



**TITLE – REPAIR SERVICES FOR MARINE VESSEL AIR CONDITIONING SYSTEMS (HVAC) AND
COMMERCIAL FOOD REFRIGERATION SYSTEMS ON CANADIAN COAST GUARD (CCG)
SHIPS**

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- | | |
|--------|---|
| Part 1 | General Information: provides a general description of the requirement; |
| Part 2 | Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO; |
| Part 3 | Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified; |
| Part 4 | Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection; |
| Part 5 | Certifications: includes the certifications to be provided; |
| Part 6 | Insurance Requirements: includes specific requirements that must be addressed by Offerors; and |
| Part 7 | 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer. |

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Reporting Requirements, and the Evaluation Plan.

1.2 Summary

This Request For a Standing Offer (RFSO) is for the Department of Fisheries and Oceans - Canadian Coast Guard (CCG) for a, as-and-when-requested basis, repair and maintenance services of marine vessel air conditioning systems (HVAC) and commercial food refrigeration systems on CCG ships moored. The work will generally be done on board ships moored at ports in the great lakes area and along the Saint-Lawrence River.

The term of the Standing Offer is for an initial period of one (1) year with two (2) one (1) year option periods.

The geographic area of the potential sites for services covered under this Standing Offer has been subdivided into two (2) geographic areas for the purpose of facilitating competition. West geographical area – Province of Ontario is comprised of the following ports: Sarnia, Burlington, Prescott, and Parry

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Sound. East geographical area— Province of Quebec is comprised of the following ports: Sorel-Tracy, Quebec, Rimouski, Matane, and Sept-Îles. Public Works and Government Services Canada will evaluate each geographic area separately. The bidder may bid on one (1) or two (2) geographic areas, at his discretion.

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

1.3 Debriefings

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

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.1.1 SACC Manual Clauses

SACC Manual Clause B1000T (2014-06-26) Condition of Material – Bid

2.2 Submission of Offers

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

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws

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

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

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer (two (2) hard copies)

Section II: Financial Offer (one (1) hard copy)

Section III: Certifications (one (1) hard copy)

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

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

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

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

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

Section I: Technical Offer

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Offer

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

3.1.1 Electronic Payment of Invoices - Bid

Canada requests that Bidders complete option 1 or 2 below:

- 1. () Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);

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2. () Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.
Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 Exchange Rate Fluctuation

SACC Manual Clause C3011T (2013-11-06), Exchange Rate Fluctuation

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) This Standing Offer contains two (2) geographic areas. Each geographic area will be evaluated separately.

The two (2) geographic areas are composed of the following cities:

- (1) West geographical area – Province of Ontario: Sarnia, Burlington, Prescott, and Parry Sound.
- (2) East geographical area– Province of Quebec: Sorel-Tracy, Quebec, Rimouski, Matane, and Sept-Îles;

An offeror may make an offer on one (1) or two (2) geographical areas.

- (b) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (c) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive. The Bidder must submit the supporting documentation required in accordance with this requirement.

To be declared responsive, a bid must:

- a. Meet all mandatory technical criteria as described on page 31, paragraph 2.0 of Annex "E", Evaluation Plan for each geographic area.

4.1.2 Financial Evaluation

4.1.2.1 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included, including option periods.

4.1.2.2 The Offeror must complete one (1) financial bid for each geographical area.

- a. The Financial Evaluation criteria is described on page 33, paragraph 3.0 of Annex "E", Evaluation Plan.

4.2 Basis of Selection – Mandatory Criteria Only

- 4.2.1 An offer must comply with the requirements of the Request for Standing Offers and meet all financial and mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer for each geographic area.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1 Declaration of Convicted Offences

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

5.2 Certifications Precedent to the Issuance of a Standing Offer

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

5.2.1 Integrity Provisions – List of Names

Offerors who are incorporated, including those submitting offers as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Offeror.

Offerors submitting offers as sole proprietorship, as well as those submitting offers as a joint venture, must provide the name of the owner(s).

Offerors submitting offers as societies, firms or partnerships do not need to provide lists of names.

5.2.2 Federal Contractors Program for Employment Equity - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada-Labour's](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) website.

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

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

5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Federal Halocarbon Regulations - Certification

<http://www.ec.gc.ca/lcpe-cepa/default.asp?lang=En&n=D44ED61E-1>

The Contractor shall ensure that all employees meet the "Federal Halocarbon Regulations" and have their certificate during repairs on ships. During the services performed on board the ship, each employee of the company shall, at the request of the GCC, present their certificate indicating that the holder has successfully completed a course on "environmental awareness on recycling, recovery and Refrigeration". This certificate must have an accreditation number.

The Contractor understand that failure to maintain this certification will result in the termination of the standing offer agreement.

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PART 6 - INSURANCE REQUIREMENTS

6.1 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex "C".

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

7.2.1 There is no security requirement applicable to this Standing Offer.

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Standing Offer Authority.

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Standing Offer Authority no later than thirty (30) calendar days after the end of the reporting period.

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups and providing services against the Standing Offer is from _____ to _____ inclusive. (One (1) year)

(The Standing Offer Authority will insert the dates at standing offer award)

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year periods, under the same conditions and at the rates, prices specified in the Standing Offer.

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

7.5. Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Daniel Tamaro
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Marine Systems Directorate
Address: 11 rue Laurier
Place du Portage III, 6C2,
Gatineau, QC K1A 0S5
Telephone: 819-956-5319
Facsimile: 819-956-0897
E-mail address: daniel.tamaro@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

7.5.2.1 The Project Authority for the Standing Offer is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

(The Standing Offer Authority will insert the Project authority information at standing offer award)

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

7.5.2.2 Project Authority for the Call-up against a Standing Offer:

The Project Authority for the Call-up against a Standing Offer will be identified in the Call-up against a Standing Offer.

7.5.3 Offeror's Representative

Name: _____

Title: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

(The Standing Offer Authority will insert the Offeror's Representative's information at standing offer award)

7.6 Identified Users

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

- Superintendent of Shipbuilding Engineering, Technical Services Directorate, CCG;
- Production manager, naval engineering, Technical Services Directorate, CCG;
- Vessels maintenance manager, Marine Engineering, Technical Services Directorate, CCG;
- Chief engineers of ships, Operational Services Directorate, CCG.

7.7 Call-up Procedures

The Identified Users responsible for the ship will supply a general description of the malfunction and request a quote for Travel and Living expenses, if applicable, and the estimated arrival time to the site where the work is to be performed. The work will be authorized by the Identified Users by issuing a PWGSC-TPSGC 942 number.

7.8 Call-up Instrument

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

7.9 Limitation of Call-ups

7.9.1 For the Identified Users

Individual call-ups against the Standing Offer must not exceed \$10,000.00 (Applicable Taxes included).

7.9.2 Standing Offer Authority

Individual call-ups against the standing offer of more than \$ 10,000.00 (Applicable Taxes included) shall be authorized by the Standing Offer Authority.

7.10 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ Applicable Taxes excluded, unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call

ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

(The Standing Offer Authority will insert the sum at standing offer award)

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.11 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2015-09-03), General Conditions - Standing Offers - Goods or Services;
- d) 2029 (2015-09-03), General Conditions - Goods or Services (Low Dollar Value);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Reporting Requirements;
- i) the Offeror's offer dated _____. (The Standing Offer Authority will insert the date of Offer as specified by the Offeror in his Offer).

7.12 Certifications

7.12.1 Compliance

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

7.13 Applicable Laws

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

(The Standing Offer Authority will insert the Province or territory as specified by the Offeror in his Offer).

B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

2029 (2015-09-03), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

(The Standing Offer Authority will insert the following clause if payment by credit cards is accepted by the Offeror.)

Section 12 Interest on Overdue Accounts, of 2029 General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

7.3 Term of Contract – Call up against Standing Offer

7.3.1 Period of the Contract – Call up against Standing Offer

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

7.4 Payment

7.4.1 Basis of Payment - firm unit price(s) and Rate(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the approved call-up against the Standing Offer, the Contractor will be paid a firm unit price(s) and Rate(s), in accordance with the applicable provisions as set out in the Basis of Payment at Annex "B" as specified in the call up against Standing Offer. Customs duties are included and Applicable Taxes are extra.

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

7.4.1.1 Option to Extend the Contract – hourly rates

During the extended period of the Contract, the Contractor will be paid the firm hourly rates as indicated in Annex "B" to perform all the Work in relation to the contract extension.

7.4.2 Multiple Payments

SACC Manual Clauses H1001C (2008-05-12) Multiple Payments

7.4.3 Discretionary Audit

SACC Manual Clauses C0705C (2010-01-11), Discretionary Audit

7.4.4 Electronic Payment of Invoices - Contract

The Contractor accepts to be paid using the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

7.5 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of the call up against the Standing Offer;
- b. a copy of time sheets to support the time claimed;
- c. a copy of the release document and any other documents as specified in the Standing Offer or call-up; and
- d. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- e. a copy of the Repair/Maintenance Report.

2. Invoices are to be distributed as follows:

One (1) PDF copy must be forwarded to the following address for certification and payment.

- a. **Invoice by email for payment by check to Fisheries and Oceans Canada – Canadian Coast Guard at: DFOinvoicing-MPOfacturation@dfo-mpo.gc.ca**

Invoice by email for payment by Credit Card to Fisheries and Oceans Canada – Canadian Coast Guard : CTFN@dfo-mpo.gc.ca

- b. One (1) PDF copy of the invoice only must be forwarded to the Standing Offer Authority identified under the section entitled "Authorities" of the Standing Offer.
Daniel.tamaro@tpsgc-pwgsc.gc.ca
- c. one (1) copy must be forwarded to the consignee.

7.6 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "C".

If the information is not provided in the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

7.7 SACC Manual Clauses

A9019C (2011-05-16) Hazardous Waste Disposal
B1501C (2006-06-16) Electrical Equipment
B7500C (2006-06-16) Excess Goods

7.8 Working language

7.8.1 West geographical area – Province of Ontario

Unless otherwise specified in the call-up against standing Offer, the work will be conducted in English and deliverables will be presented in that language.

7.8.2 East geographical area – Province of Quebec

Unless otherwise specified in the call-up against standing Offer, the work will be conducted in French and deliverables will be presented in that language.

7.9 Inspection and Acceptance of the Work

All the Work is subject to inspection and acceptance by Canada. Inspection and acceptance of the Work by Canada do not relieve the Contractor of its responsibility for defects or other failures to meet the requirements of the Contract. Canada will have the right to reject any Work that is not in accordance with the requirements of the Contract and require its correction or replacement at the Contractor's expense.

The Contractor must inspect and approve any part of the Work before submitting it for acceptance or delivering it to Canada. The Contractor must keep accurate and complete inspection records that must be made available to Canada on request.

ANNEX "A"

STATEMENT OF WORK

REPAIR AND MAINTENANCE SERVICES OF MARINE VESSEL AIR CONDITIONING SYSTEMS (HVAC) AND COMMERCIAL FOOD REFRIGERATION SYSTEMS ON CANADIAN COAST GUARD (CCG) SHIPS.

1.0 BACKGROUND

The Department of Fisheries and Oceans - Canadian Coast Guard (CCG) requires repair and maintenance services of marine vessel air conditioning systems (HVAC) and commercial food refrigeration systems on CCG ships moored at ports in the great lakes area and along the Saint-Lawrence River, on an as-and-when-requested basis. The services may include supplying spare parts.

2.0 REQUIREMENT

2.1 DESCRIPTION OF THE REQUIREMENT

The Department of Fisheries and Oceans - Canadian Coast Guard (CCG) requires repair services of marine vessel air conditioning systems and commercial food refrigeration systems on CCG ships moored at ports in the great lakes area and along the Saint-Lawrence River, on an as-and-when-requested basis. Contractor must possess the rolling stock required to perform service calls with the necessary tools for delivering repair and maintenance services in relation to marine vessel air conditioning systems and commercial food refrigeration systems listed in subsection 3.0 hereunder. Each task requires the production of a short report for the Department of Fisheries and Oceans.

The geographic area of the potential sites for services covered under this Standing Offer extends have been subdivided into two (2) geographic areas for the purpose of facilitating competition. The geographic areas are detailed in subsection 4.0 hereunder.

The requirement is for mobile repair unit services comprising of a Refrigeration Mechanic, refrigeration assistant and the possible addition of a labourer. The mobile repair unit must have the rolling stock required to perform service calls with the necessary tools for delivering troubleshooting and repair services in relation to marine air conditioning systems and commercial food refrigeration systems on board CCG ships.

3.0 LIST OF SYSTEMS AND EQUIPMENT

Department of Fisheries and Oceans – Canadian Coast Guard (CCG) ships are equipped with various marine vessel air conditioning systems and commercial food refrigeration systems. The following list is a sample of the systems that the Contractor may have to repair, including examples of manufacturers:

- a. BERG Chilling Systems Inc. – Refrigeration units;
- b. Bronswerk Marine Inc – HVAC, Condensing Units – 700M³; and
- c. PORKKA – Prefabricated cold and freezer rooms.
- d. Volume of air to HVAC in CCG ships – from 700M³ to 4500M³ (25,000 to 165,000 FT³)

During the period of the Standing Offer, systems or equipment may be added or removed.

4.0 Geographic Region/Area

The potential sites for the services covered under this Standing Offer extends from the western port of Sarnia in Ontario to the eastern port of Sept Îles in the province of Quebec. The various potential work locations have been subdivided into the following two (2) geographic areas:

a. sites for the West geographical area – Province of Ontario:

Port of Sarnia
Port of Burlington
Port of Prescott
Port of Parry Sound

b. sites for the East geographical area – Province of Quebec:

Port of Sorel-Tracy
Port of Quebec City
Port of Rimouski
Port de Matane
Port de Sept-Îles

5.0 Cost Estimate

The Contractor must provide an estimate for each call-up. This estimate must be approved by the Chief Engineer of the ship or the project officer of the naval engineering. The estimate must include the following items and any other items that the Contractor deems important:

- (1) Travel time total hours: Number of contractor's personnel, total number of hours of travel per labor categories;
- (2) Work site total hours: Number of contractor's personnel, total number of hours per labour categories;
- (3) Replacement parts & spare parts must include: the quantity, part description, identification number and cost for each piece; and
- (4) Other direct costs.

The Contractor's estimate must be approved by the Identified User, as indicated at paragraph 6.0 below, before any work begins.

6.0 Designated users and project authority;

6.1 Designated users

The designated authorized users to place call-ups to the Standing Offer shall include:

- Superintendent of Shipbuilding Engineering, Technical Services Directorate, CCG;
- Production manager, naval engineering, Technical Services Directorate, CCG;
- Vessels maintenance manager, Marine Engineering, Technical Services Directorate, CCG;
- Chief engineers of ships, Operational Services Directorate, CCG.

6.2 Project Officer

6.2.1 The project officer for the Standing Offer is identified in part 6.5.2 of the Standing Offer.

6.2.2 The project officer for the call-up against Standing Offer will be identified in the call-up.

7.0 Service Call

The Contractor must be available to commence work on the site within four (4) hours of the call from the Identified User, unless otherwise specified. If an alternate response time is specified, the deadlines will be agreed between both parties in accordance with the nature of the request.

The Contractor must be available to work overtime outside regular working hours, from Monday to Friday, as well as on Saturday and Sunday.

8.0 OCCUPATIONAL SAFETY

8.1 PHYSICAL REQUIREMENTS

Contractor's personnel may be required to move around the deck and the inside of the hull of Canadian Coast Guard vessels. They may be required to use the steep steps, and short ladders, move in cramped spaces that can normally be found on the same vessels. Contractor's personnel may be required to work in confined areas but not closed spaces.

Contractor's personnel may be exposed to trace quantities of cleaning fluids, light oils, and fresh paint that can be expected to be found on a ship during normal dry docking and ship operation activities.

8.2 PROTECTIVE EQUIPMENT

The contractor must supply protective equipment required to conduct contract activities on board ship or shipyards. Some of the protective equipment that may be required include but are not limited to:

- a. Work boots approved to enter a shipyard and a ship;
- b. Protective head gear;
- c. Approved eye protection;
- d. Approved ear protection;
- e. Visual aid vest; and
- f. Gloves; and
- g. Coveralls.

8.3 OCCUPATIONAL SAFETY - RULES AND STANDARDS

The Contractor has the responsibility to perform the work in accordance with the applicable standards, codes and regulations and in accordance with the Canadian Labor Code.

9.0 Hot work

Before performing any hot work on a ship, the Contractor must have a hot work permit for each hot work task.

The Contractor's work team leader must receive authorization from the officer in charge of the ship before undertaking hot work.

10.0 Federal Regulations on Halocarbons – Certification

The Contractor shall ensure that all contractor's personnel must have a valid certification in the form of an Ozone Depletion Prevention (ODP) card (Ontario only) or an Ozone Depleting Substances (ODS) card (all other provinces), indicating that they have successfully completed the "Environmental awareness on recycling, recovery and Refrigeration", the certification card must have an accreditation number.

All Refrigeration Mechanic must present his / her ODP or ODS card to the Chief Engineer of the ship or the project officer of the naval engineering or their representative before any work is started. If the Refrigeration Mechanic does not have a valid ODP or ODS card on his / her person work will not be permitted to start and the matter will be taken to the Chief Engineer or his representative.

If the Refrigeration assistant is going to perform any work on the refrigeration system(s) he must also present his ODP or ODS card to the Chief Engineer of the ship or the project officer of the naval engineering or their representative before any work is started

Any breach of procedure, significant incident or accident with regards to Federal Regulations on Halocarbons or the occupational safety the will be reported to the Contracting Authority.

11.0 Approval and Acceptance

The Inspection Authority (IA) is the person in the government responsible for inspecting finished products prior to their acceptance and for handling minor non-conformities. The Inspection Authority is identified in the Task Authorization and may be the chief engineer of the ship, the Project Authority, the Standing Offer Project Authority, or any other person appointed by the Canadian Coast Guard for approving and accepting work on their behalf.

12.0 Repair/Maintenance Report

A repair report will be required for all preventive and corrective maintenance. The report must contain at least the following information:

- The date and time the repair/maintenance request was made;
- The name of the person who made the service call and phone number;
- The serial number and system description;
- The date and time of the start and the end of the work, as well as the number of hours for each working day by occupational category including travel time;
- The description of the malfunction;
- The diagnosis for the defect or malfunction;
- The list of the materiel and of all parts replaced or installed, including part number if available;
- The name of the Contractor's Representative and the position of service in which he or she works;

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- The name (please print) and signature of the person in charge on the ship who certifies that the materiel appears to operate satisfactorily;
 - The breakdown of labor categories and personnel, materiel costs, and other direct cost, if applicable.

Two (2) copies of the report in PDF format will be submitted. One to the representative of the vessel and the other to the project officer of the naval engineering.

Annex « B »

Basis of Payment

The Bidder should complete this pricing schedule and include it in its financial bid once completed. As a minimum, the Bidder must respond to this pricing schedule by including in its financial bid for each of the periods specified below.

During the period of Contract, for Work performed in accordance with the contract, the Contractor will be paid as specified below:

1.0 Working Hours

The normal working hours per day for Contractor's personnel, shall be deemed to be eight (8) hours of any day during which they are actually engaged in the performance of the Services between 07:00 hrs and 17:00 hrs.

2.0 Professional Fees

The Contractor will be paid firm hourly rates and fixed rates as follows:

(The Standing Offer Authority will insert the Offeror's Representative's information at standing offer award)

During normal working hours Monday to Friday			
Trade	Hourly rate		
	Initial Contract Period	Option Period 1	Option Period 2
Refrigeration Mechanic			
Refrigeration assistant			
Labourer			
Wait Time Hourly Rate Refrigeration mechanic			
Wait Time Hourly Rate Refrigeration assistant			
Wait Time Hourly Rate Labourer			

(The Standing Offer Authority will insert the Offeror's Representative's information at standing offer award)

Outside normal working hours, Monday to Friday			
Trade	Hourly rate		
	Initial Contract Period	Option Period 1	Option Period 2
Refrigeration Mechanic			
Refrigeration assistant			
Labourer			
Wait Time Hourly Rate Refrigeration mechanic			

Wait Time Hourly Rate Refrigeration assistant			
Wait Time Hourly Rate Labourer			

(The Standing Offer Authority will insert the Offeror's Representative's information at standing offer award)

Outside normal working hours, Saturday			
Trade	Hourly rate		
	Initial Contract Period	Option Period 1	Option Period 2
Refrigeration Mechanic			
Refrigeration assistant			
Labourer			
Wait Time Hourly Rate Refrigeration mechanic			
Wait Time Hourly Rate Refrigeration assistant			
Wait Time Hourly Rate Labourer			

(The Standing Offer Authority will insert the Offeror's Representative's information at standing offer award)

Outside normal working hours, Sundays and holidays			
Trade	Hourly rate		
	Initial Contract Period	Option Period 1	Option Period 2
Refrigeration Mechanic			
Refrigeration assistant			
Labourer			
Wait Time Hourly Rate Refrigeration mechanic			
Wait Time Hourly Rate Refrigeration assistant			
Wait Time Hourly Rate Labourer			

2.2 Travel time and mileage charges

2.2.1 Travel time and mileage charges applicable outside a radius of 20 kilometers from the service center of the Bidder:

(The Standing Offer Authority will insert the Offeror's Representative's information at standing offer award)

Mobile Repair Unit Travel Time			
	Hourly rate - travel Time		
Trade	Initial Contract Period	Option Period 1	Option Period 2
Refrigeration Mechanic			
Refrigeration assistant			
Labourer			

(The Standing Offer Authority will insert the Offeror's Representative's information at standing offer award)

Kilometric Rate – Mobile repair unit			
	Initial Contract Period	Option Period 1	Option Period 2
Rate per kilometer			

2.2.2 Travel time and Kilometric charges

Travel time and mileage charges for a service call will be invoiced from the Contractor's service facility nearest to the Canadian Coast Guard place of work, as indicate in the bid, or the location of mobile repair unit, whichever is the shortest distance.

2.3 Ferry charges

The Contractor will be reimbursed for the authorized ferry charges reasonably and properly incurred in the performance of the Work, at cost, without provisions for Administrative overhead or profit.

3. Materials and replacement parts and subcontracting

3.1 Materials, replacement parts and spare parts

The Contractor will be paid the net laid-down cost of materials and replacement parts to which will be added a mark-up of 10 percent, plus Applicable Taxes.

3.2 Subcontracting

The Contractor will be paid the net laid-down cost for subcontracting services to which will be added a mark-up of 10 percent, plus Applicable Taxes.

4.0 Travel and living expenses

There will be no travel time or travel and living expenses for services rendered within a radius of 20 kilometers from the Contractor's designated place of work as specified in Annex "A". For services rendered outside a 20 kilometer radius from the Contractor's designated place of work as specified in Annex "A", the contractor will be paid for the actual travel time in accordance with the hourly rates specified in this annex.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative

overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority for the Call up Against Standing Offer.

All payments are subject to verification by the government.

5.0 Transportation costs

5.1 Transportation costs of components will be determined as follows:

a. For a pick-up size vehicle

The Contractor shall provide a fixed transportation rate, round trip, for the transport of components between the contractor's shop and ships.

b. Transportation costs for a vehicle bigger than a pick-up

For transportation cost for vehicles larger than a pick-up truck the Net laid-down cost of transport to which will be added a mark-up of 10 percent, plus Applicable Taxes.

5.2 The Project Authority may change the mode of transport at its discretion.

6.0 Estimated travel time and distance:

The Contractor will be paid a minimum amount of a first half hour, calculated from the contractor's technician's arrival time on site. All additional chargeable time after the first half hour will be rounded to the nearest quarter hour.

a: West geographical area – Province of Ontario

(The Standing Offer Authority will insert the Offeror's Representative's information at standing offer award)

A	B	C	D
Address of Supplier mobile repair unit base and Postal Code	Place of Work	One way KM	One way travel time hours (estimated)
	Port of Sarnia Ontario 520 Exmouth Street Sarnia ON N7T 8B1		
	Port of Burlington Ontario 867 Lakeshore Road Burlington ON L7S 1A1		
	Port of Prescott Ontario 401 King Street West Prescott ON K0E 1T0		
	Port of Parry Sounds Ontario 28 Waubeek Street Parry Sound ON P2A 4J4		

Billing mileage for a service call will either be from the address of the mobile repair unit base closest to the Canadian Coast Guard work site or the actual location of the mobile repair party vehicle, whichever is the closest of the place of work.

AND / OR

b. East geographical area – Province of Quebec

(The Standing Offer Authority will insert the Offeror's Representative's information at standing offer award)

A	B	C	D
Address of Supplier mobile repair unit base and Postal Code	Place of Work	One way KM	One way travel time hours (estimated)
	Port of Sorel-Tracy 15 rue Prince, Sorel QC J3P 4J4		
	Port of Quebec City 101 Champlain QC G1K 7Y7		
	Port of Rimouski 1 route du Quai, Rimouski QC G5L 7C3		
	Port de Matane 1600 rue de Matane sur Mer, Matane QC G4W 3M6		
	Port de Sept-Îles 1 rue Monseigneur Blanche Sept-Îles QC G4R 5P3		

Billing mileage for a service call will either be from the address of the mobile repair unit base closest to the Canadian Coast Guard work site or the actual location of the mobile repair party vehicle, whichever is the closest of the place of work.

Note: Certain addresses provided are to facilitate the Google Map search.

ANNEX "C"

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$10,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.

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ANNEX D

Reporting requirements

Suppliers must report on a quarterly basis on the call-up/contract activities. Such reports may contain, but are not limited to, the following information:

- i. the standing offer number;
- ii. the supplier name;
- iii. the reporting period;
- iv. the call-up/contract number for each call-up/contract, including amendments;
- v. the client department;
- vi. the contracting authority;
- vii. the date of the call-up/contract;
- viii. the call-up/contract period;
- ix. the line items acquired/services provided;
- x. the value of the call-up/contract, Goods or Services Tax/Harmonized Sales Tax included, as applicable.

ANNEX "E"

EVALUATION PLAN

1.0 Evaluation plan

This Standing Offer contains two (2) geographic areas. Each geographic area will be evaluated separately.

The two geographic areas are:

- (1) West geographical area – Province of Ontario: Sarnia, Burlington, Prescott, Parry Sound; and
- (2) East geographical area – Province of Quebec: Sorel-Tracy, Quebec City, Rimouski, Sept-Îles, and Matane.

The Bidder must complete one Mandatory Technical Criteria form and one Financial Evaluation form per geographic area.

A bidder may bid for one (1) or two (2) geographical areas, at his discretion.

1.1 Mandatory technical criteria

The Bidder must complete one (1) mandatory technical criteria bid presentation sheet for each geographic area on which it wants to bid. Mandatory technical criteria M.1 to M.5 must be addressed in order to be technically compliant.

The mandatory technical criteria are described at paragraph 2.0 of this annex.

1.2 Financial Evaluation

The Bidder must complete one (1) financial bid presentation sheet for each geographic area on which the Bidder wants to bid. In order to be receivable all the boxes provided for rates or costs of the financial evaluation form must be properly filled in.

The financial evaluation criteria are described at paragraph 3.0 of this annex.

2.0 Mandatory Technical Criteria

The bidder must provide full details of where, when (month and year), the category of marine vessel air conditioning systems and commercial food refrigeration systems repaired (manufacturer and model) and provide a brief description of the work performed.

The mandatory technical criteria is the same for the two regions; West Geographical Area - Province of Ontario, and East Geographical Area - Province of Québec. Each Geographical region's that the Bidder submits a bid for, must have its own mandatory technical criteria evaluation - listing the resources available within the Geographical region.

The bidder must complete the mandatory technical criteria in relation to Bidder's staff, rolling stock and tools that are based within the geographical area bided. If the bidder must use resources (personnel, equipment or tools) that are based outside of the geographic area for which he is bidding to perform service calls on a regular basis; the bidder must clearly identify in its bid the description of the resources, address where the resources are based and the frequency with which they are required.

The following mandatory technical criteria apply to each geographic area.

Mandatory Technical Criteria	
Offeror's name:	
Geographic area	
Date:	
No.	Description of Criteria
M.1	The Offeror must demonstrate that it employs on a permanent basis at least two (2) Refrigeration Mechanics with at least two (2) years of experience each. The Refrigeration Mechanics must have their Federal Regulations on Halocarbons Certification.
M.2	The Offeror must demonstrate that it employs on a permanent basis at least two (2) Refrigeration assistants with at least two (2) years of experience each.
M.3	The Offeror must demonstrate that it has the rolling stock required to perform service calls with the necessary tools for delivering repair and maintenance services of marine vessel air conditioning systems (HVAC) and commercial food refrigeration listed in subsection 3 of Annex A.
M.4	The Offeror must demonstrate that it has completed in the last seven (7) years at least one project in three (3) of the four (4) work categories for repair and maintenance services in relation to the repair and maintenance services of marine vessel air conditioning systems and commercial food refrigeration systems listed in subsection 3 of Annex A. (A. to D) as follows:
A.	marine vessel air HVAC systems 700 M ³ to 2,000 M ³ ;
B.	marine vessel air conditioning systems 2,001 M ³ to 4,500 M ³ ;
C.	commercial food refrigeration systems Refrigerator, walk in; and
D.	commercial food refrigeration systems Freezer, walk in.
M.5	Offeror must have a work record free of accident(s), incident(s) and unsatisfactory work record(s) on CCG ships in the last two years including the following:
A.	Offeror personnel must not have a serious, light or minor accident on a CCG ships in the last two years from the date of issue of the solicitation: (Any injury that requires more than local first aid. This does not include a first aid injury were visit is made to a doctor for company or CSST regulations)
B.	Offeror personnel must not have an incident that caused damage to CCG equipment or ship in the last two years from the date of issue of the solicitation. This includes an incident / accident that could have caused a serious or light injury in the last two years.
C.	The Offeror must not have an unsatisfactory rating with a contract or call up against standing offer in the last two years from the date of issue of the solicitation.

Technical validation

PWGSC and/or the CCG retain the option of visiting the Bidder's facilities in order to validate that the equipment and rolling stock for the repair and maintenance services of marine vessel air conditioning systems and commercial food refrigeration systems listed in subsection 3 of Annex A are as indicated by the Bidder in its bid.

3.0 Financial Evaluation

Financial Evaluation Criteria

The Offeror must submit their hourly rate and firm prices for the initial 12 month period and option periods 1 and 2 in accordance with Appendix B – basis of payment for each trade. The fixed rates and prices will be transferred to Appendix E for the financial evaluation.

The two (2) geographic areas are:

- (1) West geographical area – Province of Ontario: Financial Evaluation, section 3.1; and
- (2) East geographical area – Province of Quebec: Financial Evaluation, section 3.2.

The "calculation area" for travel time and distance in kilometers are mandatory and must be addressed. The Google Map " Software" will be used to determine the travel time and distance in kilometers between the Offeror's Service Facilities to all ports where Canadian Coast Guard ships are located. It is acceptable to use the administration offices of the ports for Google Map calculations. An example of the calculation is available at Appendix 1 to Annex "E".

The Offeror must complete the financial evaluation criteria in relation to the Offerors staff, rolling stock and tools based within the geographical area that the Offeror wishes to make an offer. If the Offeror must use resources (personnel, equipment or tools) that are based outside of the geographic area for which he is making an offer in order to perform service calls on a regular basis, the Offeror must clearly identify, in his submission: resource description, address where the resources are based and the frequency with which they are required. The evaluation of travel time and distance in kilometers for the Mobile repair unit with resources that are based outside of the geographical area must be represented in the calculation area of travel time and distance in kilometers.

Validation of the travel time and distance in kilometers from the Offeror's facilities to clients service site.

The validation tool for the travel time and distance in kilometers with Google Map. The address of the Offeror's Facilities to the service sites will be inserted as per Appendix 1 to Annex " E". Google Map's Automatic path will not be modified. **Paragraph 3.1.2 & 3.2.2 respectively - Google map travel time and kilometers from offeror's mobile mobile repair unit to ports:** the travel time will be inserted in the column" X "of the table for the corresponding line of the service destination, and the distance in kilometers will be recorded column" W " of the table in the corresponding line for the service destination. The Standing Offer Authority reserves the right to verify the data at his discretion, but at least two trips per Offer will be validated.

Levels of Effort

These levels of effort are only estimations for the financial evaluation only and are not to be considered in any way as a commitment from Canada.

Receivable financial Offer

In order to be receivable a financial offer must have hourly rates and rates properly inserted in all the appropriate boxes of the financial evaluation.

3.1 Financial Evaluation for the West Geographic Area - Province of Ontario

3.1.1 Calculation Area for hourly rates, rates, and Google Maps Travel Distance in Kilometres and travel time

During Regular Working Hours (Monday to Friday) Part 1						
Trade	Hourly Rates			Evaluation Calculation		
	A	B	C	D	E	
	Initial Period	Option Period 1	Option Period 2	Subtotal (A+B+C) /3	Hours	Subtotal (D * E)
Refrigeration Mechanic					430	(1)
Refrigeration assistant					213	(2)
Labourer					30	(3)
Wait Time Hourly Rate Refrigeration Mechanic					18	(4)
Wait Time Hourly Rate Refrigeration assistant					18	(5)
Wait Time Hourly Rate Labourer					18	(6)

Outside Regular Working Hours (Monday to Friday)						
Trade	Hourly Rates			Evaluation Calculation		
	F	G	H	I	J	
	Initial Period	Option Period 1	Option Period 2	Subtotal (F+G+H) /3	Hours	Subtotal (I * J)
Refrigeration Mechanic					9	(7)
Refrigeration assistant					9	(8)
Labourer					6	(9)
Wait Time Hourly Rate Refrigeration Mechanic					6	(10)
Wait Time Hourly Rate Refrigeration assistant					6	(11)
Wait Time Hourly Rate Labourer					6	(12)

Saturday						
Trade	Hourly Rates			Evaluation Calculation		
	K	L	M	N	O	
	Initial Period	Option Period 1	Option Period 2	Subtotal (K+L+M) /3	Hours	Subtotal (N * O)
Refrigeration Mechanic					3	(13)
Refrigeration assistant					3	(14)
Labourer					3	(15)
Wait Time Hourly Rate Refrigeration Mechanic					3	(16)
Wait Time Hourly Rate Refrigeration assistant					3	(17)
Wait Time Hourly Rate Labourer					3	(18)

Sunday and Statutory Holidays						
Trade	Hourly Rates			Evaluation Calculation		
	P	Q	R	S	T	
	Initial Period	Option Period 1	Option Period 2	Subtotal (P+Q+R) /3	Hours	Subtotal (S * T)
Refrigeration Mechanic					3	(19)
Refrigeration assistant					3	(20)
Labourer					3	(21)
Wait Time Hourly Rate Refrigeration Mechanic					3	(22)
Wait Time Hourly Rate Refrigeration assistant					3	(23)
Wait Time Hourly Rate Labourer					3	(24)

Subtotal for Part 1 – Hourly Rates = (1)+(2)+(3)+(4)+(5)+(6)+(7)+(8)+(9)+(10)+(11)+(12)+(13) +(14)+(15)+(16) +(17)+(18)+(19)+(20) +(21)+(22)+(23)+(24)		(25)
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3.1.2 Google map travel time and kilometers from offeror's mobile mobile repair unit to ports.

	U	V	W	X
	Address of mobile repair unit and Postal Code	Place of Work	One way KM	One way hours
(1)		Port of Sarnia Ontario 520 Exmouth Street Sarnia ON N7T 8B1		
(2)		Port of Burlington Ontario 867 Lakeshore Road Burlington ON L7S 1A1		

(3)		Port of Prescott Ontario 401 King Street West Prescott ON K0E 1T0		
(4)		Port of Parry Sounds Ontario 28 Waubeek Street Parry Sound ON P2A 4J4		

Travel- Mobile Repair Unit – Travel Hourly Rates part 2a – Hourly rates									
		Travel Hourly Rates			Evaluation Calculation				
Y		Z	AA	AB	AC	AD	AE		
One way hours, Google Maps data, Offeror's facilities to service site -- From tab "X"	Trade	Initial Period	Option Period 1	Option Period 2	Subtotal (Z-AA-AB)/3	Trips	Subtotal (Y*AC*AD)		
(1)	Refrigeration Mechanic					16		(26)	
(1)	Refrigeration assistant					16		(27)	
(1)	Labourer					6		(28)	
(2)	Refrigeration Mechanic					16		(29)	
(2)	Refrigeration assistant					16		(30)	
(2)	Labourer					6		(31)	
(3)	Refrigeration Mechanic					16		(32)	
(3)	Refrigeration assistant					16		(33)	
(3)	Labourer					6		(34)	
(4)	Refrigeration Mechanic					16		(35)	
(4)	Refrigeration assistant					16		(36)	
(4)	Labourer					6		(37)	

Example: 3 h 30 min = 3.5 hrs, 3h 18 min = 3.3 hrs, 3 hrs 14 min = 3.23 hrs, 3H 02 min = 3.03 (hrs + Xmin / 60)

Subtotal for Part 2a = (26)+(27)+(28)+(29)+(30)+ (31)+(32)+(33)+(34)+(35)+(36)+(37)	(38)
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Travel- Mobile Repair Unit - Kilometric Rate part 2b						
Kilometric Rate					Evaluation Calculation	
AF	AG	AH	AI	AJ	AK	AL
One way kilometers, Google Maps data, Offeror's facilities to service site From tab "W"	Initial Period	Option Period 1	Option Period 2	Subtotal (AG+AH+AI) /3	Number of trips	Subtotal (AF*AJ* AK)
(1)					16	(39)
(2)					16	(40)
(3)					16	(41)
(4)					16	(42)

Example: 312.01 to 312.50 km = 312 km 312.501 to 313.00 km = 313 km

Subtotal for Part #2b = (39)+(40)+(41)+(42)	(43)
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3.1.3 Calculation of Total Financial Evaluation for the West Geographic Area - Province of Ontario:

Subtotal for Travel- Mobile Repair Unit – Hourly Rates part 1 - West Geographic Area - Province of Ontario (25)	44
Subtotal for Travel- Mobile Repair Unit – Travel Hourly Rates part 2a - West Geographic Area - Province of Ontario (38)	45
Subtotal for Travel- Mobile Repair Unit – Kilometric Rate part 2b - West Geographic Area - Province of Ontario (43)	46
Total of the Financial Evaluation the West Geographic Area - Province of Ontario (44) + (45) + (46)	47

Signed: _____
Name:
Name of company:
Telephone:
Facsimile:
Email:

Date: _____ .

3.2 Calculation of Total Travel Cost for the East Geographic Area - Province of Québec

3.2.1 Calculation Area for hourly rates, and Google Maps Travel Distance in Kilometres and travel time

During Regular Working Hours (Monday to Friday) Part 1						
Trade	Hourly Rates			Evaluation Calculation		
	A	B	C	D	E	
	Initial Period	Option Period 1	Option Period 2	Subtotal (A+B+C) /3	Hours	Subtotal (D * E)
Refrigeration Mechanic					430	(1)
Refrigeration assistant					213	(2)
Labourer					30	(3)
Wait Time Hourly Rate Refrigeration Mechanic					18	(4)
Wait Time Hourly Rate Refrigeration assistant					18	(5)
Wait Time Hourly Rate Labourer					18	(6)

Outside Regular Working Hours (Monday to Friday)						
Trade	Hourly Rates			Evaluation Calculation		
	F	G	H	I	J	
	Initial Period	Option Period 1	Option Period 2	Subtotal (F+G+H) /3	Hours	Subtotal (I * J)
Refrigeration Mechanic					9	(7)
Refrigeration assistant					9	(8)
Labourer					6	(9)
Wait Time Hourly Rate Refrigeration Mechanic					6	(10)
Wait Time Hourly Rate Refrigeration assistant					6	(11)
Wait Time Hourly Rate Labourer					6	(12)

Saturday							
Trade	Hourly Rates			Evaluation Calculation			
	K	L	M	N	O		
	Initial Period	Option Period 1	Option Period 2	Subtotal (K+L+M) /3	Hours	Subtotal (N * O)	
Refrigeration Mechanic					3		(13)
Refrigeration assistant					3		(14)
Labourer					3		(15)
Wait Time Hourly Rate Refrigeration Mechanic					3		(16)
Wait Time Hourly Rate Refrigeration assistant					3		(17)
Wait Time Hourly Rate Labourer					3		(18)

Sunday and Statutory Holidays							
Trade	Hourly Rates			Evaluation Calculation			
	P	Q	R	S	T		
	Initial Period	Option Period 1	Option Period 2	Subtotal (P+Q+R) /3	Hours	Subtotal (S * T)	
Refrigeration Mechanic					3		(19)
Refrigeration assistant					3		(20)
Labourer					3		(21)
Wait Time Hourly Rate Refrigeration Mechanic					3		(22)
Wait Time Hourly Rate Refrigeration assistant					3		(23)
Wait Time Hourly Rate Labourer					3		(24)

Subtotal for Part 1 – Hourly Rates = (1)+(2)+(3)+(4)+(5)+(6)+(7)+(8)+(9)+(10)+(11)+ (12)+(13) +(14)+(15)+(16) +(17)+(18)+(19)+(20) +(21)+(22)+(23)+(24)		(25)
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3.2.2 Google map travel time and kilometers from offeror's mobile mobile repair unit to ports.

	U	V	W	X
	Address of mobile repair unit and Postal Code	Place of Work	One way KM	One way hours
(1)		Port of Sorel-Tracy 15 rue Prince, Sorel QC J3P 4J4		
(2)		Port of Quebec City 101 Champlain QC G1K 7Y7		
(3)		Port of Rimouski 1 route du Quai, Rimouski QC G5L 7C3		
(4)		Port de Matane 1600 rue de Matane sur Mer, Matane QC G4W 3M6		
(5)		Port de Sept-Îles 1 rue Monseigneur Blanche Sept-Îles QC G4R 5P3		

Travel- Mobile Repair Unit – Travel Hourly Rates part 2a – Hourly rates									
		Travel Hourly Rates			Evaluation Calculation				
Y		Z	AA	AB	AC	AD	AE		
One way hours, Google Maps data, Offeror's facilities to service site -- From tab "X"	Trade	Initial Period	Option Period 1	Option Period 2	Subtotal (Z-AA-AB) /3	Trips	Subtotal (Y*AC*AD)		
(1)	Refrigeration Mechanic					16			(26)
(1)	Refrigeration assistant					16			(27)
(1)	Labourer					6			(28)
(2)	Refrigeration Mechanic					16			(29)
(2)	Refrigeration assistant					16			(30)
(2)	Labourer					6			(31)
(3)	Refrigeration Mechanic					16			(32)
(3)	Refrigeration assistant					16			(33)
(3)	Labourer					6			(34)
(4)	Refrigeration Mechanic					16			(35)
(4)	Refrigeration assistant					16			(36)

Solicitation No. - N° de l'invitation
F3065-15N064/A
Client Ref. No. - N° de réf. du client
F3065-15N064

Amd. No. - N° de la modif.
File No. - N° du dossier
027ml.F3065-15N064

Buyer ID - Id de l'acheteur
027ml
CCC No./N° CCC - FMS No./N° VME

(4)		Labourer					6		(37)
(5)		Refrigeration Mechanic					16		(38)
(5)		Refrigeration assistant					16		(39)
(5)		Labourer					6		(40)

Example: 3 h 30 min = 3.5 hrs, 3h 18 min = 3.3 hrs, 3 hrs 14 min = 3.23 hrs, 3H 02 min = 3.03 (hrs + Xmin / 60)

Subtotal for Part 2a = (26)+(27)+(28)+(29)+(30)+ (31)+(32)+(33)+(34)+(35)+ (36)+(37)+(38)+(39)+(40)		(41)
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Travel- Mobile Repair Unit - Kilometric Rate part 2b							
Kilometric Rate					Evaluation Calculation		
AF	AG	AH	AI	AJ	AK	AL	
One way kilometers, Google Maps data, Offeror's facilities to service site From tab "W"	Initial Period	Option Period 1	Option Period 2	Subtotal (M+N+O) /3	Number of trips	Subtotal (AF*AJ* AK)	
(1)					16		(42)
(2)					16		(43)
(3)					16		(44)
(4)					16		(45)
(5)					16		(46)

Example: 312.01 to 312.50 km = 312 km 312.501 to 313.00 km = 313 km

Subtotal for Part #2b = (42)+(43)+(44)+(45)+(46)		(47)
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Solicitation No. - N° de l'invitation
F3065-15N064/A
Client Ref. No. - N° de réf. du client
F3065-15N064

Amd. No. - N° de la modif.
File No. - N° du dossier
027ml.F3065-15N064

Buyer ID - Id de l'acheteur
027ml
CCC No./N° CCC - FMS No./N° VME

3.2.3 Calculation of Total Financial Evaluation for the East Geographic Area - Province of Québec:

Subtotal for Travel- Mobile Repair Unit – Hourly Rates part 1 - East Geographic Area - Province of Québec (25)		48
Subtotal for Travel- Mobile Repair Unit – Travel Hourly Rates part 2a - East Geographic Area - Province of Québec (41)		49
Subtotal for Travel- Mobile Repair Unit – Kilometric Rate part 2b - East Geographic Area - Province of Québec (47)		50
Total of the Financial Evaluation for the East Geographic Area - Province of Québec (48) + (49) + (50)		51

Signed: _____

Date: _____ .

Name:

Name of company:

Telephone:

Facsimile:

Email:

Examples of Google Maps

Exemple de Google Maps



11 Rue Laurier, Gatineau, QC J8X to 100 Seaway Rd, Sarnia, ON N7T 8E6

Drive 727 km, 7 h 16 min



via ON-401 W
6 h 29 min without traffic

7 h 16 min
727 km

via Trans-Canada Hwy/ON-7 and ON-401 W
6 h 34 min without traffic

7 h 23 min
689 km

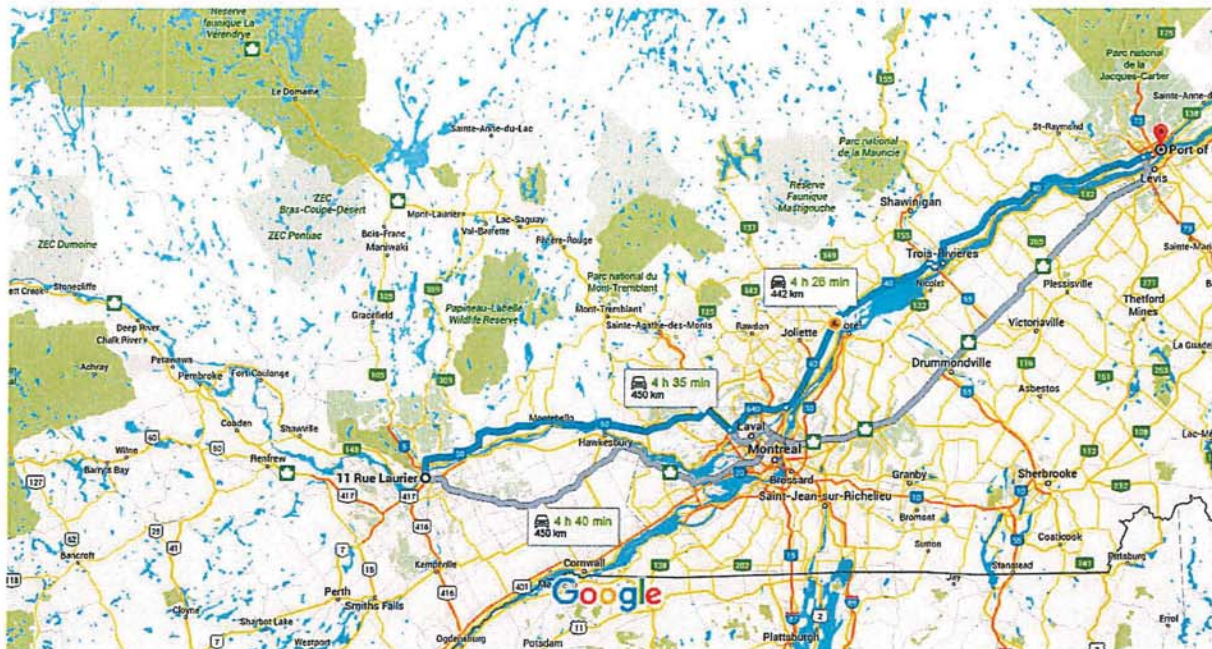
Ottawa, Canada—Sarnia, Canada

3 h 5 min
from CA\$693



11 Rue Laurier, Gatineau, QC J8X to Port of Quebec, Québec City, QC

Drive 442 km, 4 h 26 min



Map data ©2016 Google 20 km

via Autoroute 50 E and Autoroute 40 E

4 h 26 min

4 h 11 min without traffic

442 km

via Autoroute 50 E and Route Transcanadienne/Autoroute 20

4 h 35 min

4 h 19 min without traffic

450 km

via Trans-Canada Hwy/ON-417 E and Route Transcanadienne/Autoroute 20

4 h 40 min

4 h 19 min without traffic

450 km