



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British Columbia

V6Z 0B9

Bid Fax: (604) 775-9381

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

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

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

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

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

Title - Sujet RISO - Elec. Construction & Mainten	
Solicitation No. - N° de l'invitation W6837-164302/A	Date 2016-02-05
Client Reference No. - N° de référence du client W6837-164302	GETS Ref. No. - N° de réf. de SEAG PW-\$PWY-028-7744
File No. - N° de dossier PWY-5-38284 (028)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-02-29	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Lam (PWY), Tian	Buyer Id - Id de l'acheteur pwy028
Telephone No. - N° de téléphone (604)775-9382 ()	FAX No. - N° de FAX (604)775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DND - CFB Comox and other Locations - Various, BC	
Security - Sécurité This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

Solicitation No. - N° de l'invitation
W6837-164302/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy028

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

File No. - N° du dossier CCC No./N°

CCC - FMS No./N° VME

REQUEST FOR STANDING OFFER (RFSO)

IMPORTANT NOTICE TO OFFERORS

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

For further instructions please consult "Special Instruction to Offeror", SI11, "Security related requirements" and "Supplementary Conditions" SC01 Security requirements, document safeguarding location.

SUPPORT THE USE OF APPRENTICES

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to SI12.

INTEGRITY PROVISIONS - OFFER

Important changes have been made to the Integrity Provisions - Offer as of July 3rd 2015. See GI01, Integrity Provision-Offer of R2410T of the General Instructions for more information.

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SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)

SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to one (1) Standing Offers for a period of three (3) years. The total dollar value of all Standing Offers is estimated to be \$630,000 (GST or HST included). Individual call-ups will vary, up to a maximum of \$60,000 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

SI02 INTEGRITY PROVISIONS – DECLARATION OF CONVICTED OFFENCES

As applicable, pursuant to GI01 of the Declaration of Convicted Offences, paragraph 10 (copied below) of the General Instructions, the Bidder must provide with its bid, a completed Declaration Form, to be given further consideration in the procurement process.

Declaration of Convicted Offences

Where a Bidder or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Bidder must provide with its bid the completed Declaration Form, to be given further consideration in the procurement process.

SI03 OFFER DOCUMENTS

1. The following are the offer documents:
 - a. Invitation to Tender - Page 1;
 - b. Special Instructions to Offerors;
 - c. General Instructions to Offeror's- Construction Services
 - d. Clauses & Conditions identified in "Contract Documents";
 - e. Drawings and Specifications;
 - f. Price Proposal form and related Appendix(s); and
 - g. Any amendment issued prior to solicitation closing.

Submission of an offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

SI04 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this offer must be submitted in writing to the Contracting Officer named on the Request for Standing Offer (RFSO). Enquiries should be received no later than five (5) calendar days prior to the date set or solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the RFSO - Page 1. Failure to comply with this requirement may result in the offer being declared non-responsive.

SI05 CONTRACTING AUTHORITY / DEPARTMENTAL REPRESENTATIVE

1. The Contracting Authority for this Request for Standing Offer is:

Tian Lam, Supply Specialist
Public Works and Government Services Canada
219-800 Burrard Street
Vancouver, BC V6Z 0B9
Phone: (604) 775-9382
Fax: (604) 775-6633
Email: tian.lam@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the establishment of the Standing Offer, its administration, and any contractual issues relating to individual call-ups.

2. A Departmental Representative will be identified at time of each individual Call-Up. The Departmental Representative will be responsible for all matters concerning the technical content of the work under the Call-Up.

SI06 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

SI07 PWGSC OBLIGATION

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

SI08 OPTIONAL SITE VISIT

Bidders are strongly recommended to visit the site prior to submitting a tender for this work and to make inquiries or investigations necessary to become thoroughly acquainted with the site as well as the nature and extent of the work.

A site visit will be held on the following date and time:

Date: February 16, 2016

Time: 10:30 a.m PST

Address: 19 Wing Comox, PO Box 1000, Lazo, BC V0R 2K0. Corner of Ryan Road and Military Row, Lazo, BC

Instructions: Bidders are to meet at the Military Police Building adjacent to the Main Gate.

Instructions: Interested bidders are required to provide their name(s) to Tian Lam at tian.lam@pwgsc-tpsgc.gc.ca no later than 24 hours prior to the site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance form.

SI09 REVISION OF OFFER

An offer may be revised by letter or facsimile in accordance with "General Instructions to Offerors – Construction Services to Offerors". The facsimile number for receipt of revisions is (604) 775-9381.

SI10 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of (180) days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2. of SI10 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2. of SI10 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
 - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI09 "General Instructions to Offerors – Construction Services".

SI11 SECURITY RELATED REQUIREMENTS

1. At contract award, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non-compliant and no further consideration will be given to the offer.
2. The Successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Offer Solicitations - Instructions for Offerors" on the Standard Procurement Documents Web site [Industrial Security Program](#)

SI12 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Contractors offering on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada

Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.

4. Signed certifications (Appendix 8) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

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

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

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Appendix 8.

If you accept fill out and sign Appendix 8

** The journey person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.*

SI13 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications
<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting
<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form
<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

GI01 (2015-07-03) Integrity Provisions – Offer

1. Interpretation

For the purposes of these Integrity Provisions, the following definitions apply:

"Administrative Agreement" is a negotiated agreement between a supplier/potential supplier and the Minister of PWGS as provided for in the [Ineligibility and Suspension Policy](#).

"Affiliate" is a person, including, but not limited to, organizations, bodies corporate, societies, companies, firms, partnerships, associations of persons, parent companies or subsidiaries, whether partly or wholly-owned, as well as individuals, directors, officers and key employees if:

- i. one controls or has the power to control the other, or
- ii. a third party has the power to control both.

"Control" means

- a. direct control, such as where:
 - i. a person controls a body corporate if securities of the body corporate to which are attached more than 50 percent of the votes that may be cast to elect directors of the body corporate are beneficially owned by the person and the votes attached to those securities are sufficient, if exercised, to elect a majority of the directors of the body corporate;
 - ii. a person controls a corporation that is organized on a cooperative basis if the person and all of the entities controlled by the person have the right to exercise more than 50 percent of the votes that may be cast at an annual meeting or to elect the majority of the directors of the corporation;
 - iii. a person controls an unincorporated entity, other than a limited partnership, if more than 50 percent of the ownership interests, however designated, into which the entity is divided are beneficially owned by that person and the person is able to direct the business and affairs of the entity;
 - iv. the general partner of a limited partnership controls the limited partnership; and
 - v. a person controls an entity if the person has any direct or indirect influence that, if exercised, would result in control in fact of the entity.
- b. deemed control, such as where:

a person who controls an entity is deemed to control any entity that is controlled, or deemed to be controlled, by the entity
- c. indirect control, such as where:

a person is deemed to control, within the meaning of paragraph (a) or (b), an entity where the aggregate of

 - i. any securities of the entity that are beneficially owned by that person, and
 - ii. any securities of the entity that are beneficially owned by any entity controlled by that person

is such that, if that person and all of the entities referred to in paragraph (c)(ii) that beneficially own securities of the entity were one person, that person would control the entity.

"Ineligibility" means not eligible for contract award.

"Suspension" means a determination of temporary ineligibility by the Minister of PWGS.

2. Statement

- a. Offerors must comply with the [Code of Conduct for Procurement](#) and be eligible for contract award under the [Ineligibility and Suspension Policy](#). In addition, Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, and that accurately reflect their capacity to satisfy the requirements stipulated in the offer solicitations and resulting contracts, and submit offers as well as enter into contracts only if they will fulfill all obligations of the Contract.
- b. By submitting a offer, offerors confirm that they understand that being convicted of certain offences will render them ineligible to be awarded a contract. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in the certifications is found by Canada to be untrue in any respect, at the time of contract award. If it is determined by the Minister of PWGS, after contract award, that the Offeror made a false declaration, Canada will, following a notice period, have the right to terminate the Contract for default.

3. List of Names

- a. Offerors who are incorporated, including those offering as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror. Offerors offering as sole proprietorship, as well as those offering as a joint venture, must provide the name of the owner(s). Offerors offering as societies, firms, or partnerships do not need to provide lists of names.
- b. If the required list of names has not been received by the time the evaluation of bids is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to provide the names within the time frame specified will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.
- c. The Offeror must immediately inform Canada in writing of any changes affecting the list of names of directors during this procurement process.

4. Request for Additional Information

By submitting a bid, the Offeror certifies that it is aware, and that its Affiliates are aware, that Canada may request additional information, certifications, validations from a third party qualified by the Minister of PWGS, and other evidentiary elements proving identity or eligibility to contract with Canada. Canada may also verify the information provided by the Offeror, including the information relating to convictions for certain offences and any conditional or absolute discharges specified in these Integrity Provisions.

5. Lobbying Act

By submitting a offer, the Offeror certifies that neither it nor any of its Affiliates have directly or indirectly, paid or agreed to pay, and will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the Contract if the payment of the fee would require the individual to file a return under section 5 of the [Lobbying Act](#).

6. Canadian Offences Resulting in Legal Incapacity

By submitting a offer, the Offeror certifies that:

- a. it and the Affiliates of the Offeror have not been convicted of or pleaded guilty to an offence under any of the following provisions which would result in a legal incapacity under section 750(3) of the [Criminal Code](#) and for which they have not been pardoned or received a record of discharge under the Canadian Pardons subsection:
 - i. paragraph 80(1)(d) (*False entry, certificate or return*), subsection 80(2) (*Fraud against Her Majesty*) or section 154.01 (*Fraud against Her Majesty*) of the [Financial Administration Act](#), or

- ii. section 121 (*Frauds on the government and Contractor subscribing to election fund*), section 124 (*Selling or Purchasing Office*), section 380 (*Fraud*) for fraud committed against Her Majesty or section 418 (*Selling defective stores to Her Majesty*) of the [Criminal Code](#), or
- b. the Offeror has not been convicted of or pleaded guilty to the offences described in paragraph (a) and certifies that it has not directed, influenced, authorized, assented to, acquiesced in or participated in the commission or omission of the acts or offences that would render that Affiliate ineligible to be awarded a contract as described in (a).

7. Canadian Offences

By submitting a offer, the Offeror certifies that:

- a. the Offeror and the Affiliates of the Offeror have not, in the last three years, from the offer submission date, been convicted of or pleaded guilty to an offence under any of the following provisions for which they would be ineligible for contract award under these Integrity Provisions and for which they have not been pardoned or received a record of discharge under the Canadian Pardons subsection:
 - i. section 119 (*Bribery of judicial officers, etc*), section 120 (*Bribery of officers*), section 346 (*Extortion*), sections 366 to 368 (*Forgery and other offences resembling forgery*), section 382 (*Fraudulent manipulation of stock exchange transactions*), section 382.1 (*Prohibited insider trading*), section 397 (*Falsification of books and documents*), section 422 (*Criminal breach of contract*), section 426 (*Secret commissions*), section 462.31 (*Laundering proceeds of crime*) or sections 467.11 to 467.13 (*Participation in activities of criminal organization*) of the [Criminal Code](#), or
 - ii. section 45 (*Conspiracies, agreements or arrangements between competitors*), section 46 (*Foreign directives*), section 47 (*Bid rigging*), section 49 (*Agreements or arrangements of federal financial institutions*), section 52 (*False or misleading representation*), section 53 (*Deceptive notice of winning a prize*) of the [Competition Act](#), or
 - iii. section 239 (*False or deceptive statements*) of the [Income Tax Act](#), or
 - iv. section 327 (*False or deceptive statements*) of the [Excise Tax Act](#), or
 - v. section 3 (*Bribing a foreign public official*), section 4 (*Accounting*), or section 5 (*Offence committed outside Canada*) of the [Corruption of Foreign Public Officials Act](#), or
 - vi. section 5 (*Trafficking in substance*), section 6 (*Importing and exporting*), or section 7 (*Production of substance*) of the [Controlled Drugs and Substance Act](#), or
- b. the Offeror has not been convicted of or pleaded guilty to the offences described in paragraph (a) and it has not directed, influenced, authorized, assented to, acquiesced in or participated in the commission or omission of the acts or offences that would render that Affiliate ineligible for contract award as described in (a).

8. Foreign Offences

By submitting a offer, the Offeror certifies that:

- a. the Offeror and its Affiliates have not, in the last three years, from the offer submission date, been convicted of or pleaded guilty to an offence in a jurisdiction other than Canada that would, in Canada's opinion, be similar to an offence referenced in the Canadian Offences Resulting in Legal Incapacity and the Canadian Offences subsections, and for which it would be ineligible for contract award under these Integrity Provisions and for which they have not been pardoned under the Foreign Pardons subsection and:
 - i. the court, before which the Offeror or its Affiliate appeared, acted within the court's jurisdiction;

- ii. the Offeror or its Affiliate appeared during the court's proceedings or submitted to the court's jurisdiction;
 - iii. the court's decision was not obtained by fraud, and
 - iv. the Offeror or its Affiliate was entitled to present to the court every defense that the Offeror or its Affiliate would have been entitled to present had the proceeding been tried in Canada; or
- b. it has not been convicted of or pleaded guilty to the offences described in paragraph (a) and certifies that it has not directed, influenced, authorized, assented to, acquiesced in or participated in the commission or omission of the acts or offences that would render that Affiliate ineligible to be awarded a contract as described in (a).

9. Ineligibility for Contract Award

- a. The Offeror confirms that it understands that where it or any of its Affiliates have been convicted of certain offences or have been held responsible of certain acts, as described under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences, the Foreign Offences and the Lobbying Act subsections, the Offeror or its Affiliate is ineligible to be awarded a contract, subject to a Public Interest Exception.
- b. The Offeror confirms that it understands that it is ineligible for contract award where it has been so determined by the Minister of PWGS under the [Ineligibility and Suspension Policy](#) and that the period of ineligibility or suspension has not expired.

10. Declaration of Convicted Offences

Where a Offeror or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Offeror must provide with its offer the completed [Declaration Form](#), to be given further consideration in the procurement process.

11. Period of Ineligibility

The following rules determine the period for which a Offeror or its Affiliate that has been convicted of certain offences is, ineligible to be awarded a contract:

- a. for all offences referenced under the Canadian Offences Resulting in Legal Incapacity subsection for which a Offeror or an Affiliate of the Offeror has pleaded guilty to or has been convicted of, the period of ineligibility to be awarded a contract is indefinite, subject to the Canadian Pardons subsection.
- b. subject to an Administrative Agreement, for all offences referenced under the Canadian Offences and Foreign Offences subsections for which a Offeror or an Affiliate of the Offeror has pleaded guilty to or been convicted of, as the case may be, in the last three years, from the offer submission date, the period of ineligibility for contract award is ten years from the date of determination by the Minister of PWGS, subject to the Canadian Pardons and Foreign Pardons subsections.
- c. subject to an Administrative Agreement, for violations of matters referenced in the Lobbying Act subsection for which a Offeror or an Affiliate of the Offeror has been found responsible, as the case may be, in the last three years, from the offer submission date, the period of ineligibility for contract award is ten years from the date of determination by the Minister of PWGS, subject to the Canadian Pardons and Foreign Pardons subsections.

12. Canadian Pardons

A determination of ineligibility for contract award will not be made or maintained by the Minister of PWGS under these Integrity Provisions, in respect of an offence or act that gave rise or that could give rise to a determination of ineligibility, if the Offeror or its Affiliate has:

- a. been granted an absolute discharge in respect of the offence, or has been granted a conditional discharge in respect of the offence and those conditions have been satisfied;

- b. been granted a pardon under Her Majesty's royal prerogative of mercy;
- c. been granted a pardon under section 748 of the [Criminal Code](#);
- d. received a record of suspension ordered under the [Criminal Records Act](#); and
- e. been granted a pardon under the [Criminal Records Act](#), as that Act read immediately before the day section 165 of the [Safe Streets and Communities Act](#) comes into force.

13. Foreign Pardons

A determination of ineligibility for entering into government contracts will not be made or maintained, as the case may be, by the Minister of PWGS in respect of matters referenced in the Foreign Offences subsection and with respect to an offence or act that gave rise or will give rise to a determination of ineligibility, if the Offeror or its Affiliate, has at any time, benefited from foreign measures that are similar to Canadian pardons, conditional discharges, absolute discharges, record suspensions, or restoration of legal capacities by the Governor in Council.

14. Suspension of Period of Ineligibility

The Offeror confirms that it understands that a determination of ineligibility for entering into government contracts made under these Integrity Provisions may be suspended by the Minister of PWGS through an Administrative Agreement, to the extent that it is permissible in law. The period of ineligibility applicable to that Offeror or its Affiliate and the right to participate in a given procurement process are guided by the terms and conditions of the Administrative Agreement. Subject to the Public Interest Exception, an Administrative Agreement may only suspend a period of ineligibility on solicitations issued after it has been concluded.

15. Period of Ineligibility for Providing False or Misleading Information

The Offeror confirms that it understands that where it has made a false declaration or provided false or misleading information under these Integrity Provisions, the Minister of PWGS will declare a Offeror to be ineligible to be awarded contracts for a period of ten years. The period of ineligibility is effective from the date of determination by the Minister of PWGS.

16. Period of Ineligibility for Breaching Administrative Agreements

The Offeror confirms that it understands that where it has concluded an Administrative Agreement and that it has breached any of its terms and conditions, the Minister of PWGS will lengthen the period of ineligibility for a period to be determined by the Minister of PWGS.

17. Suspension of a Offeror

The Offeror confirms that it understands that the Minister of PWGS may suspend a Offeror from being awarded a contract for a period of up to 18 months, subject to renewal, pending completion of the criminal proceeding, if the Offeror has been charged with any of the offences listed in the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections or if the Offeror has admitted to being guilty of any of these offences. The period of suspension is effective from the date of determination by the Minister of PWGS. A period of suspension does not abridge or suspend all other periods of ineligibility that may be imposed on a Offeror by the Minister of PWGS.

18. Third Party Validation

The Offeror confirms that it understands that where it or any of the Offeror's Affiliates has been subject to a period of ineligibility to be awarded contracts, for which the Canadian Pardons and the Foreign Pardons subsections do not apply, the Offeror must provide by offer closing date, a confirmation from an independent third party, recognized in advance by the Minister of PWGS, confirming that measures have been put in place in order to avoid the reoccurrence of such wrongdoings that led to the convictions. Failure to provide the said confirmation from an independent third party renders this offer non-responsive.

19. Subcontractors

The Offeror must ensure that contracts with first tier subcontractors include Integrity Provisions similar to those imposed in the resulting contract.

20. Public Interest Exception

The Offeror confirms that it understands:

- a. that, with the exception of a legal incapacity to contract resulting from section 750(3) of the Criminal Code, Canada may enter in a contract with a Offeror, or any of its Affiliates, which have been convicted of or have pleaded guilty to any of the offences referenced in the Canadian Offences and Foreign Offences subsections, where Canada considers it necessary to the public interest for reasons which include, but are not limited to:
 - i. the need is one of pressing emergency in which delay would be injurious to the public interest;
 - ii. the Offeror is the only person capable of performing the contract;
 - iii. the contract is essential to maintain sufficient emergency stocks in order to safeguard against possible shortages; and;
 - iv. not entering into the contract with the Offeror would have a significant adverse impact on the health, national security, safety, security or economic or financial well-being of the people of Canada or the functioning of any portion of the federal public administration;
- b. Canada may only enter into a contract with a Offeror under this subsection where the ineligible Offeror has concluded an Administrative Agreement with the Minister of PWGS, on such terms and conditions that are necessary to safeguard the integrity of the procurement process and can apply to any procurement. The Administrative Agreement need not be concluded in advance of the solicitation.

GI02 (2014-03-01) Completion of Offer

1. The offer shall be

- a. submitted on the Price proposal form;
- b. based on the Offer Documents listed in the Special Instructions to Offerors;
- c. correctly completed in all respects;
- d. signed by a duly authorized representative of the Offeror; and
- e. accompanied by any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.

2. **Specific Requirements for Proposal Format**

The maximum number of pages (including text and graphics) to be submitted for the Technical Evaluation Criteria under Appendix 4 and Appendix 5 is twenty (20) pages. A proposal that exceed the maximum number of pages will only be evaluated based on the first 20 pages submitted. The excess pages will not be further evaluated.

The following are not part of the page limitation mentioned above;

- Covering letter
- Integrity Provisions – List of Names (Appendix 1)
- Front page of the Request for Standing Offer document
- Front page of revision(s) to the Request for Standing Offer document
- Table of Contents
- Price Proposal Financial Evaluation Form (Appendix 6)
- Licenses and certifications (eg. Red Seal Journeyman, WHMIS etc)
- Company Safety Plan
- Company Environmental Plan

3. Subject to paragraph 6) of GI09, any alteration to the pre-printed or pre-typed sections of the Price Proposal form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Price Proposal form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
4. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
5. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

GI03 (2007-05-25) Identity or Legal Capacity of the Offeror

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

GI04 (2013-04-25) Applicable Taxes

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST) and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

GI05 (2007-05-25) Capital Development and Redevelopment Charges

For the purposes of GC1.8, "Laws, Permits and Taxes", in the General Conditions of the Contract, only fees or charges directly related to the processing and issuing of building permits shall be included. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

GI06 (2010-01-11) Listing of Subcontractors and Suppliers

Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within forty-eight (48) hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

GI07 (2014-03-01) Submission of Offer

1. The Price Proposal form, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page of the "Request for Standing Offer" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
2. Unless otherwise specified in the Special Instructions to Offerors

- a. the offer shall be in Canadian currency;
 - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.
3. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
- a. Solicitation Number;
 - b. Name of Offeror;
 - c. Return address; and
 - d. Closing Date and Time.
4. Timely and correct delivery of offers is the sole responsibility of the Offeror.

GI08 (2011-05-16) Revision of Offer

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the RFSO. The letter or facsimile shall on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to an offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

GI09 (2013-04-25) Rejection of Offer

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.
2. Without limiting the generality of paragraph 1) of GI09, Canada may reject an offer if any of the following circumstances is present:
 - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
 - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
 - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a sub-contractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with Canada

- i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the contractor's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
 - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offered on.
3. In assessing the Offeror's performance on other contracts pursuant to subparagraph 2.f. i & ii GI09, Canada may consider, but not be limited to, such matters as:
 - a. the quality of workmanship in performing the Work;
 - b. the timeliness of completion of the Work;
 - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
 - d. the completeness and effectiveness of the Contractor's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI09, Canada may reject any offer based on an unfavourable assessment of the
 - a. adequacy of the offer price to permit the work to be carried out and, in the case of an offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
 - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
 - c. Offeror's performance on other contracts.
5. When Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI09, other than subparagraph 2)(a) of GI09, the Contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

GI10 (2010-01-11) Offer Costs

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

GI11 (2012-07-16) Procurement Business Number

Offerors are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Offerors may register for a PBN in the Supplier Registration Information system on the [Contracts Canada](#) Web site. For non-Internet registration, Offerors may contact the nearest [Supplier Registration Agent](#).

GI12 (2013-04-25) Compliance with Applicable Laws

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.

2. For the purpose of validating the certification in paragraph 1) of G12, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of G12 shall result in disqualification of the offer.

G13 (2010-01-11) Approval of Alternative Materials

When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Officer at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

G14 (2010-01-11) Performance Evaluation

1. Offerors shall take note that the performance of the Contractor during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Contractor's performance be considered unsatisfactory, the Contractor's offering privileges on future work may be suspended indefinitely.
2. The form [PWGSC-TPSGC 2913](#), SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

G15 (2011-05-16) Conflict of Interest - Unfair Advantage

1. In order to protect the integrity of the procurement process, offerors are advised that Canada may reject a offer in the following circumstances:
 - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.
2. The experience acquired by a offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting a offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

STANDING OFFER PARTICULARS

SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
 - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
 - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
 - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
 - d. the Standing Offer cannot be assigned or transferred in whole or in part;
 - e. the Standing Offer may be set aside by Canada at any time.

SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for three (3) years commencing from the start date identified on the Standing Offer.

SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of sixty-thousand dollars (\$60,000) (Applicable Taxes included).

SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
 - a. The Departmental Representative will establish the scope of services to be performed.
 - b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Contractor's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form [2829](#).
3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

SOP05 STANDING OFFER RESPONSIBLES

Standing Offer Contracting Authority is :

Name: Tian Lam
Title: Supply Specialist
Department: Public Works and Government Services Canada
Division Real Property Contracting
Telephone: (604) 775-9382
Email: tian.lam@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and its revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Technical Authority is :

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

TBD after contract award

The selected contractor for the standing offer is :

TBD after contract award

Name : _____
Contact : _____
Address : _____
Telephone : ____ - ____ - _____
e-mail : _____

SUPPLEMENTARY CONDITIONS (SC)

SC01 SECURITY RELATED REQUIREMENTS, DOCUMENT SAFEGUARDING

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of **SECRET**, 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 personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.
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 A
 - (b) *Industrial Security Manual* (Latest Edition).

There is no documents safeguarding security requirement applicable to this Contract.

SC02 INSURANCE TERMS

1) Insurance Contracts

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) 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.

2) Period of Insurance

- (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

3) Proof of Insurance

- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the "call up" contract documents:
 - a. Contract Page when signed by Canada;
 - b. Duly completed Price Proposal Form and any Appendices attached thereto;
 - c. Drawings and Specifications;
 - d. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2015-07-09);
GC2	Administration of the Contract	R2820D	(2015-02-25);
GC3	Execution and Control of the Work	R2830D	(2015-02-25);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	(2015-02-25);
GC6	Delays and Changes in the Work	R2860D	(2013-04-25);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2884D	(2008-05-12);
GC9	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes Under GC6.4.1	R2950D	(2015-02-25);
	Supplementary Conditions		
 - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
 - f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the offer; and
 - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

APPENDIX 2 - SCOPE OF WORK

1. GENERAL

- a. Services covered under this agreement must consist of, but may not be limited to, the provision of qualified electrical tradesmen and materials for electrical construction work, inspection and/or maintenance for Canadian Forces Base Comox, naval station H.M.C.S. Quadra, Seal Bay Armoury and Detachment Holberg.
- b. The Contractor must be in possession of a valid Class "A" Field Safety Representative (FSR) Electrical license.
- c. The Contractor must ensure that a qualified electrician with a Red Seal Journeyman's qualification be on the job site at all times.
- d. The Contractor must ensure that each tradesman has all the tools and equipment required to complete any job. Technical direction will be the responsibility of the Officer Commanding, Detachment Comox, Real Property Operations (Pacific) or his delegated representative.

2. DEFINITIONS

- a. The 'Engineer' is defined as the Officer Commanding, Detachment Comox, Real Property Operations (Pacific) or the delegated representative.
- b. A "normal working day" is considered to be Monday to Friday from 0700 hours to 1530 hours, not including Civic or Statutory Holidays.

3. JOB PERFORMANCE

Services must be performed to the satisfaction of the Engineer.

4. CALL-UP AGAINST A STANDING OFFER

The Contractor must ensure that there are adequate qualified personnel available. Work will be requested on an "as and when required basis" and must be authorized on a Call-up Against a Standing Offer form CF 942.

5. TRANSPORTATION

The Contractor must provide transportation, on and off site, for his employees and their tools and equipment required for the completion of work under this agreement.

6. CONTRACTOR'S RESPONSIBILITIES

a. Workmanship and Materials

The Contractor must replace defective and improperly installed materials at his own expense when

notified by the Engineer. All work covered in this agreement must be performed by skilled tradesmen. It is the Contractor's responsibility to complete the work as requested for the amount that was originally quoted. The work is not considered complete until the Engineer has inspected and approved all work.

b. Manufacturer's Instructions

It must be the Contractor's responsibility to follow manufacturer's instructions for application or installation of a material or product. If these instructions conflict with the original scope of work contact the Engineer and wait for further directions before completing the work.

c. Reporting Deterioration or Damage

Any damage or deterioration discovered during the agreement, but not included in the scope of work, must be reported to the Engineer.

d. Weather

The Contractor must ensure that weather conditions do not inhibit the application and/or storage of materials.

e. Codes, Standards and Regulations

It must be the Contractor's responsibility to abide by all current codes, standards and regulations that may govern and/or restrict the manner in which the agreement is completed. In the event of a conflict of codes and standards, the most stringent one must apply unless directed otherwise by the Engineer. It is the Contractor's responsibility to inform the Engineer, before work begins, of any deviation from current codes, standards and/or regulations which may be present in the Project Scope of Work and/or Specifications.

f. Construction Safety

The Contractor must comply with applicable Sections of Part 8, Construction Safety Measures, of the National Building Code of Canada, and with all other applicable provisions of Federal, Provincial and Municipal safety laws to prevent accident or injury to persons on, about or adjacent to the site of the work.

The Contractor must provide a written Safety Plan.

g. WHMIS

i. Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labeling and provision of material safety data sheets acceptable to Labour Canada and Health and Welfare Canada.

ii. Deliver copies of WHMIS data sheets to Engineer on delivery of materials.

h. Protection

The Contractor must provide continual protection from his work to personnel, vehicles, equipment or other surrounding facilities by using drop sheets, barricades, warning signs, lights or other protective devices considered necessary by the Engineer.

i. Making Good

It is the responsibility of the Contractor to make good any damage to DND or private property resulting from, or attributable to his work, at his own expense.

j. Termination

Defects in material, unsatisfactory workmanship and unauthorized departure from specifications may result in termination of the agreement.

k. Clean Up

All work areas must be left clean and tidy at the completion of each day's work. All scrap materials, debris, empty cans, etc., must be removed from the confines of DND property. The base garbage dumpsters must not be used. If a requirement arises for disposal of waste material in any landfill, the tipping receipts must be attached to and included with the invoice at the current tipping fee rate. Only upon receipt of invoice will tipping fees be paid. Under no condition will invoices be accepted for tipping recyclable materials.

l. Permits and Licenses

It will be the Contractor's responsibility where applicable to obtain:

- i. Provincial permits and licenses when required.
- ii. Department of National Defence Permits, and Licenses.
- iii. Canadian Forces Base permits and licenses. (Base permits are required for work in confined areas and for all hot work.)

Copies of all permits must be submitted to the Engineer.

m. Contractor's Inspections

The Contractor must complete his work allowing sufficient time to notify the Engineer and have his work inspected and approved prior to the completion date.

n. Site Security

Contractors are required to take all reasonable precautions regarding lock up of empty buildings and secured sites while in his care. Keys should be returned immediately on completion of job. Failure to return keys by completion date could result in the Contractor being held responsible for the cost of lock replacement involved.

o. Sub-Contracting

- i. All subcontractors must be the sole responsibility of the General Contractor.
- ii. All subcontractors must be pre-approved by the Engineer.
- iii. All subcontractors must be fully current and licensed/qualified in their respective trades for the specific job(s).

p. Services

- i. Services must be provided on an "as required" basis and must be available within five calendar days excluding emergencies.
- ii. The contractor must act upon emergency calls within a two (2) hour period.
- iii. The Contractor must accept all calls from the Engineer or the Engineer's authorized representative for inspections and/or repairs as may be required. All requests for services will be confirmed, in writing, by form CF 942 (Call-up Against a Standing Offer).
- iv. Trades people provided on this agreement must be fully qualified in their respective trade with proven experience at the licensed journeyman level.
- v. Apprentices must have proven experience in the respective trades and be under the supervision of a licensed journeyman.

7. INVOICES AND PAYMENTS

a. Quotations

- i. If a "Quote" is requested, a written quote must be faxed or emailed to the Engineer's Contracts Inspector requesting it, at no cost to DND, and must reflect (if applicable) all information requested in paragraph 7.b.ii.
- ii. Any work on a call-up that may go over \$1,000, requires special approval authority within DND. Therefore, other than in an emergency, the Contractor must provide a written estimate (a fax or email is acceptable) for any work that is expected to go over this limit prior to carrying out work. During an emergency, the contractor is expected to provide at least a verbal estimate to the Engineer's Contracts Inspector as soon as possible.

b. Invoices

- i. All invoices submitted for payment must include the CF 942 (Call-up Against a Standing Offer) number.
- ii. Invoices are to include a breakdown as follows:
 - .1 Rates of pay and hours of work for each tradesperson.
 - .2 An itemized list of materials used, by cost, must be shown on all invoices submitted for payment.
 - .3 Extended total.
 - .4 Goods and Services Tax (GST) to be shown as a separate item.
 - .5 Where sub-contracting is involved, a copy of sub-contractor's invoice must accompany the invoice against the requisition.
 - .6 Where discount or mark-up is applicable, please indicate separately.
- iii. Invoices submitted for payment against this agreement that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

8. TEMPORARY SERVICES

Temporary electric power and water may be supplied free of charge at existing points of delivery subject to the discretion and approval of the Engineer.

9. SALVAGED MATERIALS

All salvaged or scrap materials must become the property of the Contractor unless otherwise specified by the Engineer.

10. GUARANTEE

The Contractor must guarantee both materials and work for a period of one year after completion of the agreement.

11. DELIVERABLES

The Contractor must provide, in addition to all materials and services requested in the Call-up 942 and associated Scope of Work, as-built drawings in a format acceptable to the Engineer.

APPENDIX 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION

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.

1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Appendix 4 – Technical Evaluation and Appendix 5 – Qualifications Form - Mandatory Requirement.

1.2 Financial Evaluation

Bidders will be assessed based on the information provided, as per Appendix 6 – Price Proposal Financial Evaluation, in accordance with the procedure set out in Appendix 3 – Evaluation Procedures and Basis of Selection.

1.2.1 Mandatory Financial Criteria

Bidders must submit firm rates for all categories listed in Appendix 6 – Price Proposal Financial Evaluation

1.2.2 Evaluation of Price

A0222T (2014-06-26), Evaluation of Price

2. Basis of Selection

2.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

2.2.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all mandatory technical criteria;
- (c) obtain the required minimum pass score of sixty (60%) percent in each technical criterion (see 2.2.7); and
- (d) have a price no greater than 1.25% times the average bid prices.

All price proposals which are greater than twenty-five (25%) above the average price will be set aside and will receive no further consideration.

The rating is performed on a scale of 100 Points.

2.2.2 Bidders not meeting (a) or (b) or (c) or (d) will be declared non-responsive.

2.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **40%** for the technical merit and **60%** for the price.

2.2.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 40%.

2.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and multiplied by the ratio of 60%.

2.2.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

2.2.7 Neither the responsive bid obtaining the highest technical score or the one with the lowest evaluated price will necessarily be accepted:

To be considered further, bidders **must** achieve the minimum score for each of the rated technical criteria as specified above.

No further consideration will be given to bidders not achieving the minimum pass scores.

3. Financial Evaluation

All financial bid envelopes corresponding to responsive bids which have achieved the minimum pass scores are opened upon completion of the technical evaluation.

Bidders will be evaluated based on the hourly rates submitted on the financial bid form attached as Appendix 6. The hourly rate will be multiplied by a pre-determined weight factor for each category of personnel expected to perform the work.

Financial bids will be rated as per 3.1 Total Financial Score.

The Financial Rating is multiplied by the applicable percentage to establish the Financial Score.

3.1 Total Financial Score

The Total Financial Score (TFS) will be based on the lowest Total Evaluated Rate (TER). The lowest TER from all technically responsive bids will score 100 points for the TFS. The TFS for the other technically responsive bids will be calculated as follows:

Bid's TFS = (lowest TER from all technically responsive bids) / (bid's TER) x 100 points

3.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

3.2.1 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 40% for the technical merit and 60% for the price.

3.2.2 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

3.2.3. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The three responsive bids with the highest combined rating of technical merit and price will be recommended for award of a contract as follows:

The table below illustrates an example where three bids are received and the selection of the contractor is determined by a 40/60 ratio of technical merit and price, respectively. The total available weighted points equals 300 and the lowest evaluated price is \$100.

Basis of Selection – Highest Combined Rating Technical Merit (40%) and Price (60%)

	Bidder		
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score (OTS)	270/300	150/300	225/300
Bid Evaluated Rate (TER)	120	Not technically compliant	100
Calculations			
Technical Merit Score	270/300 x 40 = 36.00		225/300 x 40 = 30.00
Pricing Score (TFS)	100/120 x 60 = 50.00		100/100 x 60 = 60.00
Combined Rating	86.00		90.00
Overall Rating	2 nd		1 st

4. Total Score

Total Scores will be established in accordance with the following:

Rating	Possible Range	% of Total Score	Score (Points)
Technical Rating	0 – 300	40	0 – 40
Financial Rating	0 – 100	60	0 – 60
Total Score		100	0 - 100

APPENDIX 4 - TECHNICAL EVALUATION

1 Evaluation Procedures

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

Each responsive offer will be evaluated against the point- rated criteria listed below. The information should be detailed enough so as to allow a complete evaluation. It would assist in the evaluation if each section clearly indicates the specific criteria it is addressing.

For each rated criterion where a maximum number of points is shown, evaluators may award any whole number in the range of points from zero up to the maximum number of points. Bidders' responses will be evaluated against the definitions and information requirements as described by these Evaluation Criteria. Bidders should ensure that all responses provide the necessary details regarding dates, education and credentials, and demonstrative project experience. Points will be awarded solely on the basis of information as explicitly written in the Bidder's response.

For all demonstrated experience project descriptions, it is requested that the Bidder provide:

- 1) the date of completion of the project;
- 2) the client name and name of a client contact;
- 3) the telephone number or email address for that client contact;
- 4) the value of services provided by the bidder to that client (Note: the value of services includes only those services provided by the Bidder, not the overall client project budget).

Bidders should note where clients have requested that their project be confidential. Confidential clients may be contacted by PWGSC only to confirm details of the demonstrated experience projects as relevant to this solicitation.

2 Bid Preparation Instructions - Mandatory Requirements

MANDATORY EVALUATION CRITERIA	MET (Check the box below if you have met the requirement)	Where in your proposal can this information be found?
The Offeror must be in possession of a valid Class "A" Field Safety Representative (FSR) Electrical license. The Contractor must provide proof of certification (eg. a photocopy of the certificate or license) before bid closing.		
The Offeror must ensure that a qualified electrician with a Red Seal Journeyman's qualification be on the job site at all times. The Offeror must provide proof of the Red Seal Journeyman's certification (eg. a photocopy of the certificate or license) before bid closing.		
<p>PREVIOUS EXPERIENCE: The Offeror must possess 5 consecutive years of electrical installation and maintenance services experience within the last 10 years on contracts of similar size and scope to the requirement identified in the solicitation. Similar in size and scope is defined as :</p> <ul style="list-style-type: none"> - A complex of similar use or type (e.g. commercial, industrial, warehousing, hangers, offices) - A complex with a similar number and variety of buildings and equipment <p>Please provide proof within "Appendix 5 – Qualifications Forms – Mandatory Requirement" submitted or provide resumes.</p>		
REFERENCES: The contractor must provide written references from the two (2) customers (including for the previous experience) that clearly state the contractor has a good track record in providing electrical installation and maintenance services of a		

similar scope. For each reference, complete the form titled Qualification Forms – Mandatory Requirements found in Appendix 5. References will be verified.		
ALL employees working on site must have received Electrical Worker Training based on CSA Z462-2015 for Arc Flash (ESTS) Arc Flash & Shock Training.		
All employees working on site must have training in WHMIS. Please provide the proof of certification from one employee. (eg. photocopy of the certification.)		
The contractor must provide a written Company Safety Plan included in their bid submission. (The page limitation for this report is 10 pages. If more pages is submitted they will be omitted for the evaluation)		
The contractor must provide a written Company Environmental Plan included in their bid submission. (The page limitation for this report is 10 pages. If more pages is submitted they will be omitted for the evaluation)		

No further consideration will be given to bidders not meeting the minimum mandatory requirements.

MANDATORY: In order to be considered compliant, **the bid must meet all MANDATORY requirements herein.** Bids not meeting all of the mandatory requirements will be given no further consideration.

3 Bid Preparation Instructions – Point Rated Requirements

RATED: Once the mandatory requirements have all been met, the Bidder **must score 6 points or more out of the maximum of 10 points for each category listed under the Point-Rated Evaluation Criteria.** There are five categories listed in the table below. Bids which fail to achieve these scores will be considered technically unacceptable and will be given no further consideration.

POINT-RATED EVALUATION CRITERIA	SCORE (10 PTS MAX)	Weight	Weighted Score
OVERALL ORGANIZATION: Provide a staffed company organization chart for this specific requirement that meets the Statement of Work. This should identify the roles and responsibilities of: 01. On-site Working Supervisor 02. Individual employee positions 03. Overall Contract Manager	/10	3	/30
OVERALL ORGANIZATION EXPERIENCE > - Demonstrate that the organization has Airfield Electrical/Runway Lighting installation/maintenance experience and demonstrated the number of years and similar projects completed. - Demonstrate that the organization has High Voltage transformer and switchgear installation/maintenance experience and demonstrate the number of years and similar projects completed.	/10	10	/100
EDUCATION/TRAINING/CERTIFICATIONS > <i>On-site Working Supervisor ONLY.</i> The Bidder must include information related to the education/training/certifications obtained. Specifically: 01. Electrical Services Certification from a recognized institution 02. Health & Safety 03. First-Aid 04. Other related** education/training/certification related to Electrical	/10	5	/50

<p>services.</p> <p>** Note: Points will be awarded for Contractor's in house training programs, which address each of the above items. Contractors must be able to provide copies of their in-house course program/outlines or list of training materials (i.e. books/videos) as supporting documentation to obtain these points within 48 hours upon request</p>			
<p>EXPERIENCE> On-site Working Supervisor ONLY ></p> <p>Bidder must indicate the number of years of their: a) Overall Electrical experience. b) On-site Electrical Supervisory experience</p>	/10	7	/70
<p>MINIMUM EXPERIENCE/EDUCATION/TRAINING/CERTIFICATIONS > All other On-site Electrical Staff ONLY. The Bidder must include information related to the education/training/certifications obtained.</p> <p>Bidders must identify the minimum requirements that On-Site Electrical staff have or will have prior to working on this contract</p> <p>Specifically:</p> <ol style="list-style-type: none"> 01. Electrical Experience 02. Health & Safety/ First-Aid 03. Other related** education/training/certification related to Electrical services. <p>** Note: Points will be awarded for Contractor's in house training programs, which address each of the above items. Contractors must be able to provide copies of their in-house course program/outlines or list of training materials (i.e. books/videos) as supporting documentation to obtain these points within 48 hours upon request</p>	/10	5	/50
MAXIMUM POINTS AVAILABLE:			300
OVERALL TECHNICAL SCORE (OTS) ACHIEVED:			

4 PWGSC Evaluation Board and Generic Evaluation Table

PWGSC Evaluation Board members will evaluate the strengths and weaknesses of the Bidder's response to the evaluation criteria and will rate each criterion with even numbers (0, 2, 4, 6, 8 or 10) using the generic evaluation table below. The final score will be a single score agreed to by the entire board

(a) Generic Evaluation Table

Non Responsive	Inadequate	Weak	Adequate	Fully Satisfactory	Strong
0 Point	2 Points	4 Points	6 Points	8 Points	10 Points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.

	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

Bidders **must** achieve the minimum score for each of the rated technical criteria as specified above. **No further consideration will be given to bidders not achieving the minimum pass scores.**

APPENDIX 6 - PRICE PROPOSAL FORM

Financial Evaluation

Bidders must submit their price/rate proposal **separate sealed envelope**. Failure to do so will result in the bid being considered non-responsive and not considered for Contract award.

For rate evaluation purposes only these percentages are fixed and will apply in the evaluation to determine a blended hourly rate.

In order to ensure that fair and competitive hourly rates are received for each of the positions listed, the following requirement must be strictly adhered to: Bidders must provide an hourly rate for each listed position. In the event that the Contractor consists of fewer personnel than listed, provide an hourly rate that corresponds with each position listed. The hourly rate provided must be equal to or greater than the hourly rate provided for the position listed below it. For example, if the Contractor does not have an Intermediate Personnel, the hourly rate provided must be equal to or greater than the hourly rate provided for the Junior Personnel. The hourly rate for any given category of personnel cannot be \$0 or nil value. Failure to insert an hourly rate for each position listed will render your proposal non-responsive.

- 1) Each item specified in the Unit Price Schedule includes wages, traveling time and costs, allowances, supervision, liabilities as employer, insurance and the use of all tools, tackle, etc., overhead profit and other liabilities whatsoever.
- 2) Unspecified material shall be reimbursed at net cost, as supported by invoices, plus Markup as established in the Price Schedule of this Offer. "Net Cost" means all amounts reasonably and properly paid by the Offeror in respect of materials required for and used in the Work, and includes packing, handling and delivery charges, less any trade discounts received by the Offeror. The Offeror's Markup on Unspecified Material covers overheads, profit and all other expenses whatsoever.
- 3) The prices inserted in the Price Schedule of this Offer include all applicable federal, provincial and municipal taxes.
 1. However, they do not include any amount for the Goods and Services Tax (GST) or Harmonized Sales Tax (HST). The appropriate GST/HST amounts will be paid by Canada to the Offeror in addition to the amounts paid against the amount of the contract. The Offeror shall make appropriate remittances to Canada Revenue Agency in accordance with legislation.
 2. Payments by Canada for the Offeror's own special equipment not covered by the Unit Price Schedule and required at the job site will be no greater than the local going rental rate for such equipment or the rate published by the local construction association for such equipment, whichever is lower.
 3. Pricing
 1. The hourly rates requested in the offer and acceptance for specific types of service shall be the total cost to perform the work including but not limited to:
 1. Labour including supervision, allowances and liability insurance;
 2. Travel time;
 3. Transportation/vehicle expenses;
 4. Tools and tackle;
 5. Overhead and Profit;
 6. Any other incidental expenses other than supply of materials and replacement parts relating to the delivery of labour
- 4) Prices

The Offeror agrees that the following are the prices referred to above:

1.) Unit Price Schedules - Rates

A) Years 1 & 2

Call out rates: All inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractor's plant (direct return trip). Full rates shall be charged only once for each call out.

Item	Firm Call Out Rate	ETT*	Estimated Number of Trips	Unit Price	Estimated Total Price
1	Detachment Holberg (approx.. 330 km north from 19 Wing Comox)	_____ minutes	2	\$ _____	\$ _____

*ETT – Estimated Travel Time (in minutes) is one way from supplier's base to the job site above.

Supplier's base is located at: _____

Item	Class of Labour, Material or Plant	Unit	Estimated Quantities	Unit Price	Estimated total price
2	Hourly rate, including travel time and all related expenses. During regular hours: 7:30-15:30 hours, Monday through Friday i) Qualified Journeyman Electrician ii) Apprentice Electrician	Per hour Per hour	1000 hours 200 hours	\$ _____ \$ _____	\$ _____ \$ _____
3	Hourly rate, including travel time and all related expenses. Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays. i) Qualified Journeyman Electrician ii) Apprentice Electrician	Per hour Per hour	40 hours 40 hours	\$ _____ \$ _____	\$ _____ \$ _____
4	Hourly rate, including travel time and all related expenses. Emergency Firm Rates: Anytime as requested, on site within maximum of 4 hours from call i) Qualified Journeyman Electrician ii) Apprentice Electrician	Per Hour Per Hour	8 hours 8 hours	\$ _____ \$ _____	\$ _____ \$ _____
5	Firm unit rate for each permit or certificate required for the work (includes administrative costs and travel costs associated with obtaining and delivering the permit or certificate.)	For each permit or certificate	50 permits or certificates	\$ _____	\$ _____

Item		Estimated Expenditure or Units	Mark-up Percentage	Estimated Expenditure with Mark-up
6	Contractor's Mark Up on allowance for unspecified material, replacement parts, and sub-contractors. Includes administrative costs and travel costs associated with the allowance. (\$100,000 + % mark=up =)	\$100,000.00	_____ %	\$ _____
7	Contractor's Mark Up on allowance for rental of specialized equipment. Includes administrative costs and travel costs associated with the allowance. (\$10,000 + % mark=up =)	\$10,000.00	_____ %	\$ _____
Sub-Total (A): Estimated Total Amount for Years 1&2, GST/HST extra (Line items 1 – 7)				\$ _____

B) Year 3

Call out rates: All inclusive firm call out rates shall be based only on direct travel from contractor's plant to the sites of work specified below and direct return to contractor's plant (direct return trip). Full rates shall be charged only once for each call out.

Item	Firm Call Out Rate	ETT	Estimated Number of Trips	Unit Price	Estimated Total Price
1	Detachment Holberg (approx.. 330 km north from 19 Wing Comox)	_____ minutes	1	\$ _____	\$ _____

*ETT – Estimated Travel Time (in minutes) is one way from supplier's base to the job site above.

Supplier base is located at: _____

Item	Class of Labour, Material or Plant	Unit	Estimated Quantities	Unit Price	Estimated total price
2	Hourly rate, including travel time and all related expenses. During regular hours: 7:30-15:30 hours, Monday through Friday iii) Qualified Journeyman Electrician iv) Apprentice Electrician	Per hour Per hour	500 hours 100 hours	\$ _____ \$ _____	\$ _____ \$ _____
3	Hourly rate, including travel time and all related expenses. Outside Regular Hours: Monday through Sunday, including all day Saturday, Sunday and holidays. iii) Qualified Journeyman Electrician iv) Apprentice Electrician	Per hour Per hour	20 hours 20 hours	\$ _____ \$ _____	\$ _____ \$ _____

4	Hourly rate, including travel time and all related expenses. Emergency Firm Rates: Anytime as requested, on site within maximum of 4 hours from call iii) Qualified Journeyman Electrician iv) Apprentice Electrician	Per Hour Per Hour	4 hours 4 hours	\$ _____ \$ _____	\$ _____ \$ _____
5	Firm unit rate for each permit or certificate required for the work (includes administrative costs and travel costs associated with obtaining and delivering the permit or certificate.)	For each permit or certificate	25 permits or certificates	\$ _____	\$ _____

Item		Estimated Expenditure	Mark-up Percentage % or Firm Rate \$	Estimated Expenditure with Mark-up
6	Contractor's Mark Up on allowance for unspecified material, replacement parts, and sub-contractors. Includes administrative costs and travel costs associated with the allowance. (\$50,000 + % mark=up =)	\$50,000.00	_____ %	\$ _____
7	Contractor's Mark Up on allowance for rental of specialized equipment. Includes administrative costs and travel costs associated with the allowance. (\$5,000 + % mark=up =)	\$5,000.00	_____ %	\$ _____
Sub-Total (B): Estimated Total Amount for Years 3, GST/HST extra (Line Items 1 – 7)				\$ _____

TOTAL EVALUATED RATE:

Sub-Total (A): Estimated Total Amount for Years 1&2, GST/HST extra	Sub-Total (B): Estimated Total Amount for Years 3, GST/HST extra	Total Evaluated Rate (GST extra)
\$ _____	\$ _____	\$ _____

All price proposals total evaluated rate which are greater than twenty-five (25%) above the average price will be set aside and will receive no further consideration.

Travel I and living expenses – Meals and Accommodations: (For work at Detachment Holberg area only.)

The Contractor will be reimbursed for the authorized living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the meal, and incidental expense allowances specified in the Treasury Board Travel Directive, and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

Website: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp

All travel must have the prior authorization of the Project Manager or the acting Project Manager in his/her absence.

Solicitation No. - N° de l'invitation
W6837-164302/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy028

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

File No. - N° du dossier CCC No./N°

CCC - FMS No./N° VME

SUPPLIER CONTACTS: The names, titles and telephone numbers of the Offeror's permanent staff members cleared to receive call-ups from Identified Users:

NAME	TITLE	TELEPHONE NO.	E-MAIL

VALIDATION

Name and title of person authorized to sign on behalf of Bidder (Type or print)

Signature

Date

Solicitation No. - N° de l'invitation
W6837-164302/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy028

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

File No. - N° du dossier CCC No./N°

CCC - FMS No./N° VME

APPENDIX 7 - PERIODIC REPORTS

As a requirement of this Request for Standing Offer, a report shall be submitted as follows:

Return to:

Name	Phone Number	E-mail
Tian Lam	604-775-9382	tian.lam@pwgsc-tpsgc.gc.ca

at:

Public Works and Government Services Canada
219-800 Burrard Street
Vancouver, BC
V6Z 0B9

BI-ANNUAL REPORT ON THE VOLUME OF BUSINESS

SUPPLIER: _____

REPORT FOR THE PERIOD ENDING: _____

Description of Work	Call-up #	Total Billing (includes taxes)

NIL REPORT: We have not done any business with the federal government this period.

PREPARED BY: _____

NAME: _____

SIGNATURE: _____

TELEPHONE NO.: _____

APPENDIX 8 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

Note; The contractor will be asked to fill out a report every six months as included a Annex C

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Optional information to provide: _____

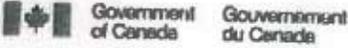
Number of apprentices planned to be working on this contract: _____

Trades of those apprentices:

A sample of the "Voluntary Reports for Apprentices Employed during the Contract" is provided at Annex C

ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)

SEP 16 2015



Contract Number / Numéro du contrat
W6837-16-4302

Security Classification / Classification de sécurité
UNCLASS

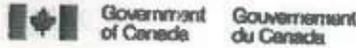
**SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERG)**

1. Originating Government Department or Organization / Parties ou organisme gouvernemental d'origine		2. Service or Directorate / Direction générale du Département Detachment / Command Post / Real Property Operations (Pacific) N/A	
3. a) Subcontract Number / Numéro du contrat de sous-traitance N/A		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant N/A	
4. Brief Description of Work / Brève description du travail Standing Order Agreement for Electrical Construction and 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 type="checkbox"/>		All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input type="checkbox"/>			
Restricted to / Limité à : <input type="checkbox"/>		Restricted to / Limité à : <input type="checkbox"/>	
Specify country(ies) / Préciser le(s) pays :		Specify country(ies) / Préciser le(s) pays :	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIED <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	CONFIDENTIAL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>	
TRÈS SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>	
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>	

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
UNCLASS





Contract Number / Numéro du contrat W6837-16-4302
Security Classification / Classification de sécurité UNCLASS

Part A (continued) / PARTIE A (suite)

9. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
La fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?
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?
La fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

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

Part B PERSONNEL SCREENING / PARTIE B PERSONNEL (FOURNISSEUR)

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

<input type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input checked="" 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 évaluation sécuritaire peut-il se voir confier des parties du travail?
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question aura-t-il escorte?

Part C MEASURES OF 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?
La fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

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

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 seront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

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

11. d) Will the supplier be required to use its 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?

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?



Contract Number / Numéro du contrat W6837-16-4302
Security Classification / Classification de sécurité UNCLASS

PARTIE C

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 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

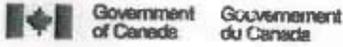
Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
Information / Asses / Information / Asses / Information / Asses														
Equipment / Matériel / Équipement / Matériel / Équipement / Matériel														
IT / Matériel / Support IT / IT / Matériel / Support IT														
IT / Matériel / Support IT / IT / Matériel / Support IT														
IT / Matériel / Support IT / IT / Matériel / Support IT														

12 a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
Le 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) Was the documentation attached to the SRCL PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS est-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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Contract Number / Numéro du contrat W6837-16-4302
Security Classification / Classification de sécurité UNCLASS

13. Organization Project Authority / Chef de projet de l'organisme			
Name (print) - Nom (en lettres moulées) J. M. Boone, Capt.		Title - Titre RP Ops U (P), Control, Requirements Off	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 250-339-8211 8021	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel james.boone@forces.gc.ca	Date 14 Sept 15
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Senior Security Analyst Tel: 613-993-0283		Title - Titre Senior Security Analyst	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 16 Sept 2015
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Tian Lam		Title - Titre Supply Specialist	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 604-715-7382	Facsimile No. - N° de télécopieur 604-715-6633	E-mail address - Adresse courriel tian.lam@pwscc-tpssc.gc.ca	Date Dec 9, 2015
17. Controlling Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Contract Security Officer, Contract Security Division Chrisoula.Langle@pwc-pwcc.gc.ca		Title - Titre Contract Security Officer	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 5159	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date Sept. 17/15

ANNEX B - CERTIFICATE OF INSURANCE (Not required at offer closing)

CERTIFICATE OF INSURANCE
Page 1 of 2



Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

Description and Location of Work					Contract No.	
					Project No.	
Name of Insurer, Broker or Agent		Address (No., Street)		City	Province	Postal Code
Name of Insured (Contractor)		Address (No., Street)		City	Province	Postal Code
Additional Insured Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services						
Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
Commercial General Liability				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
				\$	\$	\$
Umbrella/Excess Liability				\$	\$	\$
				\$ <input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		Aggregate \$
I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.						
Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)					Telephone number	
Signature					Date D / M / Y	

CERTIFICATE OF INSURANCE Page 2 of 2

General

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

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

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

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

Commercial General Liability

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

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

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

The policy must have the following minimum limits:

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

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

1. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

Solicitation No. - N° de l'invitation
W6837-164302/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
pwy028

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

File No. - N° du dossier CCC No./N°

CCC - FMS No./N° VME

NOTE TO TENDERERS: Use the mailing label below and affix it securely to the outside of the envelope or package containing your tender. Always ensure your company name, return address, tender number and closing date appear legibly on the outside of your bid submission.

**REAL PROPERTY CONTRACTING
Public Works & Government Services Canada
Room 219 - 800 Burrard Street
Vancouver, B.C. V6Z 0B9**

Requisition No.: W6837-164302/A
Tender Closing Date & Time: **February 29, 2016 @ 2:00pm P.S.T.**
Project Description: Electrical Construction & Maintenance SOA
CFB Comox and other locations, BC

TECHNICAL BID

TL

**REAL PROPERTY CONTRACTING
Public Works & Government Services Canada
Room 219 - 800 Burrard Street
Vancouver, B.C. V6Z 0B9**

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CFB Comox and other locations, BC

FINANCIAL BID

TL