



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage , Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Marine Machinery and Services / Machineries et services maritimes

11 Laurier St. / 11, rue Laurier

6C2, Place du Portage

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> SHAFT GENERATOR AVR REPLACEMENT		
<b>Solicitation No. - N° de l'invitation</b> F2599-165007/A		<b>Date</b> 2016-04-20
<b>Client Reference No. - N° de référence du client</b> F2599-165007		
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$ML-027-25827		
<b>File No. - N° de dossier</b> 027ml.F2599-165007	<b>CCC No./N° CCC - FMS No./N° VME</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2016-05-06</b>		<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tamaro, Daniel		<b>Buyer Id - Id de l'acheteur</b> 027ml
<b>Telephone No. - N° de téléphone</b> (819) 420-2892 ( )		<b>FAX No. - N° de FAX</b> (819) 956-0897
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



Destination Code - Code destinataire	Destination Address - Adresse de la destination	Invoice Code - Code bur.-comptable	Invoice Address - Adresse de facturation
D - 1	CCGS SAMUEL RISLEY CANADIAN COAST GUARD 28 WAUBEEK STREET PARRY SOUND , ON P2A 1B9	F2599	DEPARTMENT OF FISHERIES AND OCEANS MARINE ENGINEERING 520 EXMOUTH ST CANADIAN COAST GUARD ATTN: HELEN EVANS SARNIA Ontario N7T8B1 Canada



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	TWO (2) AUTOMATIC VOLTAGE REGULATORS LOT OF TWO (2) REPLACEMENT AUTOMATIC VOLTAGE REGULATORS (AVR). ONE FOR EACH OF THE TWO (2) SHAFT GENERATOR FOR THE CCGS SAMUEL RISLEY AS PER ANNEX A - SPECIFICATION NO. 812.15 DATE: 2016-04-11 REV 2. INCLUDING: DESIGN WORK, PARTS, LABOR, INSTALLATION, TRAVEL AND LIVING EXPENSES, TESTING, AND CERTIFICATES & DRAWINGS AS SPECIFIED IN DELIVERABLES IN ANNEX A.	D - 1	F2599	1	LT	\$	XXXXXXXXXXXX	See Herein	

Solicitation No. - N° de l'invitation  
F2599-165007/A  
Client Ref. No. - N° de réf. du client  
F2599-165007

Amd. No. - N° de la modif.  
File No. - N° du dossier  
027ml. F2599-165007

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

---

## **TITLE - PROVISION OF SHAFT GENERATOR AUTOMATIC VOLTAGE REGULATOR (AVR) REPLACEMENT FOR THE CANADIAN COAST GUARD (CCG) ON THE CCGS SAMUEL RISLEY**

### **TABLE OF CONTENTS**

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 SECURITY REQUIREMENTS .....	3
1.2 STATEMENT OF WORK.....	3
1.3 DEBRIEFINGS .....	3
1.4 TRADE AGREEMENTS .....	3
1.5 CANADIAN CONTENT .....	3
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 FORMER PUBLIC SERVANT.....	4
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>7</b>
3.1 BID PREPARATION INSTRUCTIONS .....	7
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	10
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>11</b>
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	11
<b>PART 6 - RESULTING CONTRACT CLAUSES .....</b>	<b>12</b>
6.1 SECURITY REQUIREMENTS .....	12
6.2 STATEMENT OF WORK.....	12
6.3 STANDARD CLAUSES AND CONDITIONS.....	12
6.4 TERM OF CONTRACT .....	12
6.5 AUTHORITIES .....	12
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	14
6.7 PAYMENT .....	14
6.8 INVOICING INSTRUCTIONS .....	15
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	16
6.10 APPLICABLE LAWS.....	16
6.11 PRIORITY OF DOCUMENTS .....	16
6.12 INSURANCE REQUIREMENTS.....	16
6.13 SACC <i>MANUAL</i> CLAUSES .....	17
6.14 WORKING LANGUAGE.....	17
6.15 Inspection and acceptance of the work .....	17
6.16 Disposal of waste .....	17
6.17 Occupational Requirements .....	17

Solicitation No. - N° de l'invitation  
F2599-165007/A  
Client Ref. No. - N° de réf. du client  
F2599-165007

Amd. No. - N° de la modif.  
File No. - N° du dossier  
027ml. F2599-165007

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

---

6.18	UNSCHEDULED WORK.....	18
<b>ANNEX "A"</b> .....		<b>20</b>
STATEMENT OF WORK OR REQUIREMENT .....		20
<b>ANNEX "B"</b> .....		<b>25</b>
INSURANCE REQUIREMENTS.....		25
<b>ANNEX "C" PROCEDURE FOR PROCESSING UNSCHEDULED WORK</b> .....		<b>256</b>
ELECTRONIC PAYMENT INSTRUMENTS.....		29
<b>ANNEX "D" TO PART 3 OF THE BID SOLICITATION</b> .....		<b>25</b>
ELECTRONIC PAYMENT INSTRUMENTS.....		29

Solicitation No. - N° de l'invitation  
F2599-165007/A  
Client Ref. No. - N° de réf. du client  
F2599-165007

Amd. No. - N° de la modif.  
File No. - N° du dossier  
027ml. F2599-165007

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

---

## **TITLE - PROVISION OF SHAFT GENERATOR AUTOMATIC VOLTAGE REGULATOR (AVR) REPLACEMENT FOR THE CANADIAN COAST GUARD (CCG) ON THE CCGS SAMUEL RISLEY**

### **PART 1 - GENERAL INFORMATION**

#### **1.1 Security Requirements**

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

#### **1.2 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

#### **1.3 Debriefings**

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

#### **1.4 Trade Agreements**

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

#### **1.5 Canadian Content**

The requirement is limited to Canadian services.

---

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The 2003 (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### 2.2 SACC Manual Clauses

B1000T (2007-11-30) Condition of Material  
B3000T (2006-06-16) Produits équivalents

#### 2.2.1 Insurance - Proof of Availability Prior to Contract Award

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 B.

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.

### 2.3 Submission of Bids

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

### 2.4 Former Public Servant

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

## Definitions

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

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

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

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

## Former Public Servant in Receipt of a Pension

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

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

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

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

## Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** ( ) **No** ( )

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;



- 
- e. rate of pay on which lump sum payment is based;
  - f. period of lump sum payment including start date, end date and number of weeks;
  - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.5 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.6 Applicable Laws**

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

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

---

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid two (2) hard copies and two (2) soft copies on CD or DVD.

Section II: Financial Bid one (1) hard copy.

Section III: Certifications one (1) hard copy.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

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

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

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

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

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

#### **Section I: Technical Bid**

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

#### **Section II: Financial Bid**

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

##### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "C" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "C" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Solicitation No. - N° de l'invitation  
F2599-165007/A  
Client Ref. No. - N° de réf. du client  
F2599-165007

Amd. No. - N° de la modif.  
File No. - N° du dossier  
027ml. F2599-165007

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

---

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **3.1.2 Exchange Rate Fluctuation**

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

### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

In order to be technically compliant the bidder must:

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

Mandatory Technical Criteria	
No.	Description of Criteria
M.1	The Bidder must demonstrate that his engineering service has the experience in the conception of Automatic Voltage Control systems. Provide one example.
M.2	The Bidder must demonstrate that it employs on a permanent basis the required personnel or services to install and test the installation of an Automatic Voltage Control system. Provide one example.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Financial evaluation:

The bidder must complete the following table with the firm prices and rates specified in line item 1 and the Part 6 Contract clauses – 6.7. Basis of Payment.

Item	Description	Subtotal -extended cost
1	Lot of two (2) Replacement Automatic Voltage Regulators (AVR). One for each of the two (2) shaft generators for the CCGS Samuel Risley as per Annex A - Specification NO. 812.15 Date: 2016-04-11 REV 2. Including: Design work, parts, labor, installation travel & living, testing and certificates & drawings as specified in Deliverables of Annex A. As specified in line item 1	Lot of 2 AVR's \$
2	Additional work: 10 hours at the rate specified in paragraph 6.7.2.1	Lot for 10 hours \$
3	Round trip rate as specified in paragraph 6.7.2.2	Lot price for 1 trip \$
4	Lot Travel hourly rate for new ship location 2 hours as specified in paragraph 6.7.2.3	Lot price for 2 hrs \$
5	Lot Kilometer rate for installer for 60 kilometers as specified in paragraph 6.7.2.3	Lot price 60 kms \$
	<b>Total Evaluated price</b>	<b>\$</b>

Solicitation No. - N° de l'invitation  
F2599-165007/A  
Client Ref. No. - N° de réf. du client  
F2599-165007

Amd. No. - N° de la modif.  
File No. - N° du dossier  
027ml. F2599-165007

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

---

## 4.2 Basis of Selection

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

---

## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Precedent to Contract Award and Additional Information

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

#### 5.1.1 Integrity Provisions – Required Documentation

In accordance with the [Inteligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969)).

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

#### 5.1.3 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

#### 5.1.4 Canadian Content Definition

SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

---

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

### 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract to the 29 July 2016 inclusive

#### 6.4.2 Delivery Date

All the deliverables must be received and installed / tested on or before 31 May 2016. The Samuel Risley should be available for installation from May 18, 2016 to the May 31<sup>st</sup>, 2016. It is recommended to install as soon as the ship is available.

#### 6.4.5 Delivery Points

Delivery of the requirement will be made to delivery point specified at Annex "A" of the Contract.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Daniel Tamaro  
Title: Supply Officer  
Public Works and Government Services Canada

Solicitation No. - N° de l'invitation  
F2599-165007/A  
Client Ref. No. - N° de réf. du client  
F2599-165007

Amd. No. - N° de la modif.  
File No. - N° du dossier  
027ml. F2599-165007

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

---

Acquisitions Branch  
Directorate: Marine Systems Directorate  
Address: 11, rue Laurier  
Portage III, 6C2  
Gatineau QC K1A 0S5  
Canada  
Telephone: 819-956- 5319  
Facsimile: 819-956-0897  
E-mail address: [Daniel.tamaro@tpsgc-pwgsc.gc.ca](mailto:Daniel.tamaro@tpsgc-pwgsc.gc.ca)

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

### 6.5.2 Technical Authority

The Project Authority for the Contract is:

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

The Technical Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract.

(The contracting authority will insert the Technical Authority's name at contract award.)

### 6.5.3 Contractor's Representative

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Contractor will be required to actively participate in the overall management of all related activities and will be directly responsible for the effective supervision and coordination of the efforts of its personnel so as to minimize the management effort required of CCG. This includes, but not limited to: providing a single point of contact for communication with the CCG Technical Authority (TA), scheduling work on the ship with the TA in advance in order to avoid conflicts with CCG staff and / or other contractors, and early notification of any risk factors that could affect the Contract timeline.

The Contractor must be responsible for all Work produced under the Contract, including but not limited to: Engineering work, quality of components parts, functionality of deliverable systems, adherence to all relevant safety and environmental regulations - rules and good practices, completeness - quality and accuracy of all paper and electronic format deliverables.



(The contracting authority will insert the Contractor's Representative as identified by the bidder in his bid)

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

## 6.7 Payment

### 6.7.1 Basis of Payment - Firm Lot Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm lot price, as specified in the contract for a cost of \_\_\_\_\_. 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.

(The Contracting Authority will insert the cost at contract award)

### 6.7.2 Rates for unscheduled work only, if and when required

#### 6.7.2.1 Hourly rate for installer

Hourly rate for installer for additional work only:

Hourly rate for installer	
Installer hourly rate	\$

#### 6.7.2.2 Round trip travel and living cost

Round trip travel and living cost from contractors facilities to job site for additional work only, if and when required:

Round trip travel from contractors facilities to job site	
Round trip cost	\$

#### 6.7.2.3 Travel hourly rate and mileage cost

Travel hourly rate and mileage cost if Contractor is obligated to travel to a new ship location. Travel hourly rate and mileage for change of location for ship only, to be calculated from either the original work site or contractor's facilities, whichever is closer to the new location of the ship.

Travel Hourly rate for installer	
Travel hourly rate	\$

Kilometer rate for mileage	
Kilometer rate	\$

#### 6.7.2.4 Materials, replacement 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.

#### 6.7.2.5 Travel and living expenses

The contractor will be paid for the actual travel time in accordance with the hourly rates specified in paragraph 6.7.2.1 - Hourly rate for installer for additional work only.

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 Technical Authority.

All payments are subject to verification by the government.

#### 6.7.3 Multiple Payments

H1001C (2008-05-12) Multiple Payments

C0705C (2010-01-11) Discretionary Audit

#### 6.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of 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);

#### 6.8 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 release document and any other documents as specified in the Contract;
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the following address for certification and payment.

- b.  
Marine Engineering, Canadian coast Guard  
520 Exmouth Street  
Sarnia, Ontario N7T 8B1  
Attention: Helen Evans
- b. One (1) copy of the invoice only must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract by email.
- c. One (1) copy must be forwarded to the consignee.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

### **6.9.2 SACC Manual Clauses**

A3060C (2008-05-12) Canadian Content Certification

### **6.10 Applicable Laws**

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

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

### **6.11 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 Articles of Agreement;
- (b) the general conditions 2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Insurance;
- (e) Annex C, Procedure for processing unscheduled work;
- (f) the Contractor's bid dated \_\_\_\_\_.

(The contracting authority will insert the date of the bid as identified by the bidder in his bid)

### **6.12 SACC Manual Clauses**

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

---

## **6.13 Insurance – Specific Requirements**

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

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

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

## **6.14 WORKING LANGUAGE**

Unless otherwise specified in the Contract, the work will be conducted in English and deliverables will be presented in that language.

## **6.15 INSPECTION AND ACCEPTANCE OF THE WORK**

The Technical Authority or the Chief engineer is the Inspection Authority.

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.

## **6.16 DISPOSAL OF WASTE**

6.16.1 Removal of all Electronic waste, electric waste, copper wiring, and other miscellaneous waste products must be disposed of by the contractor in accordance to all relevant laws and best practices.

6.16.2 The waste products will be disposed of at Contractor's facilities or recognized disposal site(s).

## **6.17 OCCUPATIONAL SAFETY**

### **6.17.1 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.

## **6.17.2 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.

## **6.18 Unscheduled Work**

6.18.1 If any unscheduled Work is required, the procedure for processing the "Unscheduled Work" shall be as set out in Annex "C", Procedure for Implementing Unscheduled Work, hereto. All negotiations must be completed and the Unscheduled Work authorized on form PWGSC - TPSGC 1379 prior to the commencement of the Work, the Contracting Authority for values above \$0.00 specifically authorizes commencement of the unscheduled Work, in writing, prior to completion of negotiations and completion of form PWGSC - TPSGC 1379.

A contract amendment will be required for additional funds.

### **6.18.2 Price Breakdown:**

The Contractor must provide a price breakdown for all unscheduled work, by specific activities with trades, person-hours, material, subcontracts and services. This is but an estimate, the invoice will reflect the actual person-hours, material, and subcontracts / services cost.

### **6.18.3 Pro-rated Prices:**

Hours and prices for unscheduled work will be based on comparable historical data applicable to similar work at the same facility, or will be determined by pro-rating the quoted work costs in the Contract when in similar areas of the vessel.

### **6.18.4 Payment for Unscheduled Work:**

The Contractor will be paid for unscheduled work arising, as authorized by Canada. The authorized unscheduled work will be calculated as follows:

Number of hours (to be negotiated) X rates (to be negotiated), being the Contractor's firm hourly charge-out labour rate which includes overhead and profit, plus net laid-down cost of materials to which will be added a mark-up of 10 percent, plus Goods and Services Tax or Harmonized Sales Tax, if applicable, calculated at 13 percent of the total cost of material and labour. The firm hourly charge-out labour rate and the material mark-up will remain firm for the term of the Contract and any subsequent amendments.

### **6.18.5 Discretionary Audit for Unscheduled Work**

The following are subject to government audit before or after payment is made:

- (a) The amount claimed under the terms and conditions of the Contract, as computed in accordance with the Basis of Payment, including time charged and salaries paid for labour charges based on salaries times a firm negotiated multiplier.
- (b) The accuracy of the Contractor's time recording system.

Solicitation No. - N° de l'invitation  
F2599-165007/A  
Client Ref. No. - N° de réf. du client  
F2599-165007

Amd. No. - N° de la modif.  
File No. - N° du dossier  
027ml. F2599-165007

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

- 
- (c) The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of such audit would be to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the aforementioned prices, time rates or multipliers, and received during a particular period selected, is fair and reasonable based on the estimated amount of profit included in earlier price or rate certification(s).
- (d) Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit would be to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.

Solicitation No. - N° de l'invitation  
F2599-165007/A  
Client Ref. No. - N° de réf. du client  
F2599-165007

Amd. No. - N° de la modif.  
File No. - N° du dossier  
027ml. F2599-165007

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

---

**ANNEX "A"**  
**STATEMENT OF WORK**

# **CCGS Samuel Risley**

## **Shaft Generator AVR Replacement**

Specification No: 812.15  
Date: 2016-04-11 Rev 2

Prepared by  
Marine Engineering  
520 Exmouth St  
Sarnia, ON  
N7T 8B1

## 1.0 SHAFT GENERATOR AUTOMATIC VOLTAGE REGULATOR REPLACEMENT

### 1.1 Identification

The CCGS Samuel Risley is equipped with two main engine driven shaft generators. There is a need to replace the automatic voltage regulators (AVR) on each generator. The Contractor shall supply all materials needed to replace the existing three (3) phase sensing solid state voltage regulators with all hardware and any software required to upgrade to modern voltage regulators for the two shaft generators. The Contractor shall also supply and install new load sensing transducers for remote load indication on the Alarm and Monitoring system.

### 1.2 References

Document Number	Document Name	Document E-file Name
108120-41D (Sheet 1 of 3)	Shaft Generator #1 AC Schematic	
108120-41D (Sheet 2 of 3)	Shaft Generator #2 AC Schematic	
108120-41D (Sheet 3 of 3)	AC Schematic Wiring Shaft Gen. Switchboard	
108120-21D (Sheet 1 of 2)	Shaft Generator Switchboard Panels	
108120-21D (Sheet 2 of 2)	Shaft Generator Switchboard Bus Work Assembly	
108120-5D (Sheets 1 - 2)	Block Interconnect Diagram	
	Newage Stamford O&M Manual	Newage Stamford O&M Manual.PDF
TP127E	Ships Electrical Standards	

FTP ref docs access - AVR files

Copy and paste into explorer address bar [ftp://ftp1.dfo-mpo.gc.ca/JensenC/Samuel Risley - AVR Ref/](ftp://ftp1.dfo-mpo.gc.ca/JensenC/Samuel%20Risley%20-%20AVR%20Ref/)

- 1.2.1 The shaft generators are NEWAGE STAMFORD Type MSC 736C machines, serial numbers H8657 and H7974, rated at 600VAC, 60 Hz, 3-phase and 1000kW/1250kVAR at 0.8 lagging power factor.
- 1.2.2 The existing AVRs are 3-phase sensing, reactive droop paralleling system, with characteristics specified in the Newage Stamford O&M Manual.
- Nupart-Stamford MX341 Automatic Voltage Regulator  
Nupart-Stamford MVR-1 Manual Voltage Regulator
- 1.2.3 The Part number for the existing 3 phase sensing unit is: Newage Engineers Stamford England part #450-11000.  
The existing Voltage sensing relay is a Thomson Tech. VSR 330 input 8.5 to 15V.

### 1.3 General Information / Requirements

- 1.3.1 The manual mode is not required in the new system.
- 1.3.2 The Shaft generators are configured to supply the bow or stern thrusters, or to provide sea service power. Power distribution is configured so that the port generator primarily serves the bow thruster and the starboard generator primarily serves the stern thruster. Any given shaft generator will power only one thruster at a time. They may be run in parallel with the sea service generators to transfer load, but are prevented by interlocks from running in parallel with each other.



- 1.3.3 The shaft generator switchboards are located on an aft flat in the engine room, and the existing AVR's are mounted in the switchboards.
- 1.3.4 The new installation shall be capable of meeting or exceeding the existing performance specifications with respect to voltage regulation, waveform distortion, response to transient load changes, motor starting current, short circuit current, short circuit duration, three phase sensing, voltage sensing, voltage build up and sharing of kW and kVAR loads.
- 1.3.5 All parts and materials used in the establishment of the new system shall be of new construction and of modern design such that all parts will be fully supported, updateable and warranted by the original manufacturers.

## **Deliverables**

### **1.4 Proposal for approval**

- 1.4.1 The Contractor shall survey existing equipment, then design, submit to TCMS (Transport Canada Marine Safety and CCG-TA (Technical Authority), a proposal for approval, and install a new installation complete. Refer to paragraph 1.7.2 for approval details.

### **1.5 Removal**

- 1.5.1 The Contractor shall electrically isolate each generator and remove the parallel burden choke from each generator terminal box, and associated wiring to the generator terminal block.
- 1.5.2 The Contractor shall remove the existing trim potentiometers on the front cover panel of each shaft generator switchboard. The Contractor shall remove all existing wiring going to the potentiometer from the AVR and the 3 Phase sensing unit.
- 1.5.3 The Contractor shall remove existing AVR's and all associated wiring and redundant devices including the three phase sensing units, and the voltage sensing resistor assembly.
- 1.5.4 The Contractor shall remove the existing, not required MVR (Manual Voltage Regulators) and associated wiring.
- 1.5.5 Name plates for redundant devices are to be cleanly and neatly removed from the panels.
- 1.5.6 The Contractor shall isolate and remove all redundant wiring from the switchboard terminal blocks to the three phase sensing units, and the existing automatic voltage regulators.
- 1.5.7 The Contractor shall remove the existing Load Sensing transducers but leave the wiring between the transducers and the master control room in place for re-use.
- 1.5.8 The Contractor shall remove the existing step down transformers for the load sensing transducers as required in the generator terminal box. Remove wires from the bus taps to the transformer, and the transformer to the generator terminal block. All unused, redundant wiring shall be removed.

### **1.6 Installation**

- 1.6.1 The Contractor shall supply and install new trim potentiometers on the front cover panel of each shaft generator switchboard to provide fine voltage regulation. The Contractor shall supply and install all wiring required to install the potentiometers.

- 
- 1.6.2 The contractor shall blank off any redundant openings on the switchboard panels or generator panels and boxes. The blanks shall be of sheet steel, of equal gauge to the panel, and riveted to the interior of the panel. They shall be smoothly finished and painted the same color as the panel to which they are mounted.
- 1.6.3 Name plates and informational plates for the new devices are to be Contractor provided, and in the same style, type size, and materials of existing plates.
- 1.6.4 The contractor shall supply and install new AVR's in their respective switchboards. New wiring is to be run between the generator terminal blocks and the new AVR's and associated devices.
- 1.6.5 The Contractor shall supply and install all associated wiring from the switchboard terminal blocks to the new voltage regulators and any new associated devices added.
- 1.6.6 All wiring is to be effectively grounded and shielded to protect from electrical interference. All wiring is to be supported in its own tray or conduit, and effectively supported and fixed with securing ties to prevent damage due to vibration. Wiring shall be of sufficient length that the wires will not be pulled out or damaged when panel doors are opened.
- 1.6.7 Each wire end, each connection at terminal blocks, and each connection at a device shall be clearly and permanently marked as per approved TCMS drawings.
- 1.6.8 The Contractors attention is drawn specifically to the fact that this ship frequently operates in ice. This causes vibration and shock loading greatly in excess of normal ship operations. The mounting and support for the AVR, associated devices and wiring must be supported with vibration resistant mounts.
- 1.6.9 The Contractor shall supply and install new Load Sensing transducers.
- 1.6.10 The Contractor shall supply and install new step down transformers as required in the generator terminal box, and run new wires from the bus taps to the transformer, and the transformer to the generator terminal block.
- 1.6.11 The existing Load units supply a signal to the Alarm and Monitoring system. At this time both the shaft gen and the Emergency gens are not supplying a signal. A 0 ma output is required, as there will be no output when the generator is not operating (dead buss). The new IAS is currently configured for a 4-20 ma signal, but CCG personnel can get that changed. KW unit of measure is currently displayed on the Alarm and Monitoring system MIMIC.

## **1.7 Inspections, Tests and Trials**

- 1.7.1 The Contractor shall, with the assistance of the CCG-TA, run the shaft generators at rated speed and make all necessary adjustments to the voltage regulators as set out in the Manufacturers' Instructions. The Contractor shall prove correct operation of the trim device, the current and voltage meters for each shaft generator. These adjustments and the testing for the correct operation of the new automatic voltage regulators shall be witnessed by the CCG-IA (Inspection Authority) and the CCG-TA. (Technical Authority)
- 1.7.2 The Contractor shall obtain TCMS approvals and provide one copy of each drawing with an original TCMS approval stamp. The TCMS approvals shall also include AS-FITTED installations.
- 1.7.3 The existing meters for voltage, current, power factor, kW and kVAR are to be tested for proper calibration and may be re-used provided they are within tolerance. The Contractor must supply and replace any meter that is not functioning correctly.

- 
- 1.7.4 The Contractor must calibrate the new Load Sensing Transducer for a 0 to 20 ma output signal. 24 VDC will be supplied by the Alarm and Monitoring system for the signal feedback.
- 1.7.5 The Contractor shall test and verify the condition of the current transformer used for the load monitoring transducer, and ensure it is compatible with the new load transducer.
- 1.7.6 The Contractor shall prove the correct operation of the voltage regulators by paralleling each shaft generator with the ship's service generators and ensure all electrical interlocks perform correctly. The automatic voltage regulators shall then be tested by applying different loads to the shaft generators to ensure correct operation and sharing of kVAR. These loads will be in 25% increments up to 100% generator load, and will run for 1hr to ensure proper voltage regulation. The Contractor shall record all electrical data such as voltage, amperage, kW and kVAR at the application of each increment.
- 1.7.7 The Contractor shall provide a report of the work performed in this specification. The report shall be submitted in four (4) paper copies bound in individual 3-ring binders, and two (2) copies in electronic format on two (2) separate CD-ROM media. Documents shall be in PDF format; drawings shall be in AutoCAD 2000 or later format.

The report shall include:

- all instruction sheets, or manuals for the new automatic voltage regulators, and associated devices;
- Summary of the parameters and configuration of the AVR and associated devices AS INSTALLED;
- Report of the test data as recorded at the trials of each shaft generator.
- As fitted drawings, indicating all changes made, and terminal and wire markings;
- Auto-CAD format drawings for each Shaft Generator schematic wiring diagram. The new electronic format drawings would replace the original pencil drawings. Current drawing numbers are 108120-41D sheet 2 of 3 Rev.5 for generator 1 and 108120-41D sheet 1 of 3 Rev.5 for generator 2;
- Panel layout drawings showing device and terminal board layouts in the switchboards and generator panels;
- A detailed materials list with cost quotes and lead times to allow for the purchase of spare parts.
- One copy of each approved drawing with an original TCMS approval stamp.

---

## **ANNEX "B"**

### **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.

---

## **ANNEX "C"**

### **PROCEDURE FOR PROCESSING UNSCHEDULED WORK**

#### **1. Purpose**

The Unscheduled Work Procedure has been instituted for the following purposes:

- a. To establish a uniform method of dealing with requests for Unscheduled Work;
- b. To obtain the necessary Project Authority and/or Standing Offer Authority authorization before Unscheduled Work commences; and
- c. To provide a means of maintaining a record of Unscheduled Work requirements including Serial Numbers, dates, and accumulated cost the Contractor shall have a cost accounting system that is capable of assigning job numbers for each Unscheduled Work requirement so that each requirement can be audited individually.

#### **2. Definitions**

- a. An Unscheduled Work Procedure is a contractual procedure whereby changes to the scope of Work under the Contract may be defined, priced and contractually agreed to. Such changes may arise from:
  - i. "Work Arising" from opening up of machinery and/or surveys of equipment and material, or
  - ii. "New Work" not initially specified but required on the Vessel.
- b. The procedure does not allow for the correction of deficiencies in the Contractor's Proposal;
- c. No unscheduled work may be undertaken by the Contractor without written authorization of the Project Authority and/or Standing Offer Authority.
- d. Work undertaken without written Project Authority and/or Standing Offer Authority authorization will be considered the Contractor's responsibility and cost; and
- e. The appropriate PWGSC form is the final summary of the definition of the Unscheduled Work requirement, and the costs negotiated and agreed to.

#### **3. Procedures**

- a. The procedure involves the electronic form PWGSC 1379 for refit and repair and will be the only form for authorizing all Unscheduled Work;
- b. The Project Authority will initiate a work estimate request by defining the Unscheduled Work requirement. It will attach drawings, sketches, additional

---

specifications, other clarifying details as appropriate, and allocate their Serial Number for the request;

- c. Notwithstanding the foregoing, the Contractor may propose to the Project Authority in writing, either by letter or some type of Defect Advice Form (this is the Contractor's own form) that certain Unscheduled Work should be carried out;
- d. The Project Authority will either reject or accept such Proposal, and advise the Contractor and Standing Offer Authority. Acceptance of the Proposal is not to be construed as authorization for the work to proceed. If required, the Project Authority and/or Standing Offer Authority will then define the Unscheduled Work requirement in accordance with Sub. Paragraph 3.(b);
- e. The Contractor will electronically submit its Proposal to the Project Authority and/or Standing Offer Authority together with all price support, any qualifications, remarks or other information requested.

The price support shall demonstrate the relationship between the scope of work, the Contractor's estimated costs and its selling price. It is a breakdown of the Contractor's unit rates, estimates of person hours by trade, estimate of material cost per item, for both the contractor and all of its subcontractors, estimates of any related impact and an evaluation of the contractor's time required to perform the Unscheduled Work;

- f. The Contractor shall provide copies of purchase orders and paid invoices for Subcontracts and/or materials, including stocked items, in either case. The Contractor shall provide a minimum of two quotations for Subcontracts or materials. If other than the lowest, or sole source is being recommended for quality and/or delivery considerations, this shall be noted. On request to the Contractor, the Project Authority and/or Standing Offer Authority shall be permitted, to meet with any proposed Subcontractor or material supplier for discussion of the price and always with the Contractor's representative present;
- g. After discussion between the Project Authority and/or Standing Offer Authority and the Contractor and if no negotiation is required, the Project Authority and/or Standing Offer Authority will then sign and authorize the Unscheduled Work to proceed;
- h. In the event the Project Authority does not wish to proceed with the work, it will cancel the proposed Unscheduled Work through the Standing Offer Authority in writing;
- i. In the event the negotiation involves a Credit, the appropriate PWGSC form will be noted as "credit" accordingly; and
- j. In the event that the Project Authority requires Unscheduled Work of an urgent nature or an impasse has occurred in negotiations, the commencement of the Unscheduled Work should not be unduly delayed and should be processed as follows, in either case. The Contractor will complete the appropriate PWGSC 1379 form indicating the offered cost and pass it to the Standing Offer Authority. If the Project Authority wishes to proceed, the Project Authority and the Standing Offer

---

Authority will sign the completed PWGSC form with the notation, "CEILING PRICE SUBJECT TO DOWNWARD ADJUSTMENT", and allocate a Serial Number having the suffix "A". The work will proceed with the understanding that following an audit of the Contractor's actual costs for completing the described work, the cost will be finalized at the ceiling price or lower, if justified by the audit. A new PWGSC form will then be completed with the finalized costs, signed and issued with the same Serial Number without the suffix "A", and bearing a notation that this form is replacing and canceling the form having the same Serial Number with the suffix "A".

**NOTE:** PWGSC forms bearing Serial Numbers with a suffix "A" shall not to be included in any contract amendments, and therefore no payment shall be made until final resolution of the price and incorporation into the contract.

#### 4. Amendment to Contract or Formal Agreement

The Contract will be amended from time to time in accordance with the Contract terms to incorporate the costs authorized on the appropriate PWGSC forms.

Solicitation No. - N° de l'invitation  
F2599-165007/A  
Client Ref. No. - N° de réf. du client  
F2599-165007

Amd. No. - N° de la modif.  
File No. - N° du dossier  
027ml. F2599-165007

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

---

## **ANNEX “D” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts any of the following Electronic Payment Instrument(s):

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