



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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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**

<b>Title - Sujet</b> Hoists - Inspection and Maintenance	
<b>Solicitation No. - N° de l'invitation</b> W6837-154699/A	<b>Date</b> 2016-06-29
<b>Client Reference No. - N° de référence du client</b> W6837-154699	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-007-7126	
<b>File No. - N° de dossier</b> TOR-6-39004 (007)	<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 2016-08-09</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> Noor, Hussain	<b>Buyer Id - Id de l'acheteur</b> tor007
<b>Telephone No. - N° de téléphone</b> (905) 615-2080 ( )	<b>FAX No. - N° de FAX</b> (905) 615-2060
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Real Properties Operations Detachmt 16 Ramillies Road (Bldg. P154) Borden Ontario L0M 1C0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<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/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

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

### **1.2 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.

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

### **2.2 Submission of Bids**

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

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as 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.

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## 2.4 Former Public Servant - Competitive Bid

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.

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W6837-154699

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-6-39004

Buyer ID - Id de l'acheteur  
TOR007  
CCC No./N° CCC - FMS No./N° VME

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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 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.

### **2.6 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 16 Ramillies Rd., Building P-154, CFB Borden, Borden, Ontario on July 14, 2016. The site visit will begin at 10:30 EDT in Room 235.

Bidders are requested to communicate with the Contracting Authority no later than 12 July 2016 17:00 EST to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard 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 "E" Electronic Payment Instruments, to identify which ones are accepted.

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

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.

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## 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

- M1. The bidder must have a minimum of two (2) technicians that are ANSI Accredited Certification Program certified in the Province of Ontario and should provide photo-copies with the bid package. If not provided at the time of bid closing, the contracting authority will notify the bidder that they are required to provide it within two (2) business days following notification.
- M2. The bidder must have a minimum of five (5) years documented experience in maintenance, service and repair of Automotive Lifting Devices. To demonstrate this experience the bidder must provide details related to the history and background of their company
- M3. The bidder must provide details of two (2) contracts performed that were similar in scope, and size, related to maintenance, service, inspection and repair of Automotive Lifting Devices. Details must include, the period of the contract, a brief work description, the value and name of the client.

#### 4.1.2 Financial Evaluation

**4.1.2.1** Bidders must submit pricing in accordance with Annex B, Basis of Payment, with their bid at bid closing.

**4.1.2.2** The Price used in the evaluation will be the Total Evaluated Price. The Total Evaluated Price will be calculated as follows:

**Semi-Annual Preventative Maintenance Inspection** – Extended Price is the sum of Firm Lot Price for the Firm Period and each Option Period;

**Service Calls** – Extended Price is calculated by multiplying the Firm Call Rate by the Estimated Number of Calls for Technician and Helper for the Firm Period and each Option Period.

**Labour** – Extended Price is calculated by multiplying the Firm Hourly Rate by the Estimated Number of Hours for Technician and Helper for the Firm Period and each Option Period.

**Material and Replacement Parts** – Extended Price is calculated by % markup multiplied by \$10,000.00 for the Firm Period and each Option Period.

**4.1.2.3** SACC Manual Clause [A0220T](#) (2014-06-26), Evaluation of Price - Bid

### 4.2 Basis of Selection – Mandatory Technical Criteria

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.

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## 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 Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 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.

## **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**

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".

#### **6.2.1 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **6.2.1.1 Task Authorization Process**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **Task Authorization Process:**

1. The Project Authority will provide the Contractor with a description of the task using "DND 626, Task Authorization Form" specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 3 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **6.2.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$5,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and Contracting Authority before issuance.

##### **6.2.1.3 Canada's Obligation - Portion of the Work - Task Authorizations**

SACC Manual clause B9031C (2011-05-16) Canada's Obligation - Portion of the Work - Task Authorizations

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#### **6.2.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

1st quarter: September 1 to November 30;

2nd quarter: December 1 to February 28;

3rd quarter: March 1 to May 31; and

4th quarter: June 1 to August 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

#### ***Reporting Requirement- Details***

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

#### **For each authorized task:**

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

#### **For all authorized tasks:**

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

#### **6.2.1.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by Department of National Defence, Canadian Forces Base Borden, \_(To be inserted at contract award)\_. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

### **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**

[2010C](#) (2016-04-04), General Conditions - 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 August 31, 2017 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four (4) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least two (2) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Hussain Noor  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
33 City Centre Dr., Suite 480C  
Mississauga, ON  
L5N 2N5

Telephone: 905-615-2080  
Facsimile: 905-615-2060  
E-mail address: [Hussain.Noor@pwgsc.gc.ca](mailto:Hussain.Noor@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.

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TOR-6-39004

Buyer ID - Id de l'acheteur  
TOR007  
CCC No./N° CCC - FMS No./N° VME

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### 6.5.2 Technical Authority *(to be inserted at contract award)*

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

### 6.5.3 Contractor's Representative *(to be completed by bidder)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

## 6.6 Payment

### 6.6.1 Basis of Payment - Firm Unit Price(s) or Firm Lot Price - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm lot price of \$\_\_\_\_\_, in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.6.2 Basis of Payment - Limitation of Expenditure - Task Authorizations

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

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the

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Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

**6.6.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

**6.6.4 Single Payment**

SACC Manual clause H1000C (2008-05-12) Single Payment

**6.6.5 T1204 - Information Reporting by Contractor**

1. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S. 1985, c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

2. To enable departments and agencies to comply with this requirement, the Contractor must provide the following information within 15 calendar days following contract award:

- a. the legal name of the Contractor, i.e. the legal name associated with its business number or Social Insurance Number (SIN), as well as its address and postal code;
- b. the status of the Contractor, i.e. an individual, a sole proprietorship, a corporation, or a partnership;
- c. the business number of the Contractor if the Contractor is a corporation or a partnership and the SIN if the Contractor is an individual or a sole proprietorship. In the case of a partnership, if the partnership does not have a business number, the partner who has signed the Contract must provide its SIN;
- d. in the case of a joint venture, the business number of all parties to the joint venture who have a business number or their SIN if they do not have a business number.

3. The information must be sent to the person and address specified below. If the information includes a SIN, the information should be provided in an envelope marked "protected".

Name of person\_\_\_\_(To be inserted at contract award)\_\_\_\_\_  
Address\_\_\_\_\_ .

### **6.6.6 Time Verification**

SACC Manual clause C0711C (2008-05-12) Time Verification

### **6.6.7 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);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

### **6.7 Invoicing Instructions - Maintenance Services**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the quarterly maintenance report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

2. The Contractor must distribute the invoices and reports as follows:  
The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

One (1) copy of the invoice and quarterly maintenance report must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **6.8 Certifications**

#### **6.8.1 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 Applicable Laws**

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

### **6.10 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 2010C (2016-04-04), General Conditions - Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, DND 626 Task Authorization Form
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_,

#### **6.11 SACC Manual Clauses**

A9062C (2011-05-16) Canadian Forces Site Regulations

#### **6.12 Insurance Requirements**

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

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

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

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **1. Background**

Real Properties Operations Detachment Borden is responsible for all of the maintenance, inspection and repair of all Automotive Lifting Devices at CFB Borden, Ontario. In the performance of this responsibility, there exists a requirement for the maintenance and repair of the devices on an as and when requested basis, and bi-annual inspection in April and October.

#### **2. Objective**

The contractor must be responsible to perform inspections, minor maintenance and react to repairs, as and when requested, strictly adhering to the rules, codes and standards listed in the references.

#### **3. Scope**

- 3.1 All repairs to the Automotive Lifting Devices must be accepted by the Project Authority (PA) and the Unit Representative.
- 3.2 All work must be performed by qualified personnel (ANSI Accredited technician), recognized by Ontario Ministry of Labour.
- 3.3 Workers must be able to produce certification of qualification upon request at any time during the period of the contract.
- 3.4 Any deviation from the specifications, drawings, directions or references must be approved prior to installation by the PA and updated and forwarded to CE contracts.
- 3.5 Semi-Annual Preventative Maintenance Inspections are to take place in the months of April and October.

#### **4. Tasks**

- 4.1 Contractor must supply all labour, equipment, materials and transportation to provide inspections, repairs, on an as and when requested basis of all Automotive Lifting Devices, located at the various buildings located within CFB Borden, as per attached inventory list.
- 4.2 All lubricants and cleaning materials must be provided by Contractor at no cost to DND.
- 4.3 The Semi-Annual Preventative Maintenance Inspection (PMI) must include:
  - Check and bring all oil levels to manufacturers specification levels using only new oil containing a rust inhibitor and anti-foaming additive;
  - Lubricate/oil all necessary parts including grease fittings using a high quality, water repellent, high viscosity lubricating grease. The contractor must apply with hand grease gun unless otherwise recommended by the manufacturer;

- Lubricate valves if required and make mechanical adjustments as required to ensure proper operation;
- Check all packing gland, pistons (for scoring), joints and valves for oil and air leaks;
- Check all hydraulic hoses, tubing, valves, fittings and connections including master cylinders and confirming the presence of a pressure regulator in the supply line;
- Check all well, pits and drains, ensuring they are free of debris, (report any water);
- Tightening of all fittings;
- Check cables for excessive wear etc. and for proper operation of the slack suspension cable or slack suspension chain sensing system;
- Check chains and related guides including the operation of the screw drive systems, checking for the follower or safety nut;
- Check brakes;
- Check lowering speed with a representative vehicle on the lift;
- Check the operation of the positive stop and lift locks;
- On lifts equipped with lateral synchronization or equalization systems, check operation of these systems;
- Check electrical wiring and controls, tightening all connections as required;
- Check pocket wheels and bearings;
- Check all limit switches and controls;
- Check all overload devices;
- Check all housings;
- Check all supporting structures ( exposed surfaces and edges) including tracks, rails, welds and fastening devices for tightness, including floor anchor bolts;
- Check all swing arms, swing arm restraints and telescoping stops
- Check all safety equipment for proper adjustment and operation, including walkways, working platforms, railings and stairways;

- Ensure all guards and lockouts are in place, in good repair and functioning properly and report any unguarded pinch points;
  - Check all warning labels and replace if missing.
- 4.4 Building access and work timings must be coordinated with the Project Authority (PA).
- 4.5 All manufacturers' instructions and standards regarding maintenance and inspection must be adhered to.
- 4.6 Equipment reports, issued by the contractor, must be completed, listing building addresses, type of equipment, when inspected, work completed, work recommended and certification of equipment, related tracks, dollies and supporting framework. The Log Book must remain on site, if necessary, in the main controller box as application requirements deem necessary.
- 4.7 All repairs to the Automotive lifting devices must be done on an "as and when requested basis" complete with a generated DND 626 by the PA.
- 4.8 All materials and parts used by the Contractor must be those specified by the manufacturer of the equipment.
- 4.9 All hoisting equipment that is to be serviced under this scope of work is listed within the attached inventory lists.

## 5. References:

All work must be performed in accordance with the latest editions of the following references:

- CAN/CSA C22.1-06 Canadian Electrical Code, Part 1 and all Local Amendments;
- Ontario Electrical Safety Code (OESC);
- ANSI/ALI ALOIM-2000 Automotive Lift institute Standard for Automotive Lifts-Safety Requirements for Operation, Inspection and Maintenance;
- National Building Code;
- CFB Borden Security Orders; and
- All other applicable CFB Borden Orders and industry codes and standards.

## 6. Certifications

- 6.1 All contractors' technicians must be ANSI Accredited Certification Program certified in the Province of Ontario.
- 6.2 All contractors must have a minimum of two technicians that are valid licensed in the Province of Ontario.

## 7. Emergency Service and Regular Service Response Times:

- 7.1 Contractor must be responsible to provide service on a 24 hour basis.

- 7.2 In an emergency situation, the Contractor must, upon verbal authorization from the PA proceed with work within four (4) hours. A DND 626 will be issued as soon as it is practical for the PA to do so.
- 7.3 The contractor must not refuse any call for service and must begin work within twelve (24) hours upon contact from the PA.
- 7.4 All repairs of units in this scope of work must be done at the various buildings where the units are located.

## **8. Deliverables**

- 8.1 Every repair will be installed to the specifications, drawings, directions listed references.
- 8.2 Every repair must be tested and results provided to the PA and must meet or exceed the requirements and standards given in the references.
- 8.3 Contractor must be responsible for all reports, certifications, permits and TSSA/ESA inspections of all equipment covered by this contract.
- 8.4 All debris and garbage will be the responsibility of the contractor to dispose of, at a facility off-site of CFB Borden.
- 8.5 All materials and parts used are to be those specified by the manufacturer of the Lifting Devices.

## **9. Progress**

- 9.1 Provision of a detailed Quote for any repairs pre-determined as major, by the contractor and PA must be submitted to the PA for approval, before any repairs are to commence.

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## List of Buildings

HOIST #	BUILDING ADDRESS & NO.	HOIST DESCRIPTION	S/N
1	45 Maintenance Rd. (O-95)	A Shop Rotary Lift SPO12N717	DBD09C0001
2	45 Maintenance Rd. (O-95)	A Shop AMMCO 4T414OXSOB1	414A161201
3	45 Maintenance Rd. (O-95)	B Shop AMMCO 4T220SAR3	220A102701
4	45 Maintenance Rd. (O-95)	B Shop Rotary SPO12N717	DBD09C0002
5	45 Maintenance Rd. (O-95)	B Shop AMMCO	02056791
6	45 Maintenance Rd. (O-95)	B Shop AMMCO	210C122901
7	45 Maintenance Rd. (O-95)	B Shop MOHAWK	50982884-0005
8	45 Maintenance Rd. (O-95)	B Shop MOHAWK FL-25	83N-113
9	45 Maintenance Rd. (O-95)	C Shop AMMCO B2900	981228987
10	45 Maintenance Rd. (O-95)	C Shop Rotary Lift SM014	KGI08D0025
11	45 Maintenance Rd. (O-95)	C Shop Rotary Lift SM014	KGI08D0026
12	45 Maintenance Rd. (O-95)	C Shop Rotary Lift SM014	KGI08D0027
13	45 Maintenance Rd. (O-95)	C Shop Rotary Lift SM014	KGJ08C0011
14	45 Maintenance Rd. (O-95)	C Shop Rotary Lift SM014	KFO08C0005
15	45 Maintenance Rd. (O-95)	EO SHOP AMMCO	218C122901
16	221 Craftsman Road (A-254)	Wheeltronic 8021	83326
17	221 Craftsman Road (A-254)	Wheeltronic 8021	83327
18	221 Craftsman Road (A-254)	Wheeltronic 8021	83328
19	221 Craftsman Road (A-254)	Wheeltronic 8021	83330
20	221 Craftsman Road (A-254)	Wheeltronic 8021	83363
21	221 Craftsman Road (A-254)	Wheeltronic 8021	83377
22	221 Craftsman Road (A-254)	Wheeltronic Scissor 63-350	92098
23	1067 Dieppe Road (A-179)	AMMCO	P990329553
24	1067 Dieppe Road (A-179)	AMMCO	P980828050
25	1067 Dieppe Road (A-179)	AMMCO	P980828070
26	1067 Dieppe Road (A-179)	AMMCO	P990129173
27	155 Hanger Road (A-175)	AMMCO B2900	P990129089
28	16F Ramillies Road (P-171)	Rotary TLO7N567	BFW04B0001
29	80 Ramillies Road (P-156)	Rotary SM301-200	JB03J0001

**ANNEX "B"**

**BASIS OF PAYMENT**

**FIRM PERIOD YEAR 1 - For the period from date of Contract Award to 31-August-2017 inclusive**

**1. Semi-Annual Preventative Maintenance Inspections:**

The Contractor will be required to supply all labour, equipment, material, tools and all other costs to complete a semi-annual preventative maintenance inspection for all units as detailed in the "Statement of Work"

	Description	Firm Lot Price (All buildings listed in Annex A)
1	October Preventative Maintenance Program	\$
2	April Preventative Maintenance Program	\$
<b>Total</b>		\$

**2. Service calls** (Remedial Maintenance including emergency calls) when authorized by the PA or his representative includes one hour of onsite productive labour, travel expenses and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply. The service call will not be applied if the contractor is already on site for other work.

ITEM	Description	Per Technician	Per Helper
A	During regular working hours (Monday-Friday)  (Estimated Calls for Technician - 30)  (Estimated Calls for Helper - 10)	\$ _____ /call	\$ _____ /call
B	Outside regular working hours (Monday-Saturday)  (Estimated Calls for Technician - 1)  (Estimated Calls for Helper - 1)	\$ _____ /call	\$ _____ /call
C	Sunday and Stat. Holidays  (Estimated Calls for Technician - 1)  (Estimated Calls for Helper - 1)	\$ _____ /call	\$ _____ /call

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CCC No./N° CCC - FMS No./N° VME

**3. Labour** only in addition to "2. Service calls":

ITEM	Description	Per Technician	Per Helper
A	During regular working hours (Monday-Friday)  (Estimated Hours for Technician - 80)  (Estimated Hours for Helper - 30)	\$ _____ /call	\$ _____ /call
B	Outside regular working hours (Monday-Saturday)  (Estimated Hours for Technician - 1)  (Estimated Hours for Helper - 1)	\$ _____ /call	\$ _____ /call
C	Sunday and Stat. Holidays  (Estimated Hours for Technician - 1)  (Estimated Hours for Helper - 1)	\$ _____ /call	\$ _____ /call

**4. MATERIAL AND REPLACEMENT PARTS:** (This is in relation to sections 2 and 3 only Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of \_\_\_\_\_%. (Estimated Usage \$10,000.00)

Regular working hours are defined as 8 A.M. to 4 P.M.  
(Monday to Friday inclusive, excluding statutory holidays)

**OPTION PERIOD 1 - For the period from date of 01-September-2017 to 31-August-2018 inclusive**

**1. Semi-Annual Preventative Maintenance Inspections:**

The Contractor will be required to supply all labour, equipment, material, tools and all other costs to complete a semi-annual preventative maintenance inspection for all units as detailed in the "Statement of Work"

	Description	Firm Lot Price (All buildings listed in Annex A)
1	October Preventative Maintenance Program	\$
2	April Preventative Maintenance Program	\$
<b>Total</b>		\$

**2. Service calls** (Remedial Maintenance including emergency calls) when authorized by the PA or his representative includes one hour of onsite productive labour, travel expenses and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply. The service call will not be applied if the contractor is already on site for other work.

ITEM	Description	Per Technician	Per Helper
A	During regular working hours (Monday-Friday)  (Estimated Calls for Technician - 30)  (Estimated Calls for Helper - 10)	\$ _____ /call	\$ _____ /call
B	Outside regular working hours (Monday-Saturday)  (Estimated Calls for Technician - 1)  (Estimated Calls for Helper - 1)	\$ _____ /call	\$ _____ /call
C	Sunday and Stat. Holidays  (Estimated Calls for Technician - 1)  (Estimated Calls for Helper - 1)	\$ _____ /call	\$ _____ /call

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Buyer ID - Id de l'acheteur  
TOR007  
CCC No./N° CCC - FMS No./N° VME

**3. Labour** only in addition to "2. Service calls":

ITEM	Description	Per Technician	Per Helper
A	During regular working hours (Monday-Friday)  (Estimated Hours for Technician - 80)  (Estimated Hours for Helper - 30)	\$ _____ /call	\$ _____ /call
B	Outside regular working hours (Monday-Saturday)  (Estimated Hours for Technician - 1)  (Estimated Hours for Helper - 1)	\$ _____ /call	\$ _____ /call
C	Sunday and Stat. Holidays  (Estimated Hours for Technician - 1)  (Estimated Hours for Helper - 1)	\$ _____ /call	\$ _____ /call

**4. MATERIAL AND REPLACEMENT PARTS:** (This is in relation to sections 2 and 3 only Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of \_\_\_\_\_%. (Estimated Usage \$10,000.00)

Regular working hours are defined as 8 A.M. to 4 P.M.  
(Monday to Friday inclusive, excluding statutory holidays)

**OPTION PERIOD 2 - For the period from date of 01-September-2018 to 31-August-2019 inclusive**

**1. Semi-Annual Preventative Maintenance Inspections:**

The Contractor will be required to supply all labour, equipment, material, tools and all other costs to complete a semi-annual preventative maintenance inspection for all units as detailed in the "Statement of Work"

	Description	Firm Lot Price (All buildings listed in Annex A)
1	October Preventative Maintenance Program	\$
2	April Preventative Maintenance Program	\$
<b>Total</b>		\$

**2. Service calls** (Remedial Maintenance including emergency calls) when authorized by the PA or his representative includes one hour of onsite productive labour, travel expenses and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply. The service call will not be applied if the contractor is already on site for other work.

ITEM	Description	Per Technician	Per Helper
A	During regular working hours (Monday-Friday)  (Estimated Calls for Technician - 30)  (Estimated Calls for Helper - 10)	\$ _____ /call	\$ _____ /call
B	Outside regular working hours (Monday-Saturday)  (Estimated Calls for Technician - 1)  (Estimated Calls for Helper - 1)	\$ _____ /call	\$ _____ /call
C	Sunday and Stat. Holidays  (Estimated Calls for Technician - 1)  (Estimated Calls for Helper - 1)	\$ _____ /call	\$ _____ /call

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**3. Labour** only in addition to "2. Service calls":

ITEM	Description	Per Technician	Per Helper
A	During regular working hours (Monday-Friday)  (Estimated Hours for Technician - 80)  (Estimated Hours for Helper - 30)	\$ _____ /call	\$ _____ /call
B	Outside regular working hours (Monday-Saturday)  (Estimated Hours for Technician - 1)  (Estimated Hours for Helper - 1)	\$ _____ /call	\$ _____ /call
C	Sunday and Stat. Holidays  (Estimated Hours for Technician - 1)  (Estimated Hours for Helper - 1)	\$ _____ /call	\$ _____ /call

**4. MATERIAL AND REPLACEMENT PARTS:** (This is in relation to sections 2 and 3 only Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of \_\_\_\_\_%. (Estimated Usage \$10,000.00)

Regular working hours are defined as 8 A.M. to 4 P.M.  
(Monday to Friday inclusive, excluding statutory holidays)

**OPTION PERIOD 3 - For the period from date of 01-September-2019 to 31-August-2020 inclusive**

**1. Semi-Annual Preventative Maintenance Inspections:**

The Contractor will be required to supply all labour, equipment, material, tools and all other costs to complete a semi-annual preventative maintenance inspection for all units as detailed in the "Statement of Work"

	Description	Firm Lot Price (All buildings listed in Annex A)
1	October Preventative Maintenance Program	\$
2	April Preventative Maintenance Program	\$
<b>Total</b>		\$

**2. Service calls** (Remedial Maintenance including emergency calls) when authorized by the PA or his representative includes one hour of onsite productive labour, travel expenses and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply. The service call will not be applied if the contractor is already on site for other work.

ITEM	Description	Per Technician	Per Helper
A	During regular working hours (Monday-Friday)  (Estimated Calls for Technician - 30)  (Estimated Calls for Helper - 10)	\$ _____ /call	\$ _____ /call
B	Outside regular working hours (Monday-Saturday)  (Estimated Calls for Technician - 1)  (Estimated Calls for Helper - 1)	\$ _____ /call	\$ _____ /call
C	Sunday and Stat. Holidays  (Estimated Calls for Technician - 1)  (Estimated Calls for Helper - 1)	\$ _____ /call	\$ _____ /call

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CCC No./N° CCC - FMS No./N° VME

**3. Labour** only in addition to "2. Service calls":

ITEM	Description	Per Technician	Per Helper
A	During regular working hours (Monday-Friday)  (Estimated Hours for Technician - 80)  (Estimated Hours for Helper - 30)	\$ _____ /call	\$ _____ /call
B	Outside regular working hours (Monday-Saturday)  (Estimated Hours for Technician - 1)  (Estimated Hours for Helper - 1)	\$ _____ /call	\$ _____ /call
C	Sunday and Stat. Holidays  (Estimated Hours for Technician - 1)  (Estimated Hours for Helper - 1)	\$ _____ /call	\$ _____ /call

**4. MATERIAL AND REPLACEMENT PARTS:** (This is in relation to sections 2 and 3 only Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of \_\_\_\_\_%. (Estimated Usage \$10,000.00)

Regular working hours are defined as 8 A.M. to 4 P.M.  
(Monday to Friday inclusive, excluding statutory holidays)

**OPTION PERIOD 4 - For the period from date of 01-September-2020 to 31-August-2021 inclusive**

**1. Semi-Annual Preventative Maintenance Inspections:**

The Contractor will be required to supply all labour, equipment, material, tools and all other costs to complete a semi-annual preventative maintenance inspection for all units as detailed in the "Statement of Work"

	Description	Firm Lot Price (All buildings listed in Annex A)
1	October Preventative Maintenance Program	\$
2	April Preventative Maintenance Program	\$
<b>Total</b>		\$

**2. Service calls** (Remedial Maintenance including emergency calls) when authorized by the PA or his representative includes one hour of onsite productive labour, travel expenses and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply. The service call will not be applied if the contractor is already on site for other work.

ITEM	Description	Per Technician	Per Helper
A	During regular working hours (Monday-Friday)  (Estimated Calls for Technician - 30)  (Estimated Calls for Helper - 10)	\$ _____ /call	\$ _____ /call
B	Outside regular working hours (Monday-Saturday)  (Estimated Calls for Technician - 1)  (Estimated Calls for Helper - 1)	\$ _____ /call	\$ _____ /call
C	Sunday and Stat. Holidays  (Estimated Calls for Technician - 1)  (Estimated Calls for Helper - 1)	\$ _____ /call	\$ _____ /call

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W6837-154699/A  
Client Ref. No. - N° de réf. du client  
W6837-154699

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-6-39004

Buyer ID - Id de l'acheteur  
TOR007  
CCC No./N° CCC - FMS No./N° VME

**3. Labour** only in addition to "2. Service calls":

ITEM	Description	Per Technician	Per Helper
A	During regular working hours (Monday-Friday)  (Estimated Hours for Technician - 80)  (Estimated Hours for Helper - 30)	\$ _____ /call	\$ _____ /call
B	Outside regular working hours (Monday-Saturday)  (Estimated Hours for Technician - 1)  (Estimated Hours for Helper - 1)	\$ _____ /call	\$ _____ /call
C	Sunday and Stat. Holidays  (Estimated Hours for Technician - 1)  (Estimated Hours for Helper - 1)	\$ _____ /call	\$ _____ /call

**4. MATERIAL AND REPLACEMENT PARTS:** (This is in relation to sections 2 and 3 only Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of \_\_\_\_\_%. (Estimated Usage \$10,000.00)

Regular working hours are defined as 8 A.M. to 4 P.M.  
(Monday to Friday inclusive, excluding statutory holidays)

## 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 \$2,000,000 per accident or occurrence and in the annual aggregate.

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

a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.

b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.

c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.

d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

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

f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.

g. Employees and, if applicable, Volunteers must be included as Additional Insured.

h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.

j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.

k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.

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W6837-154699/A  
Client Ref. No. - N° de réf. du client  
W6837-154699

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-6-39004

Buyer ID - Id de l'acheteur  
TOR007  
CCC No./N° CCC - FMS No./N° VME

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## **2. Automobile Liability Insurance**

1.The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.

2.The policy must include the following:

a.Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence

b.Accident Benefits - all jurisdictional statutes

c.Uninsured Motorist Protection

d.Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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File No. - N° du dossier  
TOR-6-39004

Buyer ID - Id de l'acheteur  
TOR007  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "D"**

**DND 626 TASK AUTHORIZATION FORM**

The document is attached separately – 1 Page

Solicitation No. - N° de l'invitation  
W6837-154699/A  
Client Ref. No. - N° de réf. du client  
W6837-154699

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-6-39004

Buyer ID - Id de l'acheteur  
TOR007  
CCC No./N° CCC - FMS No./N° VME

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## **ANNEX "E" 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);
- Electronic Data Interchange (EDI);
- Wire Transfer (International Only);
- Large Value Transfer System (LVTS) (Over \$25M)

**TASK AUTHORIZATION  
AUTORISATION DES TÂCHES**

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		Contract no. – N° du contrat
		Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	<p><b>TO THE CONTRACTOR</b></p> <p>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.</p> <p>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.</p> <p>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.</p>	
Delivery location – Expédié à		
Delivery/Completion date – Date de livraison/d'achèvement	<p>_____</p> <p>Date for the Department of National Defence pour le ministère de la Défense nationale</p>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	<b>GST/HST TPS/TVH</b>	
	<b>Total</b>	
<p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p>		
<p>_____</p> <p>for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

Location where the work will be completed, if other than the contractor's location.

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

### Services

Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

### Cost

The cost of the Task broken out into the individual costed items in **Services**.

### GST/HST

The GST/HST cost as appropriate.

### Total

The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

### Applicable only to PWGSC contracts

This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

### Note:

Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

### Augmentation/Réduction

Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédié à

Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

### Services

Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

### Prix

Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

### TPS/TVH

Mentionnez le montant de la TPS/TVH, s'il y a lieu.

### Total

Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

### Ne s'applique qu'aux contrats de TPSGC

Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

### Nota :

Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.