the issuance of a call-up against the Standing Offer.

## 6.10 Limitation of Call-ups

There is no minimum call-up value. Individual call-ups including all amendments and Harmonized Sales Tax, must not exceed **\$75,000**.

Offerers should note that there is no guarantee that any amount of the Standing Offer will be called up.

## 6.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions [2005](#) (2015-09-03), General Conditions - Standing Offers - Goods or Services
- d) the general conditions [2010C](#) (2015-09-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract;
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Standing Offer Reporting Form
- h) Annex D, Attestation Form
- i) Annex E, Insurance Requirements;
- j) the Offeror's offer dated \_\_\_\_\_ (to be inserted upon award).

## **6.13 Certifications**

### **6.13.1 Compliance**

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

## **6.14 Applicable Laws**

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

## **B. RESULTING CONTRACT CLAUSES**

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

### **6.1 Statement of Work**

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

### **6.2 Standard Clauses and Conditions**

#### **6.2.1 General Conditions**

2010C (2015-09-03), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **6.3 Term of Contract**

#### **6.3.1 Period of the Contract**

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

### **6.5 Payment**

Payment will be made in accordance with the unit pricing as indicated in Annex "B". For jobs with a duration of one (1) month or less, payment will be made after completion of the project, and receipt and acceptance of all deliverables by the project manager. For jobs with a duration of more than one (1) month, payment will be made in accordance with the negotiated milestone schedule detailed in the call-up document provided the work to be performed against the milestone has been completed to the satisfaction of the project manager, and/or any deliverables required under the milestones have been received and accepted by the project manager.

### **6.5.1 Basis of Payment**

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, Annex B for all work performed pursuant to the individual Call-up against the Standing Offer. Harmonized Sales Tax (HST) is extra.

### **6.5.2 Limitation of Price**

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

### **6.6 Invoicing Instructions**

All invoices will include the following information:

- Fixed number of billable hours
- Taxes (if applicable)

Invoices should be addressed to the Parks Canada Representative identified on the Call-up.

### **6.7 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex E. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

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

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1) Summary**

The work under this requirement comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to carry out the performance of maintenance and alterations to electrical facilities including underground electrical distribution systems work, on an "as requested" basis at Federal Government Facilities in the Cape Breton Field Unit. This contract requires separate prices for 4 defined areas which include:

- A) Cape Breton Highlands (Ingonish)
- B) Cape Breton Highlands (Cheticamp)
- C) Alexander Graham Bell (AGB), Baddeck, NS
- D) Grassy Islands, Canso, NS

#### **2) Standards**

Throughout this document and in the resulting call-ups the latest version of these standards must be adhered to during the performance of the work:

Canadian Electrical Code

National Building Code (NBC)

National Fire Code (NFC)

Canada Labour Code (CLC)

Canadian Standards Association (CSA)

Underwriters' Laboratories of Canada (ULC)

Canadian General Standards Board (CGSB)

Nova Scotia Occupational Health and Safety Act (OHSA)

Workers Compensation Act (WCA)

Health and Safety Program Section 3.7 Confined Space  
CSA Z462 Standard Arc Flash

CSA Z460 Control of Hazardous Energy Lockout

#### **3) Certifications**

All of the service provider's personnel performing work on-site must have the appropriate trade licenses and certifications to perform the work specified on the call-up document. Contractor will be required to provide a copy of all personnel's certification along with safety documentation prior to commencing each project. Any apprentices used on the project must also be registered and a copy of their documentation supplied prior to commencing each project. Failure to supply these documents will result in the employees not being permitted to complete the project. This includes but is not limited to:

- a) Trades Qualification and Apprenticeship Act (TQAA)  
Electrician: Construction and Maintenance 309A

Electrician: Industrial 442A

b) Certifications

NSCSA Certification  
Letter of Good Standing with the NS Workers Compensation Board  
Fall Arrest Certification  
Confined Space Certification  
Standard First Aid Certification  
Rescuer CPR Certification  
Lock out Certification

**4) Foreseeable Safety Hazards**

a) Nova Scotia Occupational Health and Safety Act R.S.O. 1990 identifies legislated compliance requirements for Canada (the Owner or Project Owner) dealing directly and indirectly with person(s), other than employees, in the workplace. The Contractor must comply with all of its responsibilities under the NS Occupational Health and Safety Act R.S.O. 1990.

b) Though it is not Canada's responsibility to enforce the NS Occupational Health and Safety Act R.S.O. 1990, Canada intends to proactively exercise its obligation to due diligence for Health and Safety of its employees and Contractors. Prior to commencement of work, Canada will require the service provider to provide a task and site specific safety plan regardless of the service provider's obligation under the NS Health and Safety Act.

This means small service providers who are not required Provincially to complete an annual Health and Safety Program will be required to provide one as part of this requirement; Canada will identify the common medium to high risk tasks, and will provide the Contractor with a copy of their designated substances survey. Each requirement should be considered on an individual basis to establish appropriate safety requirements and due diligence. The Service provider's review and subsequent safety plan must be communicated to Canada and their employees should not be relegated to a simple "one size fits all format. Each situation must be tailored specifically in writing to the project at hand.

Canada will require task specific safety plans with proof of attendance of all the service providers employees, sub contracted employees and if required Canada's effected employees having been briefed. This task specific safety plan will be based on the hazard assessment of the requirement / task.

c) Canada's due diligence will be exercised by the Project Authority by verifying that the service provider:

- has an established and current safety program in force for all employees under contract for this requirement;
- has complied with all applicable WSIB legislation;
- has completed task/requirement specific safety plans and that all employees that will be on site have been briefed;
- is providing their own supervision for safety aspects of the project.
- is performing the work in a safe manor using correct protective equipment supplied by the Contractor.

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

The Project Authority will identify the hazard to the service provider's responsible person, who is identified in their safety plan.

If the unsafe work practice continues the Project Authority may stop work until the service provider can rectify the unsafe practice. No compensation will be paid to the service provider for work stoppages due to their personnel's unsafe work practices.

Canada may require that the service provider replace their personnel if those personnel are repeatedly performing unsafe work.

e) Common Medium to High Risk Hazards

i) This is not an all inclusive list but are the most commonly occurring hazards. The service provider must identify all known hazards and communicate them in writing to their employees and other effected people before work commences. Under no circumstances will work proceed without an approved task specific safety plan on a project with the following hazards:

(1) Excavation - Extreme care and planning for all excavations (manual and machine) before commencing.

(2) Exposures to high voltage / arc flash - many of Canada's facilities operate their own electrical distribution system which is a combination of above and below ground high voltage power distribution. Extreme care and planning must be completed not only when working directly on, or near, electrical equipment but when completing tasks that may cause planned or unplanned exposure to live electrical systems.

(3) Working at heights - Canada maintains various types of structures such as buildings, towers, manholes, and training facilities that require persons to be at risk of falling. Extreme care and planning must be completed on all work where there is risk of a fall. This must include not only elevated work but work at ground level (such as over a manhole or on a bridge).

(4) Working in confined space - Canada has many different types of confined spaces. Extreme care and planning must be completed on all projects where there is risk associated with entering a confined space. Service providers must comply with Canada's confined space access policy including entry permit process.

(5) 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 on all projects where there is risk of personal injury or fire due to hot work. Many of Canada's facilities use a high pressure and low pressure steam for central heating purposes. Extreme care and planning must be completed on all projects where there is risk of working on steam lines or coming in close proximity.

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

(7) Traffic control - In many facilities, Canada maintains its own road system and emergency services responders. Under no circumstances shall the service provider close or inhibit traffic without the appropriate approvals. This allows emergency service responders to adjust routes for emergency responses. In addition to the road networks, Canada has many high traffic parking areas and institution vehicle areas. Extreme care and planning must be completed on all projects where there is risk associated with traffic coming in contact with service provider's employees.

(8) Exposure to pressure vessels – many of Canada's facilities contain regulated pressure vessels in areas such as heating systems, boilers and ice making plants. The service provider must ensure that a qualified person is in attendance at all times when installing or maintaining pressure vessels. Extreme care and planning must be completed on all projects where there is risk associated with planned or close proximity work on pressure vessels

(9) Requirement to lock out potential energy sources – Canada's facilities contain many potential electrical and mechanical energy sources. It is critical that the service provider investigate all



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

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

## **5) Technical Requirements**

### **a) Administration**

A company representative must complete the fire safety Construction/Demolition Sites and return it to the technical authority.

At no time will the Contractor enter or leave Canada's facilities without signing in and out with the Technical Authority. Please note time of arrival and time of departure on the work slips;

The contractor will provide on-site emergency service with a four (4) hour response time and a seven (7) day twenty four (24) hour emergency response telephone line.

The contractor will provide regular on-site service with a twenty four (24) hour response time (7) days per week.

The Contractor shall not refuse any calls from the Technical Authority or his authorized representative and will carry out the required service within four (4) hours of notification.

Emergency call-out reports will be submitted weekly.

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

## **6) Materials**

Materials and parts used shall be equal to existing or shall be those specified by the Manufacturer of the equipment. Substitutes may only be installed if so authorized by the Technical Authority.

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

All replacement parts, whether new or reconditioned, shall carry a warranty covering the contract period. Should any replacement installed by the Contractor prove defective during the SOA or warranty period, they shall be replaced at no cost to Parks Canada for materials or labour.

The Contractor shall maintain a stock of replacement parts in service vehicle in sufficient quantity to ensure the serviceability of the units and equipment. The Contractor will not charge time used to pick-up parts not stocked on the service vehicle.

## **7) Work**

Work covered in this requirement includes, but is not necessarily confined to the following:  
Services of a fully qualified electrician or supervised apprentice to perform maintenance and alterations related to various types of electrical installations including all types of primary and secondary electrical distribution systems and underground electrical distribution systems.

The Contractor shall clean and tidy up work site daily. All empty containers, discarded materials and the

like shall be removed from the site at the completion of each day's work. This debris shall not be placed in the occupant's garbage cans located inside or out, but will be disposed off base by the Contractor. On completion of the job, the site shall be left clean and tidy to the complete satisfaction of the Technical Authority.

## **8) Reports**

Contractor must provide a detailed, accurate service report, upon completion of each site visit/call-up, on hard copy and in electronic format, to include:

- i. Thorough explanations of all services performed, sub-divided into each major assembly of the equipment serviced and/or installed
- ii. Parts list of all assemblies/components repaired/replaced and consumable materials used during the service call;
- iii. As Built drawings of all new systems and revisions to current systems;
- iv. Submit copies of manufacturers data, operating instructions, and warranty(s) when replacement parts or components are used; and
- v. Comments/recommendations by the contractor or the service personnel regarding operations, deficiencies, proposed upgrades, and estimated costs;

## **9) Estimates**

All price estimates must list the quantity and type of work and associated unit price along with itemized priced material lists as stated in the Basis of Pricing. Lot prices will not be accepted for estimates.

Only one call up charge can be included per estimate. Call up rate is to be utilized for the transportation and accommodation costs of the contractor's employees, tools and materials to and from the project site and will include one hour of productive labour on site. It does not matter how many employees, tools or materials are brought to the project site this price will stay the same. The call up rate will only be applied once per call up; it does not matter how many days it takes to complete a project. After the first hour of productive on-site labour (which is included in the call-up rate) the hourly rate per employee on the project site will apply.

The Contractor must not exceed the value on the estimate and the call up document. If it appears that the call-up value will be exceeded the Contractor must stop work and inform the Technical or Project Authority that an amendment is required. The Contractor must not commence work until they receive the amendment.

## **10) Permits**

Contractor will be required to obtain and coordinate all NSPI permits and work orders for all projects. Contractor to ensure that the permit or work order is in place prior to commencing any work on a Parks Canada site.

Contractor to advise Parks Canada when these permits or work orders have been acquired and a copy of the permit / work order is to be submitted to Parks Canada with safety documents prior to commencing the project.

The price of the permit / work order is to be included as a line item in the submitted invoice for the project.

## **Appendix 1 HEALTH AND SAFETY REQUIREMENTS**

Company's Safety plan is to include:

1. Safety Policy Statement including:
  - a. What a safety plan is
  - b. Why is it necessary
  - c. Who is it for
  - d. When does it apply
  - e. Where does it apply
  
2. General Policy to include:
  - a. How will this policy be achieved including:
    1. Training
    2. Discipline
    3. Refreshers
  
  - b. A process on how the company will keep their personal up to date on the job site (Tailgate briefings) with a deliverable of the minutes given to the Project or Technical Authority on a monthly basis utilizing appendix A.
  
4. A process on dealing with and reporting of injury's on the job site.
  
5. A process on dealing with subcontractors, suppliers and visitors in reference to Safety and access control.
  
6. Company standards on Personal Protective Equipment:
  - a. How they are maintained
  - b. Who is responsible
  - c. What they are responsible for
  
7. Note if your company has a safety committee and who they are.
8. An organizational chart on who is responsible for what (on the job site).

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**Appendix 2**  
**CONTRACTOR SITE SAFETY BRIEFING**

Ensuring Safety on the work site for all who are at Government of Canada Sites

Purpose: Contractors have a legal responsibility to provide a safe work environment for their employees. Therefore, the purpose of this checklist is to identify the essential equipment and /or procedures necessary to also promote such an environment for Federal Government personnel, while working on site.

**PART 1 - GENERAL DATA**

Project Title #: \_\_\_\_\_ Date: \_\_\_\_\_  
dd / mm / yy

Project OPI: \_\_\_\_\_ Work Order #: \_\_\_\_\_

Civic Address: \_\_\_\_\_ Requisition #: \_\_\_\_\_

Certification required for project \_\_\_\_\_

**PART 2 - SAFETY EQUIPMENT**

Safety equipment is considered the responsibility of the Contractor. The following equipment will be held on all job sites:

- |   |  |
|---|--|
| <input type="checkbox"/> Fire Extinguisher (Type) & Location<br>_____ | <input type="checkbox"/> Hazard Warning Signs (location)<br>_____              |
| <input type="checkbox"/> First Aid Kit (location)<br>_____            | <input type="checkbox"/> Physical Barriers/Visual Warnings (location)<br>_____ |

Comments: \_\_\_\_\_

**PART 3 - PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Check for the following approved PPE, to be provided by the Contractor as required, for specific worksite:

- |   |   |
|---|---|
| <input type="checkbox"/> Head Protection<br>_____                         | <input type="checkbox"/> Skin Protection<br>_____                 |
| <input type="checkbox"/> Respiratory protection<br>_____                  | <input type="checkbox"/> Hazard specific gloves/clothing<br>_____ |
| <input type="checkbox"/> Hearing Protection<br>_____                      | <input type="checkbox"/> Trenching/shoring equipment<br>_____     |
| <input type="checkbox"/> Foot/leg protection<br>_____                     | <input type="checkbox"/> Fall arrest equipment<br>_____           |
| <input type="checkbox"/> Eye protection<br>equipment. (location)<br>_____ | <input type="checkbox"/> Emergency rescue/extraction<br>_____     |

Comments: \_\_\_\_\_

**PART 4 - SAFETY PROCEDURES AND TRAINING**

As required to on specific work sites, the contractor must have:

- |   |  |
|---|--|
| <input type="checkbox"/> Confined Space Entry Permit<br>_____             | <input type="checkbox"/> Hazard Containment procedures<br>_____  |
| <input type="checkbox"/> Confined Space Entry Training protocols<br>_____ | <input type="checkbox"/> Working alone communication<br>_____    |
| <input type="checkbox"/> De-energizing/Blanking procedures<br>_____       | <input type="checkbox"/> WHMIS compliance training<br>_____      |
| <input type="checkbox"/> Lock out/Tag out procedures<br>_____             | <input type="checkbox"/> Documented Safety plan/program<br>_____ |
| <input type="checkbox"/> On site Standard First Aid Qualification.        | <input type="checkbox"/> Other _____                             |

Comments: \_\_\_\_\_

**PART 5- SIGNATORY BLOCK**

I, \_\_\_\_\_, employed by \_\_\_\_\_, have  
(Contractor's name Printed) Contractor's Company)

discussed the safety considerations noted on the above date.

\_\_\_\_\_  
Contractor's signature date

\_\_\_\_\_  
signature for Canada date

Names of workers briefed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any other paper work required for this safety document can be made as an attachment to this document.

**APPENDIX 3  
HEALTH AND SAFETY RISK ASSESSMENT FORM**

**Call-up #** \_\_\_\_\_ **Standing Offer #** \_\_\_\_\_

**Does this contract include high risk work or installations? Check boxes that apply**

<b>High Risk Description</b>	<b>YES</b>	<b>NO</b>
a) exposure to unexploded ordinance	_____	_____
b) excavation	_____	_____
c) exposure to high voltage/ arc flash	_____	_____
d) working at heights	_____	_____
e) working in confined space Confined space entry permit must be completed and put on file prior to entry	_____	_____
f) hot work	_____	_____
g) working with chemicals	_____	_____
h) traffic control	_____	_____
i) exposure to pressure vessels	_____	_____
j) Requirement to lock out potential energy sources, electrical, pressurized gas, liquid or steam	_____	_____
k) Exposure to Asbestos, Lead Paint, Biological substances or other designated substances	_____	_____
l) Other: [Describe risk _____]	_____	_____

If yes is answered to any of the above, a copy of the project specific safety plan from the contractor must be provided with this call-up request and this form must be signed by the Project Authority's Supervisor. This form must remain on the project file.

***For Contracts Section Use Only***

Signing the section below signifies that the Project Authority has examined the risks and the Call-up complies with: all terms and conditions of applicable PWGSC documents; the Financial Administrative Act; applicable Construction Safety Regulations and; the Occupational Health and Safety Act as it applies to Project Owners.

Signature of Project Authority: \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Dated: \_\_\_\_\_

**Appendix 4**

**PROJECT MANAGEMENT FORMS**

**DEFICIENCY REPORT**

**ORIGINATOR:**

Fill in blocks 1 through 7  
Forward electronically to: Contractor

**CONTRACTOR:**

Fill in blocks 8 - 10  
Reply electronically to originator within 48 hours

1. Reported by:
2. Date: (yy/mm/dd)
3. Phone Number:
4. Location:
5. Contract # (and call up # if req'd)
6. Contract / Code Ref (s):
7. Description of Deficiency / Occurrence :

**CONTRACTOR RESPONSE BELOW THIS LINE**

8. Name:
9. Date: (yy/mm/dd)
10. Action taken:

**Final Inspection Sign-Off Sheet (Service)**

Project #:

Standing Offer #: Call-up #:

Originated By:

<b>No. Description</b>	<b>Accepted: Print name</b>	<b>Date inspection completed</b>	<b>Comments</b>
1 Complies with contract and Specifications	_____	_____	_____
1.a Complies with National Building Code (NBC)	_____	_____	_____
1.b Complies with Canadian Electrical Code (CEC)	_____	_____	_____
1.c Complies with National Plumbing Code (NPC)	_____	_____	_____
1.d Complies with National Fire Code (NFC)	_____	_____	_____
1.e Complies with National Fire Prevention Code (NFPA)	_____	_____	_____
1.f Complies with Other applicable standard:	_____	_____	_____
1.g Complies with Other applicable standard:	_____	_____	_____
2 100% of systems, equipment and ancillary devices installed, operate as intended and as per manufacturer's instructions	_____	_____	_____
3 All administrative deliverables met, approved and are on file (shop drawings, commissioning manuals as built, inspection reports etc...)	_____	_____	_____
4 Job site and associated mechanical rooms are clean and all waste removed	_____	_____	_____



## ANNEX "B"

### BASIS OF PAYMENT

**Your financial bid will be used to determine the Basis of Payment, please fill in the amounts below. An offer must comply with the requirements of the Request for Standing Offers to be declared responsive. The responsive offer with the lowest aggregate price for each geographic location will be recommended for issuance of a standing offer.**

The Offeror must provide firm pricing for all items. The format of the Pricing must not be altered except for the addition of numbers in all of the blank spaces. Pricing must not be indexed to any currency exchange rates or commercial index. All prices are firm net prices in Canadian funds including Canadian customs duties, except taxes, and are to be FOB destination(s) indicated, including all delivery charges. GST/HST shall not be included in pricing and shall be shown as a separate item on invoices.

**The Service Call pricing** is an all inclusive price for each person responding to a request for service and it includes but is not limited to: all traveling expenses, profit, overhead, direct labour, tools and equipment required to perform the first hour of on site productive labour for one service representative. Service Call pricing will not be applicable if the service representative is already at the site when Call-up is received by the Contractor. The offeror must respond to a service call within 1-2 days maximum following the request unless otherwise agreed to by both parties.

**Urgent Service Call pricing** is for the same service as Service Call pricing except the Offeror's on-site response must be within 4 hours of receiving the call up.

**The Labour pricing** is an all inclusive price for each person responding to a request for service and it includes but is not limited to: profit, overhead, direct labour, tools and equipment required to perform the service required after the first hour of on site productive labour for each service representative

**Regular Hours** are between 7:30 a.m. to 4:30 p.m. Monday to Friday excluding Statutory Holidays.

**Parts and material** that is not free issue will be supplied by Contractor at the laid down price plus a markup. The mark up is to include all invoice costs, overhead costs, transportation costs, exchange charges, customs, duty, and brokerage charges. GST/HST will be extra

The Owner reserves the right to supply materials to the Contractor on a project by project basis. In the event the Owner is supplying the materials it will be stated at the time of call up.

**Disbursements:** Such as unforeseen work that requires less than \$1,000.00 of subcontracting, or the use and provision of tools or equipment not normally included in this type of work, must be PRE-APPROVED in writing by the Technical Authority and charged at cost with no allowance for overheads or profit. Copies of invoices must be provided to the Technical Authority

**Pricing Periods** for this requirement shall be:

Year 1 is from date of issue to November 30, 2016

Year 2 is from December 1, 2016 to November 30, 2017

**Pricing Basis CAPE BRETON HIGHLANDS (INGONISH) Labour, Material, Equipment**

The Offeror must indicate a price to perform work in Cape Breton Highlands (Ingonish) which includes all areas of the Cape Breton Highlands from the Ingonish Park Entrance to the staff house in Big Interval. The types of facilities included in this option include but are not limited to: staff houses, Administration building, Visitor Center, Compound, 2 campgrounds, golf course, small day use areas, etc. The Offeror will be required to include in their prices below all labour, equipment and materials required to perform the electrical project on the required call basis.

ITEM	Description	Yearly Estimated Usage	Unit Price Year One	Unit Price Year Two
<b>A 1</b>	<b>Service Call during regular working hours, Monday to Friday</b>			
a).	Journeyman	30 call-ins	\$_____/call	\$_____/call
b).	Apprentice	30 call-ins	\$_____/call	\$_____/call
<b>A 2</b>	<b>Urgent Service Call during regular working hours, Monday to Friday</b>			
a).	Journeyman	15 call-ins	\$_____/call	\$_____/call
b).	Apprentice	15 call-ins	\$_____/call	\$_____/call
<b>A 3</b>	<b>Urgent Service Call outside regular working hours, Monday to Friday</b>			
a).	Journeyman	3 call-ins	\$_____/call	\$_____/call
b).	Apprentice	3 call-ins	\$_____/call	\$_____/call
<b>A4.</b>	<b>Urgent Service Call Saturdays, Sundays and Statutory Holidays</b>			
a).	Journeyman	3 call-ins	\$_____/call	\$_____/call
b).	Apprentice	3 call-ins	\$_____/call	\$_____/call
<b>B 1.</b>	<b>Labour during Regular hours</b>			
a).	Journeyman	150 hours	\$_____/hr	\$_____/hr
b).	Apprentice	150 hours	\$_____/hr	\$_____/hr
<b>B 2.</b>	<b>Labour outside regular working hours, Monday to Friday</b>			
a).	Journeyman	75 hours	\$_____/hr	\$_____/hr
b).	Apprentice	75 hours	\$_____/hr	\$_____/hr
<b>B 3.</b>	<b>Labour Saturdays, Sundays and Statutory Holidays</b>			
a).	Journeyman	7 hours	\$_____/hr	\$_____/hr
b).	Apprentice	7 hours	\$_____/hr	\$_____/hr
<b>C 1.</b>	<b>Parts and Materials.</b>			
	Mark up on laid down cost	\$50,000	_____%	_____%
<b>D1.</b>	<b>Supply of Bucket Truck &amp; Operator</b>			
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$_____/hr	\$_____/hr
b)	Mark up & Supply of Truck & Operator cost for Sat, Sun., and Statutory Holidays	\$50,000	\$_____/hr	\$_____/hr

**Pricing Basis CAPE BRETON HIGHLANDS (CHETICAMP) Labour, Material, Equipment**

The Offeror must indicate a price to perform work in Cape Breton Highlands (Cheticamp) which includes all areas of the Cape Breton Highlands from the Cheticamp Park Entrance up to but not including the staff house in Big Interval, also includes Cheticamp Island. The types of facilities included in this option include but are not limited to: staff houses, Visitor Center, Compound, 1 large campground, 1 small campground, small day use areas, etc. The Offeror will be required to include in their prices below all labour, equipment and materials required to perform the electrical project on the required call basis.

ITEM	Description	Yearly Estimated Usage	Unit Price Year One	Unit Price Year Two
<b>A 1</b>	<b>Service Call during regular working hours, Monday to Friday</b>			
a).	Journeyman	30 call-ins	\$_____/call	\$_____/call
b).	Apprentice	30 call-ins	\$_____/call	\$_____/call
<b>A 2</b>	<b>Urgent Service Call during regular working hours, Monday to Friday</b>			
a).	Journeyman	15 call-ins	\$_____/call	\$_____/call
b).	Apprentice	15 call-ins	\$_____/call	\$_____/call
<b>A 3</b>	<b>Urgent Service Call outside regular working hours, Monday to Friday</b>			
a).	Journeyman	3 call-ins	\$_____/call	\$_____/call
b).	Apprentice	3 call-ins	\$_____/call	\$_____/call
<b>A4.</b>	<b>Urgent Service Call Saturdays, Sundays and Statutory Holidays</b>			
a).	Journeyman	3 call-ins	\$_____/call	\$_____/call
b).	Apprentice	3 call-ins	\$_____/call	\$_____/call
<b>B 1.</b>	<b>Labour during Regular hours</b>			
a).	Journeyman	150 hours	\$_____/hr	\$_____/hr
b).	Apprentice	150 hours	\$_____/hr	\$_____/hr
<b>B 2.</b>	<b>Labour outside regular working hours, Monday to Friday</b>			
a).	Journeyman	75 hours	\$_____/hr	\$_____/hr
b).	Apprentice	75 hours	\$_____/hr	\$_____/hr
<b>B 3.</b>	<b>Labour Saturdays, Sundays and Statutory Holidays</b>			
a).	Journeyman	7 hours	\$_____/hr	\$_____/hr
b).	Apprentice	7 hours	\$_____/hr	\$_____/hr
<b>C 1.</b>	<b>Parts and Materials.</b>			
	Mark up on laid down cost	\$50,000	_____%	_____%
<b>D1.</b>	<b>Supply of Bucket Truck &amp; Operator</b>			
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$_____/hr	\$_____/hr
b)	Mark up & Supply of Truck & Operator cost for Sat., Sun., and Statutory Holidays	\$50,000	\$_____/hr	\$_____/hr

**Pricing Basis ALEXANDER GRAHAM BELL (AGB), BADDECK, NS Labour, Material, Equipment**

The Offeror must indicate a price to perform work in Alexander Graham Bell (AGB), Baddeck, NS, which includes: the AGB building complex, several maintenance buildings, exterior lighting, etc. The Offeror will be required to include in their prices below all labour, equipment and materials required to perform the electrical project on the required call basis.

ITEM	Description	Yearly Estimated Usage	Unit Price Year One	Unit Price Year Two
<b>A 1</b>	<b>Service Call during regular working hours, Monday to Friday</b>			
a).	Journeyman	30 call-ins	\$_____/call	\$_____/call
b).	Apprentice	30 call-ins	\$_____/call	\$_____/call
<b>A 2</b>	<b>Urgent Service Call during regular working hours, Monday to Friday</b>			
a).	Journeyman	15 call-ins	\$_____/call	\$_____/call
b).	Apprentice	15 call-ins	\$_____/call	\$_____/call
<b>A 3</b>	<b>Urgent Service Call outside regular working hours, Monday to Friday</b>			
a).	Journeyman	3 call-ins	\$_____/call	\$_____/call
b).	Apprentice	3 call-ins	\$_____/call	\$_____/call
<b>A4.</b>	<b>Urgent Service Call Saturdays, Sundays and Statutory Holidays</b>			
a).	Journeyman	3 call-ins	\$_____/call	\$_____/call
b).	Apprentice	3 call-ins	\$_____/call	\$_____/call
<b>B 1.</b>	<b>Labour during Regular hours</b>			
a).	Journeyman	150 hours	\$_____/hr	\$_____/hr
b).	Apprentice	150 hours	\$_____/hr	\$_____/hr
<b>B 2.</b>	<b>Labour outside regular working hours, Monday to Friday</b>			
a).	Journeyman	75 hours	\$_____/hr	\$_____/hr
b).	Apprentice	75 hours	\$_____/hr	\$_____/hr
<b>B 3.</b>	<b>Labour Saturdays, Sundays and Statutory Holidays</b>			
a).	Journeyman	7 hours	\$_____/hr	\$_____/hr
b).	Apprentice	7 hours	\$_____/hr	\$_____/hr
<b>C 1.</b>	<b>Parts and Materials.</b>			
	Mark up on laid down cost	\$10,000	_____%	_____%
<b>D1.</b>	<b>Supply of Bucket Truck &amp; Operator</b>			
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$_____/hr	\$_____/hr
b)	Mark up & Supply of Truck & Operator cost for Sat., Sun., and Statutory Holidays	\$50,000	\$_____/hr	\$_____/hr

**Pricing Basis GRASSY ISLAND, CANSO, NS Labour, Material, Equipment**

The Offeror must indicate a price to perform work in Grassy Island, Canso, NS, which includes: the Grassy Island building, etc. The Offeror will be required to include in their prices below all labour, equipment and materials required to perform the electrical project on the required call basis.

ITEM	Description	Yearly Estimated Usage	Unit Price Year One	Unit Price Year Two
<b>A 1</b>	<b>Service Call during regular working hours, Monday to Friday</b>			
a).	Journeyman	30 call-ins	\$_____/call	\$_____/call
b).	Apprentice	30 call-ins	\$_____/call	\$_____/call
<b>A 2</b>	<b>Urgent Service Call during regular working hours, Monday to Friday</b>			
a).	Journeyman	15 call-ins	\$_____/call	\$_____/call
b).	Apprentice	15 call-ins	\$_____/call	\$_____/call
<b>A 3</b>	<b>Urgent Service Call outside regular working hours, Monday to Friday</b>			
a).	Journeyman	3 call-ins	\$_____/call	\$_____/call
b).	Apprentice	3 call-ins	\$_____/call	\$_____/call
<b>A4.</b>	<b>Urgent Service Call Saturdays, Sundays and Statutory Holidays</b>			
a).	Journeyman	3 call-ins	\$_____/call	\$_____/call
b).	Apprentice	3 call-ins	\$_____/call	\$_____/call
<b>B 1.</b>	<b>Labour during Regular hours</b>			
a).	Journeyman	150 hours	\$_____/hr	\$_____/hr
b).	Apprentice	150 hours	\$_____/hr	\$_____/hr
<b>B 2.</b>	<b>Labour outside regular working hours, Monday to Friday</b>			
a).	Journeyman	75 hours	\$_____/hr	\$_____/hr
b).	Apprentice	75 hours	\$_____/hr	\$_____/hr
<b>B 3.</b>	<b>Labour Saturdays, Sundays and Statutory Holidays</b>			
a).	Journeyman	7 hours	\$_____/hr	\$_____/hr
b).	Apprentice	7 hours	\$_____/hr	\$_____/hr
<b>C 1.</b>	<b>Parts and Materials.</b>			
	Mark up on laid down cost	\$10,000	_____%	_____%
<b>D1.</b>	<b>Supply of Bucket Truck &amp; Operator</b>			
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$_____/hr	\$_____/hr
b)	Mark up & Supply of Truck & Operator cost for Sat., Sun., and Statutory Holidays	\$50,000	\$_____/hr	\$_____/hr



**ANNEX D**

**Attestation and Proof of Compliance with Occupational Health and Safety (OHS)**

**Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.**

**Instructions:**

Prime contractor must sign this form for all projects undertaken at Parks Canada work places.

This form is to be administered by the Project Manager and completed by the Prime Contractor AFTER contract award.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager/Contracting Authority (delete as required)		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work:

General Description of Work to be Completed:

Mark "Yes" where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_



## **ANNEX "E"**

### **INSURANCE REQUIREMENTS**

#### **Insurance**

##### **GC 9.1 General**

- 1) The Offeror shall, at the Offeror's expense, obtain and maintain insurance contracts in accordance with the requirements contained herein.
- 2) The payment of monies up to the deductible amount made in satisfaction of a claim shall be borne by the Offeror.

##### **GC 9.2 Proof of Insurance**

- 1) Before commencement of the Work, and within thirty (30) days after acceptance of its bid, the Offeror shall deposit with Canada a Certificate of Insurance (form PWGSC-TPSGC 357) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/357.pdf>), available on Public Works and Government Services Canada Web site.
- 2) Upon request by Canada, the Offeror shall provide originals or certified true copies of all contracts of insurance maintained by the Offeror pursuant to the provisions contained herein.
- 3) The insurance policies shall be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.

##### **GC9.3 Commercial General Liability**

- 1) The insurance coverage provided shall not be less than that provided by IBC Form 2100, as amended from time to time, and shall have an Each Occurrence Limit of not less than \$2,500,000.
- 2) The policy shall either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:
  - (a) Blasting.
  - (b) Pile driving and caisson work.
  - (c) Underpinning.
  - (d) Removal or weakening of support of any building or land whether such support be natural or otherwise if the work is performed by the insured contractor.
- 3) The policy shall insure the Contractor and shall include Her Majesty the Queen in right of Canada, represented by the Minister of Public Works and Government Services Canada as an additional Insured, with respect to liability arising out of the operations of the contractor with regard to the work.
- 4) Unless otherwise directed in writing by Canada, or, otherwise stipulated elsewhere herein, the policy required herein shall be in force and be maintained from the date of contract award until the day of issue of the Certificate of Completion.