



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**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

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
7B3, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Title - Sujet Radome Maintenance	
Solicitation No. - N° de l'invitation W8485-153307/A	Date 2016-01-22
Client Reference No. - N° de référence du client W8485-153307	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-363-68909	
File No. - N° de dossier hn363.W8485-153307	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-24	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Pilote, Benoit	Buyer Id - Id de l'acheteur hn363
Telephone No. - N° de téléphone (819) 420-0335 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

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

N° de l'invitation - Solicitation No.
W8485-163307/A
N° de réf. du client - Client Ref. No.
W8485-163307

N° de la modif - Amd. No.
File No. - N° du dossier
hn363W8485-163307

Id de l'acheteur - Buyer ID
HN363
N° CCC / CCC No./ N° VME - FMS

TABLE OF CONTENTS

1.0	SUMMARY	2
1.1	SECURITY REQUIREMENTS	2
1.2	STATEMENT OF WORK.....	2
1.3	DEBRIEFINGS	2
1.4	TRADE AGREEMENTS	2
PART 2 - BIDDER INSTRUCTIONS		3
2.1	STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS	3
2.2	SUBMISSION OF BIDS.....	3
2.3	ENQUIRIES - BID SOLICITATION.....	3
2.4	APPLICABLE LAWS.....	4
PART 3 - BID PREPARATION INSTRUCTIONS.....		5
3.1	BID PREPARATION INSTRUCTIONS	5
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION		6
4.1	EVALUATION PROCEDURES.....	6
4.2	BASIS OF SELECTION.....	6
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION		7
5.1	CERTIFICATIONS REQUIRED WITH THE BID.....	7
5.2	CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	7
PART 6 - RESULTING CONTRACT CLAUSES		10
6.1	SECURITY REQUIREMENTS	10
6.2	STATEMENT OF WORK.....	10
6.3	TASK AUTHORIZATION.....	10
6.4	SACC MANUAL CLAUSES	12
6.5	STANDARD CLAUSES AND CONDITIONS.....	12
6.6	TERM OF CONTRACT	13
6.7	AUTHORITIES	13
6.8	PAYMENT	15
6.9	INVOICING INSTRUCTIONS	16
6.10	CERTIFICATIONS	16
6.11	APPLICABLE LAWS.....	17
6.12	PRIORITY OF DOCUMENTS	17
6.13	DEFENCE CONTRACT	17
6.14	CANADIAN FORCES SITE REGULATIONS	17
6.15	SACC <i>MANUAL</i> CLAUSES	17
6.16	SACC MANUAL CLAUSES (DELIVERY)	17
6.17	SHIPPING INSTRUCTIONS - DELIVERY AT ORIGIN (<i>WHEN REQUIRED</i>).....	18
6.18	PREPARATION FOR DELIVERY	18
ANNEX A	SOW	
ANNEX B	Evaluation Criteria	
ANNEX C	SRCL	
ANNEX D	Task Authorization form DND626	
ANNEX E	Basis of Payment	

PART 1 - GENERAL INFORMATION

1.0 Summary

The Department of National Defence has a requirement for the general maintenance and refurbishment of the Canadian Forces RADOMES located throughout Canada on a task by task basis, for a period of three (3) years and two (2) one (1) year option periods.

1.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

1.2 Statement of Work

The contractor must provide the goods and/or services in accordance with the technical requirements stated herein in Annex "A".

1.2.1 Delivery Requirement

Delivery is requested to be completed by the date indicated in each individual Task Authorization that will be raised.

1.3 Debriefings

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

1.4 Trade Agreements

"The requirement is subject to the provisions of the Agreement on Internal Trade (AIT)."

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (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

SACC Reference	Section	Date
<u>A9033T</u>	Financial Capability	2012-07-16
<u>B1000T</u>	Condition of Material	2014-06-26

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.

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

2.2.1 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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

N° de l'invitation - Solicitation No.

W8485-163307/A

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

W8485-163307

N° de la modif - Amd. No.

File No. - N° du dossier

hn363W8485-163307

Id de l'acheteur - Buyer ID

HN363

N° CCC / CCC No./ N° VME - FMS

such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid(2 hard copies)
- Section II: Financial Bid (1 hard copies)
- Section III: Certifications (1 hard copies)
- Section IV: Additional Information (1 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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work specified in Annex "A".

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment (Annex "E"). The total amount of Applicable Taxes must be shown separately.

3.1.2.1 Exchange Rate Fluctuation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

You are reminded that this solicitation requires the compliance and/or completion of requirements attached as an Annex and forming part of this document.

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

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

4.1.1.1 Mandatory Technical Criteria

The following Mandatory requirements must be submitted with the bid for evaluation

- Technical compliance to the ANNEX B;

4.1.2.1 Pricing Basis

The bidder must quote firm unit prices at Annex E, in Canadian dollars FCA Free Carrier (Contractor's Facility), Applicable Taxes extra, as applicable. Freight charges to destination and all applicable Custom duties and Excise taxes extra, as applicable.

4.1.2.2 Transportation Costs Information(Use when DND is responsible for shipping)

The Bidder must provide the following information concerning transportation costs for the delivery of the units to destination:

- a) shipping weight by unit;
- b) number of items by unit;
- c) cubic measurement by unit;
- d) freight classification;
- e) name of shipping point;
- f) name of rail carrier, if shipment is by rail; and
- g) recommended method of shipment and its costs.

4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria (ANNEX B) to be declared responsive. The responsive bid with the "lowest evaluated bid price (Annex "E") 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, 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 provided 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 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

Bidders' Authorized Representative Signature

Date

or

- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidders' Authorized Representative Signature

Date

5.2.3 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) 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

N° de l'invitation - Solicitation No.

W8485-163307/A

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

W8485-163307

N° de la modif - Amd. No.

File No. - N° du dossier

hn363W8485-163307

Id de l'acheteur - Buyer ID

HN363

N° CCC / CCC No./ N° VME - FMS

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

6.1.1 The following security clauses and SRCL (ANNEX C) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - (b) Industrial Security Manual (Latest Edition).

6.2 Statement of Work

The contractor must provide the goods and/or services in accordance with the technical requirements stated herein at annex "A".

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) (see ANNEX D). The Work described in the TA must be in accordance with the scope of the Statement of Work at Annex A and the basis of payment at ANNEX E.

6.3 Task authorization

6.3.1 Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization" Form specified in Annex D.
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 Technical Authority, within 5 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 Technical 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.

6.3.2 Task Authorization Limit

The *Technical Authority* and Procurement Authority may authorize individual task authorizations up to a limit of \$ 100,000.00, Applicable Taxes included, inclusive of any revisions. Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

6.3.3 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 Procurement and 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 no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

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

For all authorized tasks:

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

6.4 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16
B4019C	United States Military Specifications and Standards	2015-02-25
B7500C	Excess Goods	2006-06-16

6.5 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.

6.5.1 General Conditions

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

6.5.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

-
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

6.6 Term of Contract

6.6.1 Period of the Contract

The Work is to be performed during the period of _____ (*fill in start date of the work*) to _____

6.6.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to Two (2) additional one (1) year period(s) 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 at least 30 calendar days 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.

6.7 Authorities

6.7.1 Contracting Authority

The Contracting Authority for the Contract is:

[Benoit Pilote Supply team leader](#)

Public Works and Government Services Canada - Acquisitions Branch

N° de l'invitation - Solicitation No.
W8485-163307/A
N° de réf. du client - Client Ref. No.
W8485-163307

N° de la modif - Amd. No.
File No. - N° du dossier
hn363W8485-163307

Id de l'acheteur - Buyer ID
HN363
N° CCC / CCC No./ N° VME - FMS

Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division
7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5
Telephone: (819) 420-0335
E-mail address: Benoit.Pilote@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.7.2 Technical Authority

The Technical Authority for the Contract is: (will be inserted at contract)

Name:

Title:

Telephone: (xxx) xxx-xxxx Facsimile: (xxx) xxx-xxxx

E-mail:

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.7.3 Procurement Authority

The Procurement Authority for the Contract is:

_____ (Name of Procurement Authority)

_____ (Title)

_____ (Organization)

_____ (Address)

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____.

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

6.7.4 Contractor's Representative

Name and telephone number of the person responsible for: (will be inserted at contract)

General enquiries

Name: _____

Telephone: _____

E-mail: _____

Facsimile: _____

Delivery follow-up

Name: _____

Telephone: _____

E-mail: _____

Facsimile: _____

6.8 Payment**6.8.1 Basis of Payment - Limitation of Expenditure - Task Authorizations**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment *in Annex E*, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

6.8.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of the total contract value.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. 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 sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. 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.

6.8.3 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly Incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative Overhead, in accordance with the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Procurement Authority.
All payments are subject to government audit.

6.8.4 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

6.8.5 Multiple Payments

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payments

6.9 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.

Each invoice must be supported by:

- a) a copy of time sheets to support the time claimed;
- b) a copy of the release document and any other documents as specified in the Contract;
- c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

- i. Invoices must be distributed as follows:
- ii.

The original and one (1) copy must be forwarded to the following address for certification and payment.

National Defence Headquarters - MGen George R. Pearkes Building
101 Colonel By Drive, Ottawa, ON, K1A 0K2
Attention: _____.

- (c) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
Department of Public Works and Government Services - "HN" Division
7B3 Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5
Attention: Benoit Pilote

6.10 Certifications

6.10.1 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.

6.10.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.11 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable*)

6.12 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 Articles of Agreement;
- (b) the general conditions _____ (*insert number, date and title*);
- (c) Annex X, Statement of Work;
- (d) Annex X, Basis of payment;
- (e) Annex X, Security Requirements Check List (*if applicable*);
- (f) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: " , as clarified on _____ " or " , as amended on _____ " and insert date(s) of clarification(s) or amendment(s)*)

6.13 Defence Contract

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

6.14 Canadian Forces Site Regulations

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

6.15 SACC Manual Clauses

SACC Reference	Section	Date
D5545C	ISO 9001:2008 - Quality Management Systems - Requirements (Quality Assurance Code C)	2010-08-16

6.16 SACC Manual Clauses (Delivery)

SACC Reference	Section	Date
D2000C	Marking (<i>when required</i>)	2007-11-30

N° de l'invitation - Solicitation No.

W8485-163307/A

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

W8485-163307

N° de la modif - Amd. No.

File No. - N° du dossier

hn363W8485-163307

Id de l'acheteur - Buyer ID

HN363

N° CCC / CCC No./ N° VME - FMS

6.17 Shipping Instructions - Delivery at Origin *(When required)*

Goods must be consigned to the destination specified in the Contract and delivered:

FCA Free Carrier ([Contractor's facility](#)) Inco terms 2000 for shipments from a commercial contractor.

6.18 Preparation for Delivery (DND) *(when required)*

(D3018C)

The Contractor must prepare items for delivery in accordance with the latest issue of the Canadian Forces Packaging Specification D-LM-008-036/SF-000, DND Minimum Requirements for Manufacturer's Standard Pack.

ANNEX “A”

STATEMENT OF WORK

**Maintenance and Refurbishment Services in support of the Canadian Forces Radomes
located throughout Canadian bases.**

TABLE OF CONTENTS

List of Definitions

Introduction

- 1.0 Purpose
- 1.1 Background
- 1.2 Area of Responsibilities
- 1.3 Amendments

Technical Requirements and Controls

- 2.0 Maintenance Scope
- 2.1 Technical Authority
- 2.2 Maintenance Authority
- 2.3 Applicable Documents
- 2.4 Standards and Special Maintenance

Reports and Administration

- 3.0 Visit Clearance
- 3.1 Certificate of Service
- 3.2 Contractor Maintenance Report

Personnel

- 4.0 Qualification & Experience
- 4.1 Personnel Administration
- 4.2 Personnel Information
- 4.3 Base/Site Visit
- 4.4 Transportation

Safety

- 5.0 Personnel safety

Appendix 1 Radomes - Locations and Types

Appendix 2 Radome preventative maintenance

Appendix 3 Sign Off Certificate

List of Definitions

CONTRACTOR

When the term "Contractor" appears in this SOW it shall be construed as the "Canadian Radome Maintenance Contractor".

DAEPM (R&CS)

Director Aerospace Equipment Program Management (Radar & Communication Systems).

LCMM

Life Cycle Material Manager.

PA

Procurement Authority.

Shall

The term "Shall" is to be construed as imperative.

Site Custodian

Is the person responsible for the safeguard of site/DND property. He/she does not have the authority to schedule or direct any maintenance, but is required to liaise with the LCMM on any issue at the site regarding radomes.

CA

Contract Authority.

TA

Technical Authority.

Work Party

The term "Work Party" is defined as the contractor's personnel who are performing maintenance on any Canadian radome.

Introduction

1.0 Purpose.

The purpose of this Statement of Work (SOW) is to describe the work requirement associated with the general maintenance and refurbishment of the Canadian Forces radomes located through out Canada excluding those installed within the North Warning System.

This SOW describes the maintenance services to be provided to the Department of National Defence (DND) by the contractor. The work will be requested through the use of a "Task authorization form (DND 626)" .

1.1 Background.

1.1.1 DAEPM (R&CS) is the Canadian Forces authority responsible for providing technical information, facilities and material for the maintenance of equipment and systems throughout the Canadian Forces.

1.1.2 Radomes are used as a protective cover for expensive, complex radar, communication and other type(s) of antenna systems. Over the years, the Canadian government, in this case the Canadian Forces has purchased and installed many different radomes of varying types, construction and sizes. These structures like any other deteriorate over the years and require specialised maintenance. This maintenance is normally accomplished during the summer and is based on a three-year cycle. These radomes are installed both at ground level and on towers of up to 30 meters tall.

1.2 Areas of Responsibilities

1.2.1 The major areas of the contractor's responsibilities shall be as follows:

1.2.1.1 Preventative Maintenance: Painting, cleaning, repairing, torqueing, sealing and re-surfacing of Rigid Fibreglass, Air Supported, Sandwiched Foam, Raydel Microwave Transmissive Composite and Metal Space frame radomes and;

1.2.1.2 Corrective Maintenance: Special visits to sites to carry out scheduled and unscheduled maintenance beyond the capability of the site personnel. Such a visit will be scheduled by the TA.

Unscheduled maintenance to include but not limited to:

- Repair leaks that cannot wait until the next scheduled preventative maintenance period.
- Special inspections to assess the overall integrity of a radome that may trigger panel replacement or radome replacement.
- Temporary repair to mitigate the potential of losing a radome until a permanent solution can be implemented.
- Emergency maintenance to restore a radome to a usable state after catastrophic failure.

1.3 Amendments

Revisions to this SOW shall be accomplished by contract amendments.

Technical Requirements and Controls

2.0 Maintenance Scope

The contractor shall maintain all 15 current types of radomes used by DND. The total number of radomes is (38) and they are located at various locations as listed at Appendix 1 of this SOW. Any changes in the number of radomes shall be done through a Contract Amendment.

2.1 Technical Authority

2.1.1 The Technical Authority (TA) for the work to be performed is the Director Aerospace Equipment Program Management (Radar and Communication System 4-4-2-2) LCMM or his/her delegated representative.

2.2 Maintenance Authority

2.2.1 The contractor shall provide the services specified in this SOW at locations specified at Appendix 1. Any request for services not defined in this SOW, shall not be undertaken unless authorised by the PA.

2.2.2 All work will be scheduled by the TA. Should a radome undergoing maintenance be found to require Corrective Maintenance, as defined in para 1.2.1.2, the authorisation to proceed with the additional maintenance shall be requested from the TA by the contractor and approved by the PA or CA.

2.3 Applicable Documents

2.3.1 Non-ionising Electromagnetic Radiation Safety Technical Requirements and Precautions, C-55-040-001/TS-001, Dated 1995-08-01.

2.3.2 Resurfacing and Maintenance of Air Supported and Rigid Radomes, C-59-005-001/MP-000, Dated 1994-06-30.

2.3.3 Radome Precision Approach Radar for use at 9.0 GHz to 9.2 GHz Ground Installation Part 70478-00, C-59-646-000/ME-000, Dated 1994-07-15.

2.3.4 ESSCO Technical manual TM90-30 ESSCO Model S32-75 Radome maintenance section.

2.3.5 ESSCO Technical manual TM92-38 ESSCO Model S57-73 Radome maintenance section.

2.3.6 Cassidian S38-82 sandwich radome technical manual.

2.4 Preventative and Corrective Maintenance

2.4.1 Preventative Maintenance

Task 1

- a. Seal all radomes and radome base ring test as listed in the maintenance manual as applicable to radome type;
- b. Paint appropriate radome using paint number "DTM Acrylic " as listed in the maintenance manual as applicable to radome type;
- c. Wash radomes and test as listed in the maintenance manual as applicable to radome type;
- d. Torque all radome base rings as listed in the maintenance manual as applicable to radome type;

- e. Conduct a panel-to-panel torque test as listed in the maintenance manual as applicable to radome type;
- f. Accomplish minor repair to any of the radomes listed at Appendix 1, as deemed necessary to maintain radome integrity such as; repairing holes in metal space frame radome;
- g. Repair and /or replace the lightning rod when necessary;
- h. Repair and/or replace aircraft warning light when necessary;
- i. Replace cluster caps on metal space frame radome when missing or damaged;
- k. Paint Leitrim radomes every third maintenance year; and
- l. Replace all radome rope as per maintenance schedule.

Task 2.

Re-surface any radomes listed at Appendix 1, as recommended by the TA and approved by the PA or CA.

Task 3.

Repair and /or refurbish spare radome panel(s) when recommended by the TA and approved by the PA or CA.

Task 4.

Conduct complete radome torquing.

Task 5.

The following materials are to be used during preventive maintenance and shall be furnished by the contractor. This shall include:

- a. Paint and Painting Supplies;
- b. Cleaning Materials;
- c. Caulking;
- d. Tools; and
- e. Rope.

All other materials will be charged on a cost reimbursable basis.

2.4.2 Corrective Maintenance

Task 1.

Replace any of the radomes listed at Appendix 1 when recommended by the TA and approved by the PA or CA. DND to provide Government Supplied Material when required.

Task 2.

When recommended by the TA and approved by the PA or CA, replace radome panel(s) on any of the radomes listed at Appendix 1 in order to maintain radome integrity.

Task 3.

Other radome related tasks as recommended by the TA and approved by the PA or CA. This includes but is not limited to the pressurization systems and HVAC systems that have been integrated into the radome.

Reports and Administration

3.0 Visit Clearance

The contractor shall obtain permission to visit sites through the TA. The contractor and/or his work party shall not proceed to any site unless authorized by the TA. The contractor and/or his work party must be accompanied by the site custodian. The visit clearance request must be submitted through the TA for each site.

3.1 Certificate of Service.

3.1.1 Certificate of Handover and Acceptance.

3.1.2 Handover Meeting.

3.1.2.1 Upon completion of the work and prior to the work party departing the site, the contractor shall meet with the site custodian to discuss the work accomplished. Any unsatisfactory work is to be recorded on the Certificate of Handover.

3.1.2.2 Should the TA not be present, the contractor shall request the site custodian to notify the TA immediately of unsatisfactory work performed.

3.1.3 Acceptance Certificates.

The Contractor shall use the Sign Off Certificate form attached in Appendix 3.

3.1.3.1 Acceptance Certificates shall be distributed as follows:

- a. One (1) copy to the TA;
- b. One (1) copy retained by the contractor;
- c. One (1) copy left at the site; and

3.1.3.2 The Contractor shall be in possession of sufficient copies of the "Certificate of Handover and Acceptance" as per the latest issue of Appendix "A" to CFTO C-59-005-001/MP-000.

3.2 Contractor Maintenance Report

After completing radome maintenance at each site, the contractor shall forward a separate work report on each radome to the TA. The report (format to be approved by TA) shall include but is not limited to:

- a. Site name;
- b. Site location;
- d. Radome serial number;
- e. Condition of radomes prior to work commencement;
- f. Work performed;
- c. Radome type;
- g. Condition of radomes after the work is completed;
- h. Cost breakdown for each radome, for other than firm fixed price, on which maintenance was performed. The cost breakdown shall include but is not limited to, cost incurred due to:
 - (i) Preventative maintenance repair,
 - (ii) Corrective maintenance repair,

- (iii) Standby time, and
 - (iv) Total costs.
- i. Any recommendations that would extend the expected life of the radome(s) at that site; and
- j. An example form is attached in Appendix 4 Radome Inspection Report.

Personnel

4.0 Qualification & Experience

The contractor shall provide personnel, who are fully qualified, experienced and have formally been trained on each type of radome listed at Appendix 1 or similar radomes. The company is to have at least 5 years' experience with repair of radomes and technicians to have minimum 3 years on different radomes listed in Appendix 1 and 2 or similar, unless it is a new install. The contractor shall provide a copy of the Company's Personnel Qualification documentation to the TA upon request.

4.1 Personnel Administration

The contractor shall be responsible for the administration, welfare and discipline of all his/her personnel when on DND properties, whether directly employed or under sub contract.

4.2 Personnel Information

At the beginning of each Fiscal Year (FY), the contractor shall provide to the TA a list of his/her personnel with the following information:

- a. Full name;
- b. Date of Birth (DOB);
- c. Place of Birth (POB);
- d. Citizenship;
- e. Security clearance; and
- f. Any other relevant information that will assist the visit clearance request.

4.3 Base/Site Visits

The TA will consult with all affected agencies and arrange authorization for visits. The contractor shall advise the TA on the expected arrival time to the next site. If the contractor is unable to follow the "call up" maintenance schedule, he shall immediately advise the TA for the purpose of rescheduling the visit. The TA reserves the right to revise the maintenance schedule at any time; such revision will be done after consultation with the contractor.

4.4 Transportation

For the purpose of this SOW, the starting point for all reimbursable transportation cost shall be from the contractor's premises or the technician's location whichever is less. The contractor shall use most economical means of transportation.

Safety

5.0 Personnel Safety

5.1. The contractor shall ensure his personnel are briefed on and adhere to all Federal and Provincial Statutes covering safety of personnel as defined in:

- a. CFTO C-55-040-001/TS-001 Radiation Hazards;
- b. CLC II Occupational Safety & Health Regulations;
- c. Applicable Treasury Board Standard & General Safety Standards; and
- d. Applicable CSA Standards as reference in B & C above.

5.2. Personnel shall be familiar with the content of the following publication:

- a. CLC part II (Employer Responsibilities & Interpretation);
- b. COSH regulations;
 - (Part III) -Temporary structures
 - Scaffold 3.10 (1)
 - (Part XII) - Safety Materials
 - Fall Protection System (12.10 (1))
 - (Part XV) - Accident Reporting
 - (Part VI) -Level of lighting
 - (Part XVI) -First Aid
- c. Treasury Board Standard 2-16 (DND Standards Ch. 6); and
 - Elevated Work Structure Standards
 - Departmental Responsibilities
 - Scaffolds
- d. Treasury Board Standard (DND Standards Ch 14).
 - Fall Protection Systems.

Appendix 1

DND CANADA	Location	Radome Structure	Radome Type & Number	
(Site ID)				
GANDER - COASTAL (CCR)		SANDWICH	ESSCO	S57-73
GOOSE BAY - SARSAT		RIGID FIBREGLASS	N/A	22 FT
GOOSE BAY - PAR		AIR SUPPORT	CHEMFAB	27 FT
GOOSE BAY - WX RDR		SANDWICH	ESSCO	S18-85T
SYDNEY - COASTAL (CCR)		SANDWICH	ESSCO	S57-73
MASSTOWN HWCI-02.1		METAL SPACE FRAME	ESSCO	M15-90-8200
GREENWOOD -TRACS		METAL SPACE FRAME	ESSCO	M42-86-6000 replacement S38-82
GREENWOOD - PAR		AIR SUPPORT	CHEMFAB	27 FT
SHEARWATER -PAR		AIR SUPPORT	CHEMFAB	33 FT
SHEARWATER -PAR		AIR SUPPORT	CHEMFAB	27 FT
BARRINGTON - COASTAL (CCR)		SANDWICH	ESSCO	S57-73
BAGOTVILLE - PAR		AIR SUPPORT	CHEMFAB	9121
BAGOTVILLE - TRACS		METAL SPACE FRAME	ESSCO	M42-86-6000 replacement S38-82
BAGOTVILLE - WX RDR		SANDWICH	TICON	18S12
LAC CASTOR - MOB		SANDWICH	ESSCO	S32-75-1
LAC CASTOR - PAR		AIR SUPPORT	CHEMFAB	D121D1000-03
VALCARTIER - WX RDR		SILO	8 X 15	SCD 93891-2
TRENTON - PAR		AIR SUPPORT	CHEMFAB	9121D15-1
TRENTON - TRACS (M42 WTISS)		METAL SPACE FRAME	ESSCO	M42-86-6000 replacement S38-82
TRENTON - TRACS (M42 ATESS)		METAL SPACE FRAME	ESSCO	M42-86-6000 replacement S38-82
TRENTON - TRADS (SILO)		RIGID FIBREGLASS	N/A	21 FT
LEITRIM - SRS (EAST)		METAL SPACE FRAME	ESSCO	M30-81-3200
LEITRIM - SRS (WEST)		METAL SPACE FRAME	ESSCO	M30-81-3200
LEITRIM - SRS (EAST)		METAL SPACE FRAME	ESSCO	M70-75-9008
LEITRIM - SRS (WEST)		METAL SPACE FRAME	ESSCO	M70-75-9008
SHILO - Unit #1		SANDWICH	TICON	18S15
SHILO - Unit #2		SANDWICH	TICON	18S15
CHURCHILL - SARSAT		RIGID FIBREGLASS	N/A	22 FT
MOOSE JAW - TRACS		METAL SPACE FRAME	ESSCO	M42-86-6000 replacement S38-82
MOOSE JAW - PAR		AIR SUPPORT	CHEMFAB	D121D1000-01
COLD LAKE - PAR		AIR SUPPORT	CHEMFAB	9121D
COLD LAKE - PAR (AIRFIELD)		AIR SUPPORT	CHEMFAB	9121D
COLD LAKE - PLER JIMMY MET		SANDWICH	TICON	18S12
COLD LAKE - DECOM BLG 3		SANDWICH	N/A	SILO
COLD LAKE - TRACS AIRFIELD		METAL SPACE FRAME	ESSCO	M42-86-6000 replacement S38-82
COLD LAKE - PARA (X3)		THEODOLYTES	PARABAM	N/A
COLD LAKE - PARA (X4)		THEODOLYTES	PARABAM	N/A
COLD LAKE - PARA (X7)		THEODOLYTES	PARABAM	N/A
COLD LAKE - PARA (X8)		THEODOLYTES	PARABAM	N/A

COLD LAKE - PARA (X10)	THEODOLYTES	PARABAM	N/A
EDMONTON - SARSAT	RIGID FIBREGLASS	N/A	22 FT
COMOX - TRACS	METAL SPACE FRAME	ESSCO	M42-86-6000 replacement S38-82
COMOX - PAR	AIR SUPPORT	CHEMFAB	9121D
HOLBERG - COASTAL (CCR)	SANDWICH	ESSCO	S57-73
ALDERGROVE HWCI-02.1	METAL SPACE FRAME	ESSCO	M15-90-8200

Appendix 2

PREVENTATIVE MAINTENANCE

1. List of Activity for preventative maintenance:

- a. Check torqueing on qty 50 of the Sandwich radome panel bolts, should more than 2% be below specification, check torqueing on a second qty 50 and should more than 2% be found below specification, re-torque all bolts (panel to panel) within the radome;
- b. Torque the base ring bolts to specification;
- c. Inspect the lightning rod, the lightning rod assembly, and the lightning rod connections;
- d. Check and repair the caulking of the entire radome as well as the radome floor;
- e. Inspect and repair/seal the booths on the SGT to prevent rain or snow from penetrating;
- f. Check and torque if required, the clusters and base ring bolts;
- g. Seal, inspect and paint the radome;
- h. Replace the snow rope with a new one;
- i. Inspect and clean the radome;
- j. Seal the base ring;
- k. Inspect radome flashing;
- l. Check radome blower system for proper operation; and
- m. Check obstruction light for operation and replace bulb if necessary.

2. Radome preventative maintenance:

<u>Type</u>	<u>Activity</u>	<u>Schedule</u>
a. 18 S15, 5.5 M TICON;	b,c,d,g,j,k	3 Years
b. CHEMFAB (all types);	c,h,i,j,l	3 Years

c.	ESSCO M30-81-3218;	d,e,f,k,	1 Year
d.	ESSCO M42-86-6000; Being replaced with S38-82	b,d,f,g,h,j,k,	3 Years
e.	ESSCO M70-75-9008;	d,e,f,k	1 Year
f.	ESSCO S32-75;	a,b,c,d,h,j,	3 Years
g.	ESSCO S57-73;	a,b,c,d,j,k,	3 Years
h.	PARABAM 96990;	d,g,j,	3 Years
i.	TRADS 70478-00;	b,c,d,g,h,j,k,	3 Years
j.	22 Ft Diameter, Rigid Fibreglass;	c,d,f,g,h,j,k,	3 Years
k.	Silo (8'X 15');	b,c,d,g,h,j,k,	3 Year
l.	ESSCO S27-82; and	a,b,c,d,h,j,k	3 Years
m.	ESSCO HWCI-02.1.	c,d,h,i,j,k	3 Years
n.	ESSCO S18-85T	a,b,c,d,j,k	3 Years
o.	ESSCO M15-90-8200	b,d,f,g,h,j,k	3 Years

Appendix 3

SIGN OFF CERTIFICATE

STANDING ORDER NO.:

STATION NUMBER:

COMMITMENT NO.:

WORK SITE:

BY FIELD PARTY OF:

CONTRACTOR JOB NO.:

PART 1.

1. This is to certify that the inspection and preventative maintenance has been performed at the site mentioned above, with the following exceptions:

- a.
- b.
- c.

2. One (1) sample radome has been inspected and repaired to a standard of good workmanship. Area is left clean and disposal made of all waste materials.

3. The completed radomes is therefore being handed over to _____ as completed effective _____.
(Print Site Authority's Name)

Person Handing Over for Contractor: _____.

PART 2.

4. This is to acknowledge that the work carried out by the Contractor Field Party has been inspected, tested and accepted as having been carried out satisfactorily in accordance with the statements in paragraphs 1 and 2.

5. Exceptions checked off and initialled in para 1 will be contemplated by the TA.

SITE AUTHORITY _____.

ANNEX “B”

BID EVALUATION MATRIX

Radome Maintenance and Refurbishment

Item		Criteria	Met\ Not met
1	Preventive Maintenance (SOW 2.4.1/Appendix 1 and 2	The bidder must have a minimum of five (5) years' experience providing preventive maintenance of Radomes similar of those in appendix 1 and 2.	
2	Corrective Maintenance (SOW 2.4.2)/Appendix 1 and 2	The bidder must have a minimum of five (5) years' experience providing corrective maintenance of Radomes similar of those in appendix 1 and 2.	
		The bidder must demonstrate the proposed personnel have a minimum of trois (3) years experience on Radomes of the same type of those in appendix 1 and 2	
3	Safety (SOW 5.0)	The bidder must provide information that shows proposed personnel meet all requirements	

May 2015

SEP 29 2015

Government
of CanadaGouvernement
du Canada

Contract Number / Numéro du contrat

W8485-183307

Security Classification / Classification de sécurité
UNCLAS

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
Department of National Defence		DAEPM R&CS
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Preventive and Corrective Rodent Maintenance		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non <input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limite à: <input type="checkbox"/>	Restricted to: / Limite à: <input type="checkbox"/>
Restricted to: / Limite à: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>	Specify country(ies): / Préciser le(s) pays: <input type="checkbox"/>
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 360-103(2004/12)

Security Classification / Classification de sécurité

UNCLAS

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

WB485-163307

Security Classification / Classification de sécurité
UNCLAS

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés, PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No / Non ☐ Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments:

Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No / Non ☐ Yes / Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

☐ No / Non ☐ Yes / Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No / Non ☐ Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No / Non ☐ Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No / Non ☐ Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No / Non ☐ Yes / Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLAS

Canada



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

W8485-163307

Security Classification / Classification de sécurité
UNCLAS

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ		NATO				COMSEC			
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	RESTRICTED	CONFIDENTIAL	SECRET	TOP SECRET	CONFIDENTIAL	SECRET	TOP SECRET
Information / Assets / renseignements / biens / propriétés													
IT Media / Support IT / IT Media / Support IT													
IT Data / Support IT / IT Data / Support IT													
IT Applications / Support IT / IT Applications / Support IT													

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No / Non ☐ Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Gouvernement
du Canada

Gouvernement
du Canada

Contract Number / Numéro du contrat

WB485-163307

Security Classification / Classification de sécurité
UNCLAS

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Charge de projet de l'organisme

Name (print) - Nom (en lettres majuscules)

Barry Stokes

Title - Titre

DAEPM (RCS) 4-4

Signature

B. Stokes

Telephone No. - N° de téléphone

819 939-4982

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

barry.stokes@forces.gc.ca

Date

22 Sept 2015

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres majuscules)

Tippy Graham - DDSO - Industrial Security

Title - Titre

Signature

T. Graham

Telephone No. - N° de téléphone

Tel: 613-996-0283

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

E-mail: tippy.graham@forces.gc.ca

Date

28 Sept 2015

15. Are the following documents (Security Code, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No

☐ Non

☒ Yes

☒ Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres majuscules)

Title - Titre

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres majuscules)

SHARUNI Kaur

Title - Titre

Contract Security Officer

Signature

Sharuni Kaur

Telephone No. - N° de téléphone

613-948-1636

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date

Oct. 9. 2015



Task Authorization		Autorisation de 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. No du contrat Task No. No de la tâche	
Amendment No. - No de la modification 00:00:00	Increase/Decrease - Augmentation/Réduction	Previous Value/Valeur précédente	
To: - A:	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoice/progress claims shall be prepared in accordance with the instructions set out in the contract. À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.		
DELIVERY LOCATION - EXPÉDIF À			
DELIVERY/COMPLETION DATE DATE DE LIVRAISON/D'ACHÈVEMENT Y/A M D/J	Date _____ for the Department of National Defence pour le ministère de la Défense nationale		
Contract Item No. No d'article du contrat	Services		Cost/Prix
	REQUIREMENT/BESOIN Reason for order		
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale de la DND626 est supérieure au seuil précisé dans le contrat.			
_____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et Services gouvernementaux			

ANNEX E

BASIS OF PAYMENT

The contractor will be paid a firm rate (excluding travel and living) for Preventive Maintenance service of Canadian Forces Radomes as detailed herein in the SOW 2.4.1, 3.0 and Appendix 2. Price are to be FCA Plant, tax extra if applicable.

Preventive Maintenance

	YEAR 1	YEAR 2	YEAR 3	OPTION YEAR 1	OPTION YEAR 2
ITEM #	RADOME TYPE	Unit price	Unit price	Unit price	Unit price
1	ESSCO S57-73				
2	ESSCO S32-75-1				
3	ESSCO S18-85T				
4	ESSCO M15-90-8200				
5	ESSCO M42-86-6000 replacement S38-82				
6	ESSCO M30-81-3200				
7	ESSCO M70-75-9008				
8	CHEMFAB 27 FT				
9	CHEMFAB 33 FT				
10	CHEMFAB 9121				
11	CHEMFAB 9121D				
12	CHEMFAB D121D1000-01				
13	CHEMFAB D121D1000-03				
14	CHEMFAB 9121D15-1				
15	RIGID FIBREGLASS 21 FT				
16	RIGID FIBREGLASS 22 FT				
17	TICON 18S12				
18	SANDWICH SILO				
19	SILO 8'X 15' SCD 93891-2				
20	THEODOLYTES PARABAM				
	total by year				
Preventive bid price = total year 1 + year 2 + year 3 + year 4 + year 5					

Corrective Maintenance

The contractor will be paid an hourly rate for corrective maintenance as detailed in the SOW and authorized through a Task Authorization. For any authorized material, the contractor will re-imbursed at cost plus mark-up.

	YEAR 1	YEAR 2	YEAR 3	OPTION YEAR 1	OPTION YEAR 2
	Unit price	Unit price	Unit price	Unit price	Unit price
21	Supervisor Hourly rate				
22	technician Hourly rate				
23	Mark-up for Material				
	total by year				
Corrective bid price = total year 1 + year 2 + year 3 + year 4 + year 5					

Bid Price = Preventive Bid Price + Corrective Bid Price