



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**Pacific Region**  
**401 - 1230 Government Street**  
**Victoria, B.C.**  
**V8W 3X4**  
**Bid Fax: (250) 363-3344**

## 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**  
Public Works and Government Services Canada - Pacific  
Region  
401 - 1230 Government Street  
Victoria, B. C.  
V8W 3X4

<b>Title - Sujet</b> Boiler Service and Repair	
<b>Solicitation No. - N° de l'invitation</b> W6837-156036/A	<b>Date</b> 2016-07-05
<b>Client Reference No. - N° de référence du client</b> W6837-156036	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-246-7007	
<b>File No. - N° de dossier</b> VIC-5-38226 (246)	<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 2016-08-24</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<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> Kobenter, Hélène	<b>Buyer Id - Id de l'acheteur</b> vic246
<b>Telephone No. - N° de téléphone</b> (250) 363-3404 ( )	<b>FAX No. - N° de FAX</b> (250) 363-3344
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Real Properties Operations Section (esquimalt) PO Box 17000 Station Forces Victoria British Columbia V9A 7N2 Canada	

**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>

<b>THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT</b>
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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Security Requirements Checklist and Security Guide, the Electronic Payments Instruments, the Task Authorization Form DND 626, and the Periodic Usage Reports - Contracts with Task Authorizations.

### **1.2 Summary**

Supply all labour, supervision, tools, materials, equipment and transportation required to repair and maintain gas and oil fired boilers (up to 8700 KW) and connected ancillary equipment for regular scheduled inspections and maintenance as well as Emergency Requirements at various sites for the Department of National Defence (DND) Real Property Unit (Pacific) Section, CFB Esquimalt, Victoria BC Canada.

The principal trade required to perform the work specified in this requirement is Boiler Contractors.

The period of the contract is three (3) years from date of award with the irrevocable option to extend the term of the contract by two (2) additional one (1) year periods under the same conditions.

The Work to be performed under the Contract will be on an "as and when requested basis" under Task-Authorization (TA).

The cumulative value for all Task Authorizations is estimated to CAD \$70,000.00 including tax per year.

All work must be carried out by a qualified Contractor and qualified personnel in possession of the following mandatory trade certifications. Bidders must provide proof of the following certification and experience with their bid:

Solicitation No. - N° de l'invitation  
W6837-156036/A  
Client Ref. No. - N° de réf. du client  
W6837-156036

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-5-38226

Buyer ID - Id de l'acheteur  
vic246  
CCC No./N° CCC - FMS No./N° VME

**At company Level:**

- Valid Class A Boiler License for alterations and repairs from the British Columbia Safety Authority (BCSA).

**At personnel Level:**

- Steamfitter: Valid Steamfitter/Pipefitter Certificate from the Industry Training Authority (ITA);
- Welder: Valid Pressure Welder Class A Certificate from the ITA; and
- Gas Fitter: Valid Gas Fitter Class A Certificate from the BCSA.

Repair services may be required outside of the normal working hours, including weekends and statutory Holidays.

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria and financial evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated total bid price will be recommended for award of a contract. Canada intends to issue only one (1) contract award.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

It is the responsibility of the Bidder to ensure that all addenda issued prior to solicitation closing have been obtained and addressed in the submitted bid.

Bidders intending to submit bids should obtain solicitation documents from the Government Electronic Tendering System (GETS) at <https://buyandsell.gc.ca/procurement-data/tenders>.

Addenda, when issued, will be available on GETS. Bidders basing their submissions on solicitation documents obtained from other sources do so at their own risk.

For further information, please refer to the solicitation documents.

### **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.

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## 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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 280 days

### 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 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:

- name of former public servant;
- 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:

- name of former public servant;
- conditions of the lump sum payment incentive;
- date of termination of employment;
- amount of lump sum payment;
- rate of pay on which lump sum payment is based;
- period of lump sum payment including start date, end date and number of weeks;
- 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.

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) 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.

## 2.5 Applicable Laws

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

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 - One (1) hard copy**

**Section II: Financial Bid - One (1) hard copy**

**Section III: Certifications - One (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>). 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 demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria listed in Appendix 1 at Annex A against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### Section II: Financial Bid

**3.1.1** Bidders must submit their financial bid using the financial evaluation tables B.1 through B.4 provided in Annex B - Basis of Payment. The total amount of Applicable Taxes must be shown separately.

#### 3.1.2 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 - Electronics 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.

#### 3.1.3 Exchange Rate Fluctuation

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

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### 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

Mandatory technical evaluation criteria are included in Appendix A.1 at Annex A. Failure to meet any of these mandatory technical evaluation criteria will result in the Bidder's bid being declared non-responsive and given no further consideration.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

Mandatory financial evaluation criteria are included in Annex B – Basis of Payment. Failure to meet any of these mandatory financial criteria will result in the Bidder's bid being declared non-responsive and given no further consideration.

##### 4.1.2.2 Calculation of Evaluated Total Bid Price

See Annex B - Basis of Payment - Table B.5.

##### 4.1.2.3 Evaluation of Price - Bid

*SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price

### 4.2 Basis of Selection

#### 4.2.1 Basis of Selection - Mandatory Technical and Financial Criteria

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

#### 4.2.2 Number of Contract Awards

Canada intends to issue only one (1) contract award.



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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/politiquepolicy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

#### 5.1.2 Trade Certifications

All work referred to in this Contract must be carried out by a qualified Contractor and qualified personnel in possession of the following certifications:

At company Level:

- Valid Class A Boiler License for alterations and repairs from the British Columbia Safety Authority (BCSA).

At personnel Level (Minimum of one/1 name require for each trade):

- Steamfitter: Valid Steamfitter/Pipefitter Certificate from the Industry Training Authority (ITA);
- Welder: Valid Pressure Welder Class A Certificate from the ITA; and
- Gas Fitter: Valid Gas Fitter Class A Certificate from the BCSA

Bidders must submit proof of these certifications with their bid. Failure to comply with this requirement will result in the bid being declared non-responsive.

### 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 specified 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/politiquepolicy-eng.html>), the Bidder must provide 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 website ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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.

## **5.2.3 Additional Certifications Precedent to Contract Award**

### **5.2.3.1 Status and Availability of Resources**

*SACC Manual* Clause A3005T (2010-08-16), Status and Availability of Resources

### **5.2.3.2 Workers Compensation Certification – Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Worker's Compensation Board.

The Bidder must provide, within ten (10) calendar days following a request from the Contracting Authority, a certificate or letter from the applicable Worker's Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Industrial Security Program (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **6.2 Financial Capability**

*SACC Manual* clause A9033T (2012-07-16), Financial Capability

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### 6.3 Insurance Requirements

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

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 Task Authorization (TA)

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.

##### 7.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the DND 626 Task Authorization form specified in Annex F.
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 seven (7) calendar days of its receipt, the proposed total estimated cost for performing the task and a detailed 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 and goods purchased before a duly authorized TA has been received will be done at the Contractor's own risk.

##### 7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of **\$25,000.00, Applicable Taxes included**, inclusive of any revisions.

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

##### 7.1.1.3 Task Authorization - Order of Ranking - Not Applicable

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#### **7.1.1.4 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means \$25,000.00 before Applicable Taxes.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.1.5 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 in Annex G. 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: April 1 to June 30;  
2nd quarter: July 1 to September 30;  
3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

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

#### **Reporting Requirement – Details**

A detailed and current record of all authorized tasks must be kept for each contract with a task authorized 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.

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**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.

**7.1.1.6 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Department of National Defence (DND) Real Property Unit (Pacific) Section, CFB Esquimalt, Victoria BC. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

**7.2 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>) issued by Public Works and Government Services Canada.

**7.2.1 General Conditions**

2030 (2016-04-04) General Conditions - Higher Complexity – Goods, apply to and form part of the Contract.

**7.2.1.1 Warranty – Modification**

Section 22 entitled Warranty of general conditions 2030 is amended by deleting subsections 3 and 4 in its entirety and replacing it with the following:

3. The Work or any part of the Work found to be defective or non-conforming will be returned to the Contractor's plant for replacement, repair or making good. However, when in the opinion of Canada it is not expedient to remove the Work from its location, the Contractor must carry out any necessary repair or making good of the Work at that location. In such cases, the Contractor will be responsible for all Costs (including travel and living expenses) incurred in so doing, Canada will not reimburse these Costs.
4. The Contractor must pay the transportation cost associated with returning the Work or any part of the Work to the Contractor's plant pursuant to subsection 3. The Contractor must also pay the transportation cost associated with forwarding the replacement or returning the Work or part of the Work when rectified to the delivery point specified in the Contract or to another location directed by Canada.

All other provisions of the warranty section remain in effect.

**7.2.1.2 Conduct of the Work**

Paragraph 2 of section 05 entitled Conduct of the Work of general conditions 2030 is amended by adding the following conditions:

- e. provide effective and efficient supervision to ensure that the quality of workmanship meets the requirements of the Contract.

Section 05 entitled Conduct of the Work of general conditions 2030 is amended by adding the following conditions:

6. Canada's facilities, equipment and personnel are not available to the Contractor to perform the Work unless the Contract specifically provides for it. The Contractor is responsible for advising the Contracting Authority in advance if it requires access to Canada's facilities, equipment or personnel to perform the Work. The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

#### 7.2.2 Harassment in the Workplace

1. The Contractor acknowledges the responsibility of Canada to ensure, for its employees, a healthy work environment, free of harassment. A copy of the Policy on Harassment Prevention and Resolution, which is also applicable to the Contractor, is available on the Treasury Board Web site.
2. The Contractor must not, either as an individual, or as a corporate or unincorporated entity, through its employees or subcontractors, harass, abuse, threaten, discriminate against or intimidate any employee, contractor or other individual employed by, or under contract with Canada. The Contractor will be advised in writing of any complaint and will have the right to respond in writing. Upon receipt of the Contractor's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken.

#### 7.3 Security Requirements

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Facility Security Clearance at the level of SECRET**, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) **must EACH hold a valid RELIABILITY STATUS or SECRET clearance, as required**, granted or approved by CISD/PSPC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PSPC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Check List and security guide (if applicable), attached at Annex D.
  - b. *Industry Security Manual* (Latest Edition)

#### 7.4 Term of Contract

##### 7.4.1 Period of the Contract

The period of the Contract is three (3) years from the date of contract award. (*Commencing date and ending date of period will be inserted at time of contract award*)

##### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods 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 thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **7.4.3 Delivery Points**

Delivery of the goods and services will be made to the call-out point(s) specified in the Task Authorization.

### **7.5 Authorities**

#### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Hélène Kobenter  
Supply Specialist  
Public Works and Government Services Canada  
1230 Government Street, Suite 401  
Victoria, British Columbia Canada V8W 3X4  
Telephone: (250) 508-7491  
E-mail: [Helene.Kobenter@pwgsc-tpsgc.gc.ca](mailto:Helene.Kobenter@pwgsc-tpsgc.gc.ca)

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

#### **7.5.2 Project Authority**

The Project Authority for the Contract is: *(Inserted at time of contract award)*

The Project 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. Technical matters may be discussed with the Project Authority; however, the Project 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.

#### **7.5.3 Contractor's Representative**

The Contractors Representative for the Contract is: *(As specified in the Bidder's bid)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_



## 7.6 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.

## 7.7 Payment

### 7.7.1 Basis of Payment – Limitation of Expenditure – Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex 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 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 Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.7.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (*amount inserted at Contract award*). 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.

### 7.7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 – Direct Request by Customer Department

### 7.7.4 Methods of Payment

SACC Manual Clause H1000C (2008-05-17) Single Payment

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



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**7.7.5 Electronic Payment of Invoices – Contract** *(As specified by the Bidder at Annex E - Electronic Payment Instruments)*

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)

**7.7.6 Discretionary Audit**

SACC Manual Clause C0100C (2010-01-11) Discretionary Audit – Commercial Goods and/or Services

**7.7.7 Time and Contract Price Verification**

SACC Manual Clause C0710C (2007-11-30), Time and Contract Price Verification

**7.8 Invoicing Instructions**

**7.8.1 Invoicing Instructions**

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in Task Authorization;
- c. A copy of the duly approved Task Authorization and related amendments;
- d. A copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

**7.9 Certifications and Additional Information**

**7.9.1 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.

**7.9.2 SACC Manual Clauses**

A0285C (2007-05-25) Workers Compensation

## 7.10 Applicable Laws

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

## 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2030 (2016-04-04) Higher Complexity – Goods;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Security Requirement Check List and Security Guide;
- (g) Annex F, Form DND 626, Task Authorization Form
- (h) Annex G, Periodic Usage Reports - Contracts with Task Authorizations
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated \_\_\_\_ *(inserted at the time of contract award)*

## 7.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor) **OR**

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

## 7.13 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) calendar 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. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## 7.14 SACC Manual Clauses

A9019C (2011-05-16) Hazardous Waste Disposal

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

B1501C (2006-06-16) Electrical Equipment

B7500C (2006-06-16) Excess Goods

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### 7.15 Specific Individuals *(as specified by the Bidder in its bid)*

The Contractor must provide the services of the following individual(s) to perform the Work as stated in the Contract: *(Name(s) will be inserted at time of Contract award based on the certifications provided by the Bidder in its Bid)*

Trade	Last Name	First Name	Middle Initial	Certificate No.	Expiry Date (if applicable)
ITA Steamfitter/Pipefitter					
ITA Class A Welder					
BCSA Class A Gas Fitter					

#### 7.15.1 Replacement of Specific Individuals

Replacement of specific individuals must be in accordance with section 09 of the general conditions 2030.

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## ANNEX A - STATEMENT OF WORK

### REPAIR AND MAINTENANCE OF GAS & OIL FIRED BOILERS (UP TO 8700 KW)

#### DEPARTMENT OF NATIONAL DEFENCE, CFB ESQUIMALT, VICTORIA BC

All work referred in this contract must be carried out by a qualified contractor and qualified personnel in possession of the following trade certification:

All work must be carried out by a qualified contractor and qualified personnel in possession of the following mandatory trade certifications

- Company: Valid Class A Boiler License for alterations and repairs from the British Columbia Safety Authority (BCSA)
- Steamfitter: Valid Steamfitter/Pipefitter Certificate from the Industry Training Authority (ITA)
- Welder: Valid Pressure Welder Class A Certificate from the ITA
- Gas Fitter: Valid Gas Fitter Class A Certificate from the BCSA

#### SCOPE OF WORK:

To provide all labour, material, tools, equipment, supervision and transportation required to repair and maintain gas & oil fired boilers (up to 8700kw) and connected ancillary equipment for regular scheduled inspections and maintenance as well as Emergency Requirements at various locations for Department of National Defence (DND) Real Properties Unit (Pacific), Section Esquimalt at CFB Esquimalt, Victoria BC on an "as and when requested" basis.

#### TRADE:

The principal trade required to perform the work specified in this agreement is **Boiler Contractors**. No subcontracting of the principal trade under this agreement shall be permitted without the express written permission of the Contracting Authority (PWGSC). Permission to subcontract the principal work shall only be considered under exceptional circumstances on a case by case basis.

The Contractor shall not be authorized to subcontract to any contractor holding any part of the same Contract.

#### PRINCIPAL PERIOD OF MAINTENANCE:

The principal period of maintenance is the period **between 0800 and 1600 hours, Monday through Friday**, excluding federal government holidays in the city in which the specified equipment is located.

#### SCHEDULING & COMMENCEMENT OF WORK:

All work must:

- a. Be identified and scheduled by the Project Authority.
- b. Be performed when scheduled.
- c. Received prior approval.

#### COMPLETION OF WORK:

The Contractor shall advise the Project Authority on completion of the work within twenty-four (24) hours.

#### WORK INCLUDED:

Work covered in this contract includes, but is not necessarily confined to, the following:

- a. Steamfitting;
- b. Gas fitting;
- c. Welding on pressure vessels; and piping;

- 
- d. Boiler repairs/cleaning
  - e. Replacing boiler sections
  - f. Refractory repairs
  - g. Minor lagging;
  - h. Miscellaneous repairs as required.

**STANDARD OF WORK:**

All work referred to in this contract must be carried out in a first class manner to the complete satisfaction of the Project Authority by qualified personnel and must comply with all Provincial and Federal codes and regulations. The Project Authority reserve the right to require proof of journeymen status or statement of qualifications from any person(s) performing work under this Contract any time during the period of the Contract.

**MAINTENANCE SERVICES:**

Maintenance service provided must be such that boilers are kept in good working condition at all times and repairs, when necessary, are completed within the shortest possible period of time to ensure continuous operation.

Preventative maintenance includes period checks at which time the Contractor must make any necessary adjustments in the mechanisms and replace unserviceable parts.

Remedial maintenance and emergency repair services including replacement of unserviceable parts and labour, during the principal period of maintenance, must respond within 2 hours of notification by DND Project Authority and must be completed within 24 hours from time of notification.

**MAINTENANCE PERSONNEL:**

The contractor must provide the necessary personnel to perform the above services. The Contractor must provide to the Project Authority, the name and telephone number of the Contractor's maintenance service depot manager who must have full authority to act on behalf of the contractor in connection with any matter relating to the maintenance services.

**REPLACEMENT PARTS:**

All parts supplied by the Contractor in performing the maintenance services will be new and of substantially equal quality. The Contractor is responsible for the disposal of all removed parts in accordance with any applicable laws, unless the Project Authority requests to retain the removed parts.

**ACCEPTABILITY OF MATERIALS:**

The acceptance of materials other than those specified in the Task-Authorization shall be determined by the Project Authority. Requests for acceptance of non-specified materials shall be submitted in writing to the Project Authority. The request must be supported with sufficient product information to enable the Engineer to make an assessment.

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**SITE OF WORK:**

Sites of work include but are not limited to the following areas of CFB Esquimalt, Victoria BC:

#	Call Out (CO) Points	Directions
1	Ashton Armouries	724 Vanalman St. which is east of the junction of Glanford St. And Vanalman Avenue, Victoria B.C
2	Bay Street Armouries	715 Bay St. on the corner of Bay and Douglas St. Victoria BC
3	Colwood	West of Victoria via Highway 1 and 1A to Wilfert Rd. Then go left for approx. ½ K to a controlled gate
4	Dockyard	West of the Victoria approx. 8K at the western terminus of Esquimalt Rd.
5	HMCS Malahat	20 Huron St. which is west of corner of Dallas Rd. & Huron St. in James Bay
6	Naden	At Admiral's Rd approx. 1 K north of the junction of Esquimalt Rd. & Admirals Rd.
7	Patricia Bay	North of Victoria via the Pat Bay Highway to McTavish Rd. west to Willingdon Rd. ; follow approx. 3 K to Kitty Hawk Rd
8	Rocky Point	South and west of Victoria via highway 1 and 1A Sooke Rd. then left at Happy Valley Rd to Rocky Point Rd. then right to East Sooke Rd. and left to controlled gate.
9	Signal Hill	West of Victoria approx. 8 K at the western terminus of Esquimalt Rd.
10	Work Point Barracks	West of Victoria approx. 5 K via Esquimalt Rd and Head St. south on Head St. approx. 1 K to the gates of Work Point Barracks – Head St. at Lyall.

**TELEPHONE:**

Contractor must maintain a telephone (manned continuously) during ordinary working hours (0800 to 1600 hours), Monday to Friday, and must also provide an emergency telephone number (or numbers) to ensure twenty four (24) hour service. Use of paging devices is acceptable, however, if undue delays develop in response time to calls, the use of paging devices must be discontinued.

**FIRE AND SAFETY:**

Movement around the various sites is subject to the following:

- Strict observance of posted speed limits;
- Security and safety regulations as laid down by DND. It shall be the responsibility of the Contractor to ensure that all such regulations are strictly adhered to;
- CFB Esquimalt is a NON-SMOKING AREA. Smoking restrictions and all other posted signs must be strictly adhered to;
- Damage caused through lack of care or observation of fire and safety measures by the Contractor's employees will be assessed against the Contractor;
- Parking of vehicles shall be as directed by Base Traffic Control.

**FIRE PREVENTION WELDING AND CUTTING OPERATIONS:**

- Whenever welding or cutting is to be carried out, the Base Fire Department is to be notified;
- All combustible construction within 10 m (35') of the worksite shall be protected by approved "flame retardant" coverings, so arranged that sparks cannot get under them or pass through openings between them. Where it is not practicable to protect combustible floors in this manner, they may be kept wet or covered with damp sand;
- Wall or floor openings within 10m (35') of the worksite shall be tightly sealed off to prevent the passage

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of sparks to adjacent areas;

d) Welding or cutting of pipes or other metal in contact with combustible walls, partitions, ceilings or roofs, shall not be permitted if the work is close enough to cause ignitions by conduction;

e) Welding or cutting operations shall not be permitted in the presence or explosive atmospheres (mixtures of flammable gases, vapour, liquids or dusts with air).

#### **CONSTRUCTION SAFETY MEASURES:**

Observe and enforce construction safety measures required by latest National Building Code.

The Contractor must ensure compliance on his part and on the part of all his subcontractors with the standards of Part II Canada Labour Code and the Occupational Health and Safety Regulations as well as compliance with the Workers' Compensation Act and any regulations thereunder the said Act having to do with the prevention of accidents, the prevention of diseases and the provision of safe working conditions including proper personal protection equipment and ventilation. In the event of conflict between the Workers' Compensation Act and regulations and Canada Labour Code Part II, and Occupational Health and Safety Regulations, the most stringent provisions applies.

#### **CONFINED SPACE ENTRY:**

All confined space entry must conform to the following:

- a) Canadian Labour Code Part XI
- b) Part 9 Confined Spaces of WCB of B.C OSH Regulations

#### **DIG PERMITS:**

All work requiring excavation will require the contractor to obtain dig permits prior to digging. Permits require three (3) days for processing. Contractor must schedule work accordingly.

#### **SECURITY:**

The Contractor must present a list of all employees on this contract to the Base Security Officer, CFB Esquimalt. All employees must complete security forms and obtain DND passes to work on DND property.

## ANNEX A - APPENDIX A.1 – MANDATORY TECHNICAL EVALUATION CRITERIA:

A Bid must comply with the requirements of the Solicitation and meet all mandatory technical evaluation criteria listed below to be declared responsive and given further consideration in the evaluation process.

If the spaces provided below are insufficient for your remarks, please use a separate sheet, and attach it to your bid.

A.1 Mandatory Technical Evaluation Criteria		Complies	Does not comply
1	<p><b><u>Company Experience</u></b></p> <p>Bidders must provide <b>proof of experience</b> by providing <b>three (3) contracts performed within the last three (3) years, which are similar in scope and value to the services described in Annex A.</b></p> <p><b>* Bidders must complete and return this information with their bid.</b></p> <p><u>Note: This is to be separate from the "individual's experience; this is the company's experience.</u></p> <p>Each Contract Reference must include at a minimum the project information listed below:</p>		
1.1	<p><b><u>Contract Reference No.1</u></b></p> <ul style="list-style-type: none"><li>• Project description:</li><li>• Start Date:</li><li>• End date:</li><li>• Number of individuals involved in each of the following trades:<ul style="list-style-type: none"><li>- Steamfitter(s)</li><li>- Pressure Welder(s)</li><li>- Gas Fitter(s)</li></ul></li><li>• Contract value \$ <u>210,000.00</u></li><li>• Client/Company name and contact information</li></ul>		



A.1 Mandatory Technical Evaluation Criteria		Complies	Does not comply
1.2	<b><u>Contract Reference No.2</u></b> <ul style="list-style-type: none"> <li>• Project description:</li> <li>• Start Date:</li> <li>• Number of individuals involved in each of the following trades: <ul style="list-style-type: none"> <li>- Steamfitter(s)</li> <li>- Pressure Welder(s)</li> <li>- Gas Fitter(s)</li> </ul> </li> <li>• Contract value \$</li> <li>• Client/Company name and contact information</li> </ul>		
1.3	<b><u>Contract Reference No.3</u></b> <ul style="list-style-type: none"> <li>• Project description:</li> <li>• Start Date:</li> <li>• Number of individuals involved in each of the following trades: <ul style="list-style-type: none"> <li>- Steamfitter(s)</li> <li>- Pressure Welder(s)</li> <li>- Gas Fitter(s)</li> </ul> </li> <li>• Contract value \$</li> <li>• Client/Company name and contact information</li> </ul>		
2	<b><u>Company Certifications</u></b> * Bidders must provide proof of the following licenses with their bid:		
2.1	<ul style="list-style-type: none"> <li>• Valid <b>Company Class A Boiler License</b> for alterations and repair from the British Columbia Safety Authority (BCSA).</li> </ul>		
3	<b><u>Individual Personnel Certifications</u></b> * Bidders must provide proof of trade certification with their bid for each staff member proposed to perform the work described in Annex A. * Bidders must complete and return this information with their bid.		
A.1 Mandatory Technical Evaluation Criteria		Complies	Does not comply

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3.1	<ul style="list-style-type: none"><li>Valid <b>Steamfitter</b>/Pipefitter Certificate from the Industry Training Authority (ITA)</li></ul> <p>Name of proposed staff member(s) (*Minimum of 1 name required + include copy of trade certificate):</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li></ol>		
3.2	<ul style="list-style-type: none"><li>Valid <b>Pressure Welder Class A</b> Certificate from the ITA.</li></ul> <p>Name of proposed staff member(s) (*Minimum of 1 name required + include copy of trade certificate):</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li></ol>		
3.3	<ul style="list-style-type: none"><li>Valid pressure <b>Gas Fitter Class A</b> Certificate from the BCSA.</li></ul> <p>Name of proposed staff member(s) (*Minimum of 1 name required + include copy of trade certificate):</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li></ol>		

## ANNEX B - BASIS OF PAYMENT

**Bidders must submit their financial bid using the financial evaluation tables B.1 through B.5 provided in this Annex.**

**Bidders must submit firm for the entire period of the proposed contract, including option years 4 and 5.**

**A financial bid presented using a format other than that specified in this Annex will be declared non-responsive.**

**A financial bid addressing only a portion of the services listed in the servicing zone will be declared non-responsive.**

### PRICING

Pricing is in **Canadian dollars**, the goods and services Tax (GST) or the Harmonized Sales Tax (HST) excluded, FOB destination for goods, shipping charges included, Customs duties and Excise taxes included.

### ESTIMATES

The estimated annual usage provided in this solicitation and in Tables B.1 through B.4 of this Annex for the work to be performed on an "as and when requested" basis through task authorizations is provided for financial evaluation purposes only, and does not represent a commitment by Canada. It is only an estimation of the potential value of all Task Authorizations which may be placed against the Contract.

### CALL OUT RATES

**Bidders must submit firm call-out rates for each period of the Contract, GST/HST extra.**

Bidders must submit firm rates for call-outs during regular operating hours using Table B.1 - Firm Call-out Rates - Regular Time

Bidders must submit firm rates for call-outs outside regular operating hours using Table B.2 - Firm Call-out Rates - Overtime

- Regular Time (Regular & Emergency Service): Mon. - Fri. 0800 - 1600 except Sat., Sun., and Statutory Holidays
- Overtime (Regular & Emergency Service): Mon. - Fri. 1601 - 0759, and Firm Rate for Sat., Sun., and Statutory Holidays.

**Call-out rates must NOT include productive labour rate** (See Table B.3 for productive labour rates)

All inclusive firm call out rates shall be based only on direct travel FROM Contractor's plant TO the sites of work specified below AND DIRECT RETURN to Contractor's plant (**direct return trip**). Full rates shall be charged only ONCE for each call out.

Estimates will be completed at no-charge to Canada. No further call-out charges will be allowed

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VIC246  
File No. - N° du dossier  
VIC-5-38226

Buyer ID - Id de l'acheteur  
VIC246  
CCC No./N° CCC - FMS No./N° VME

**TABLE B.1 - FIRM CALL-OUT RATES (DIRECT RETURN TRIP) - REGULAR TIME - GST/HST Extra (Mon-Fri 0800 - 1600 except Sat., Sun., and Statutory Holidays) \*\* If call out rates do not apply, please fill in as zero dollar "\$0" or as No Charge "N/C"**

CALL OUT (C/O) POINTS REGULAR TIME		Estimated # of call- out per Year	Estimated travel time (One Way) in minutes (min) <sup>(1)</sup>  (Bidder to complete)	Firm Rate per C/O	Firm Rate per C/O	Firm Rate per C/O	Firm Rate per C/O	Firm Rate per C/O	EXTENDED TOTAL <sup>(3)</sup>
				YEAR 1	YEAR 2	YEAR 3	OPTION YEAR 4 <sup>(2)</sup>	OPTION YEAR 5 <sup>(2)</sup>	
				12 months from date of contract award  From: date inserted upon award To: date inserted upon award	12-month period following Year 1  From: date inserted upon award To: date inserted upon award	12-month period following Year 2  From: date inserted upon award To: inserted at time of award	12-month period following Year 3  From: date inserted upon award To: date inserted upon award	12-month period following Option Year 4  From: date inserted upon award To: date inserted upon award	
		A	B	C	D	E	F	G	= A*SUM(C:G)
Ex:	Ashton Armouries	1	45 min	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$300.00
1	Ashton Armouries	1	_____ min	\$	\$	\$	\$	\$	\$
2	Bay Street Armouries	1	_____ min	\$	\$	\$	\$	\$	\$
3	Colwood	3	_____ min	\$	\$	\$	\$	\$	\$
4	Dockyard	4	_____ min	\$	\$	\$	\$	\$	\$
5	HMCS Malahat	1	_____ min	\$	\$	\$	\$	\$	\$
6	Naden	3	_____ min	\$	\$	\$	\$	\$	\$
7	Patricia Bay	1	_____ min	\$	\$	\$	\$	\$	\$
8	Rocky Point	1	_____ min	\$	\$	\$	\$	\$	\$
9	Signal Hill	1	_____ min	\$	\$	\$	\$	\$	\$
10	Work Point Barracks	1	_____ min	\$	\$	\$	\$	\$	\$
								<b>Subtotal B.1</b>	\$

(1) Estimated Travel time is ONE WAY from Contractor's base at \_\_\_\_\_ (Bidder to complete) to the job sites above.

(2) Rate is subject to the Contract Period extension(s) being exercised under section 7.4 of the Contract.

(3) CALCULATION OF EVALUATED CALL-OUT COSTS BASED ON REGULAR TIME RATE =

1. Calculate the extended total for call-out point No. 1 (Ashton Armouries) for Year 1 by multiplying the Yearly Est. Usage (Number of call-outs) by the Firm Call-out Rate offered. Example: If the Yearly Est. Usage (number of call-outs) for call-out point 1 is "1", and the call-out rate offered is \$60, the extended total for this call-out point for Year 1 will be = 1 \* \$60 = \$60.

2. Repeat calculation to obtain the extended total for call-out points 2 to 10 for Year 1.

3. Add the extended line items totals for points 1 through 10 to obtain the total estimated call-out costs for Year 1.

4. Repeat steps 1 to 3 for Year 2, 3 and option years 4 and 5.

5. Report Subtotal obtained in Financial Evaluation Table B.5

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VIC-5-38226  
File No. - N° du dossier  
VIC-5-38226

Buyer ID - Id de l'acheteur  
VIC246  
CCC No./N° CCC - FMS No./N° VME

**TABLE B.2 - FIRM CALL-OUT RATES (DIRECT RETURN TRIP) – OVERTIME - GST/HST Extra (Mon-Fri 1601-0759 and Sat, Sun & Stat. Holidays)**  
**\*\* If call out rates do not apply, please fill in as zero dollar "\$0" or as No Charge "N/C"**

CALL OUT (C/O) POINTS OVERTIME		Estimated # of call- out per Year	Estimated travel time (One Way) in minutes (min) <sup>(1)</sup>  (Bidder to complete)	Firm Rate per C/O	Firm Rate per C/O	Firm Rate per C/O	Firm Rate per C/O	Firm Rate per C/O	EXTENDED TOTAL <sup>(3)</sup>
				YEAR 1	YEAR 2	YEAR 3	OPTION YEAR 4 <sup>(2)</sup>	OPTION YEAR 5 <sup>(2)</sup>	
				12 months from date of contract award  From: date inserted upon award To: date inserted upon award	12-month period following Year 1  From: date inserted upon award To: date inserted upon award	12-month period following Year 2  From: date inserted upon award To: inserted at time of award	12-month period following Year 3  From: date inserted upon award To: date inserted upon award	12-month period following Option Year 4  From: date inserted upon award To: date inserted upon award	
		A	B	C	D	E	F	G	= A*SUM(C:G)
Ex:	Ashton Armouries	1	45 min	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$300.00
1	Ashton Armouries	1	_____ min	\$	\$	\$	\$	\$	\$
2	Bay Street Armouries	1	_____ min	\$	\$	\$	\$	\$	\$
3	Colwood	3	_____ min	\$	\$	\$	\$	\$	\$
4	Dockyard	4	_____ min	\$	\$	\$	\$	\$	\$
5	HMCS Malahat	1	_____ min	\$	\$	\$	\$	\$	\$
6	Naden	3	_____ min	\$	\$	\$	\$	\$	\$
7	Patricia Bay	1	_____ min	\$	\$	\$	\$	\$	\$
8	Rocky Point	1	_____ min	\$	\$	\$	\$	\$	\$
9	Signal Hill	1	_____ min	\$	\$	\$	\$	\$	\$
10	Work Point Barracks	1	_____ min	\$	\$	\$	\$	\$	\$
								<b>Subtotal B.2</b>	\$
<sup>(1)</sup> Estimated Travel time is ONE WAY from Contractor's base at _____ (Bidder to complete) to the job sites above.									
<sup>(2)</sup> Rate is subject to the Contract Period extension(s) being exercised under section 7.4 of the Contract.									
<sup>(3)</sup> CALCULATION OF EVALUATED CALL-OUT COSTS BASED ON OVERTIME RATE = 1. Calculate the extended total for call-out point No. 1 (Ashton Armouries) for Year 1 by multiplying the Yearly Est. Usage (Number of call-outs) by the Firm Call-out Rate offered. Example: If the Yearly Est. Usage (number of call-outs) for call-out point 1 is "1" and the call-out rate offered is \$60, the extended total for this call-out point for Year 1 will be = 1 * \$60 = \$60. 2. Repeat calculation to obtain the extended total for call-out points 2 to 10 for Year 1. 3. Add the extended line items totals for points 1 through 10 to obtain the total estimated call-out costs for Year 1. 4. Repeat steps 1 to 3 for Year 2, 3 and option years 4 and 5. 5. Report Subtotal obtained in Financial Evaluation Table B.5									

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## PRODUCTIVE LABOUR RATES

**Bidders are required to submit firm hourly rates for each period of the, GST/HST extra.**

Labour rates must be ALL-INCLUSIVE and include ALL necessary labour, tools, equipment, materials, supervision, and profit required for the work described in Annex A. No other charges will be allowed. No rental charges shall be paid for tools or equipment incidental to the trade.

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Contracting Authority. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.

The Contractor will be paid for the actual hours worked at the firm hourly labour rates detailed in this Annex.

The Contractor will be paid an initial one (1) hour minimum charge calculated from the time the Contractor arrives on-site. All additional chargeable time, over and above the first hour, will be rounded to the nearest quarter hour.

Copies of time sheets and overtime approved by the Project Authority must be attached to invoices.

**(a) Regular Hourly rate for regular maintenance and preventative services (*Regular Service*):**

Mon. - Fri. 0800 - 1600 except Sat., Sun., and Statutory Holidays with response to call-up in 3 working days, on site as requested.

**(b) Overtime Hourly rate for *Regular Service (same job)*:**

Mon. - Fri. 1601 - 0759, and Firm Rate for Sat., Sun., and Statutory Holidays with response to call-up in 3 working days, on site as requested.

**(c) Regular Hourly rate for remedial maintenance and emergency repair services (*Emergency Service*):**

Mon. - Fri. 0800 - 1600 except Sat., Sun. and Statutory Holidays with response to call-up in 0.5 hrs, on site within 2 hours.

**(d) Overtime Hourly rate for *Emergency Service (same job)*:**

Mon. - Fri. 1601 - 0759, and Firm Rate Sat., Sun., and Statutory Holidays with response to call-up in 0.5 hrs, on site within 2 hours

TABLE B.3 - ALL INCLUSIVE PRODUCTIVE LABOUR RATES - ALL CALL OUT POINTS (GST/HST Extra)									
Trade Category Refer to Annex A for mandatory Trade Certifications	Yearly Estimated Usage (hours)	Firm Hourly Rate	Firm Hourly Rate	Firm Hourly Rate	Firm Hourly Rate	Firm Hourly Rate	Firm Hourly Rate	EXTENDED TOTAL <sup>(3)</sup>	
		YEAR 1	YEAR 2	YEAR 3	OPTION YEAR 4 <sup>(2)</sup>	OPTION YEAR 5 <sup>(2)</sup>			
		12 months from date of contract award	12-month period following Year 1	12-month period following Year 2	12-month period following Year 3	12-month period following Option Year 4			
		From: date inserted upon award	From: date inserted upon award	From: date inserted upon award	From: date inserted upon award	From: date inserted upon award			
		To: date inserted upon award	To: date inserted upon award	To: date inserted at time of award	To: date inserted upon award	To: date inserted upon award			
	A	B	C	D	E	F	= A*SUM(B:F)		
1. Steamfitter/Pipefitter									
(a)	Regular hourly rate for Regular Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
(b)	Overtime hourly rate for Regular Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
(c)	Regular hourly rate for Emergency Service	1hr	\$	/hr	\$	/hr	\$	/hr	\$
(d)	Overtime hourly rate for Emergency Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
2. Helper for Steamfitter/Pipefitter									
(a)	Regular hourly rate for Regular Service	1hr	\$	/hr	\$	/hr	\$	/hr	\$
(b)	Overtime hourly rate for Regular Service	1hr	\$	/hr	\$	/hr	\$	/hr	\$
(c)	Regular hourly rate for Emergency Service	1hr	\$	/hr	\$	/hr	\$	/hr	\$
(d)	Overtime hourly rate for Emergency Service	1hr	\$	/hr	\$	/hr	\$	/hr	\$
3. Welder (Class A)									
(a)	Regular hourly rate for Regular Service	35 hrs	\$	/hr	\$	/hr	\$	/hr	\$
(b)	Overtime hourly rate for Regular Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
(c)	Regular hourly rate for Emergency Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
(d)	Overtime hourly rate for Emergency Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
4. Helper for Welder (Class A)									
(a)	Regular hourly rate for Regular Service	15 hrs	\$	/hr	\$	/hr	\$	/hr	\$
(b)	Overtime hourly rate for Regular Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$

**TABLE B.3 - ALL INCLUSIVE PRODUCTIVE LABOUR RATES - ALL CALL OUT POINTS (GST/HST Extra)**

Trade Category Refer to Annex A for mandatory Trade Certifications		Yearly Estimated Usage (hours)	Firm Hourly Rate	Firm Hourly Rate	Firm Hourly Rate	Firm Hourly Rate	Firm Hourly Rate	Firm Hourly Rate	EXTENDED TOTAL <sup>(3)</sup>
			YEAR 1	YEAR 2	YEAR 3	OPTION YEAR 4 <sup>(2)</sup>	OPTION YEAR 5 <sup>(2)</sup>		
			12 months from date of contract award	12-month period following Year 1	12-month period following Year 2	12-month period following Year 3	12-month period following Option Year 4		
			From: date inserted upon award	From: date inserted upon award	From: date inserted upon award	From: date inserted upon award	From: date inserted upon award		
			To: date inserted upon award	To: date inserted upon award	To: inserted at time of award	To: date inserted upon award	To: date inserted upon award		
		A	B	C	D	E	F		= A*SUM(B:F)
(c)	Regular hourly rate for Emergency Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
(d)	Overtime hourly rate for Emergency Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
5. Gas Fitter (Class A)									
(a)	Regular hourly rate for Regular Service	285 hrs	\$	/hr	\$	/hr	\$	/hr	\$
(b)	Overtime hourly rate for Regular Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
(c)	Regular hourly rate for Emergency Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
(d)	Overtime hourly rate for Emergency Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
6. Helper for Gas Fitter (Class A)									
(a)	Regular hourly rate for Regular Service	65 hours	\$	/hr	\$	/hr	\$	/hr	\$
(b)	Overtime hourly rate for Regular Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
(c)	Regular hourly rate for Emergency Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
(d)	Overtime hourly rate for Emergency Service	1 hr	\$	/hr	\$	/hr	\$	/hr	\$
								Subtotal B.3	\$
(2) Rate is subject to the Contract Period extension(s) being exercised under section 7.4 of the Contract.									
(3) CALCULATION OF EVALUATED PRODUCTIVE LABOUR COSTS = Follow same procedure as for Tables B.1 and B.2. Report Subtotal obtained in Financial Evaluation Table B.5									



## MATERIALS & REPLACEMENT PARTS

**Bidders are required to submit firm mark-up rates for each period of the Contract, GST/HST extra.**

The Contractor will be reimbursed for materials and replacement parts reasonably and properly incurred in the performance of the Work.

Materials and replacement parts (except free issue) will be paid at the laid down cost (which includes invoice cost, transportation costs, exchange, custom and brokerage charges) plus a firm mark-up (which includes purchasing expenses, internal handling, General and Administrative Expenses, and profit) upon submission of an itemized statement supported by receipt vouchers. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable and must be shown as a separate item.

Materials and replacement parts may not exceed more than 40 percent (%) of the limitation of expenditure specified in the authorized TA, Applicable Taxes included.

TABLE B.4 - FIRM MARK-UP ON MATERIALS & REPLACEMENT PARTS - ALL CALL OUT POINTS (GST/HST Extra)				
		Estimated Yearly Usage (CAN\$)	Firm Mark-Up	Extended Total
<b>1</b>	<b>Firm Mark-up Rate YEAR 1</b> (12 months from date of contract award) From: <i>date inserted upon award</i> To: <i>date inserted upon award</i>	\$40,000.00	+ %	\$
<b>2</b>	<b>Firm Mark-up Rate YEAR 2</b> (12-month period following Year 1) From: <i>date inserted upon award</i> To: <i>date inserted upon award</i>	\$40,000.00	+ %	\$
<b>3</b>	<b>Firm Mark-up Rate YEAR 3</b> (12-month period following Year 2) From: <i>date inserted upon award</i> To: <i>date inserted upon award</i>	\$40,000.00	+ %	\$
<b>4</b>	<b>Firm Mark-up Rate OPTION YEAR 4 <sup>(2)</sup></b> (12-month period following Year 3) From: <i>date inserted upon award</i> To: <i>date inserted upon award</i>	\$40,000.00	+ %	\$
<b>5</b>	<b>Firm Mark-up Rate OPTION YEAR 5 <sup>(2)</sup></b> (12-month period following Option Year 4) From: <i>date inserted upon award</i> To: <i>date inserted upon award</i>	\$40,000.00	+ %	\$
			<b>Subtotal B.4</b>	<b>\$</b>
<p><sup>(2)</sup> Rate is subject to the Contract Period extension(s) being exercised under section 7.4 of the Contract.</p> <p><sup>(3)</sup> CALCULATION OF EVALUATED COSTS FOR MATERIALS AND REPLACEMENT PARTS =</p> <p>1. Apply the firm mark-up rate offered to the Estimated Yearly Usage amount (CAN\$) to obtain the Extended Total for Item 1 (Year 1). Example: For an estimated yearly usage of \$40,000 and a firm mark-up rate of +0.05%, the extended yearly total would be <math>1.05 * \\$40,000 = \\$42,000</math></p> <p>2. Repeat calculation to obtain the extended total for items 2 through 5 (Year 2 through Option Year 5).</p> <p>3. Report Subtotal obtained in Financial Evaluation Table B.5</p>				

## SUBCONTRACTING COSTS

For labour categories other than those listed in Table B.3, the Contractor will be reimbursed for the subcontracted labour expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit.

All subcontracted labour must meet the security requirements detailed in section 7.3 of the contract, and all other terms and conditions of the contract.

The Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work

Subcontracted labour charges may not exceed more than 40 percent (%) of the limitation of expenditure specified in the authorized TA, Applicable Taxes included.

All reimbursement requests must be supported by a copy of times sheets, invoices and receipts.

## EVALUATION - BASIS OF SELECTION

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

<b>TABLE B.5 - FINANCIAL EVALUATION</b>	<b>TOTAL</b> (Year 1 + Year 2 + Year 3 + Option Year 4 + Option Year 5)
<b>CALL OUT COSTS - REGULAR TIME</b> (per Table B.1)	\$
<b>CALL OUT COSTS - OVERTIME</b> (per Table B.2)	\$
<b>PRODUCTIVE LABOUR COSTS</b> (per Table B.3)	\$
<b>COSTS FOR MATERIAL AND REPLACEMENT PARTS</b> (per Table B.4)	\$
<b>EVALUATED TOTAL BID PRICE (GST/HST Extra)</b>	\$

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## ANNEX C - INSURANCE REQUIREMENTS

### C.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.
  - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
  - r. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**C.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.

**C.3 Boiler and Machinery Insurance**

1. Boiler and machinery insurance should provide coverage for testing and commissioning purposes

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File No. - N° du dossier  
VIC-5-38226

Buyer ID - Id de l'acheteur  
vic246  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX D - SECURITY REQUIREMENT CHECK LIST**  
*(attached at end of solicitation document)*



RECEIVED

AUG 31 2015

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

W6837-156036

Security Classification / Classification de sécurité  
unclassified

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction
DND		CFB ESQUIMALT
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
4. Brief Description of Work / Brève description du travail Service and repair bolles up to 8700 kw at CFB Esquimalt		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W6837-156036

Security Classification / Classification de sécurité  
unclassified

**PART A (continued) / PARTIE A (suite)**

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

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux : As per CANFORGEN 118-14 Para 4.3.1 and para 4.3.2

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

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

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

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes  
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

PRODUCTION

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

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

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

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





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Gouvernement du Canada

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET  COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

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



## Annex A

UNCLASSIFIED

Security Requirements Check List (SRCL)  
Security Classification Guide, Part B, para 10.a)

Real Property Operations Unit (Pacific)  
Canadian Forces Base Esquimalt  
Post Office Box 17000 Station Forces  
Victoria, BC. V9A 7N2  
Canada

Solicitation No. W6837-164050/A

- The following locations and facilities identified in the table below require the contractor and staff be screened to level II in order to gain access to some areas or facilities.
- This list is subject to change in order to comply with Departmental security regulations, directives and operational priorities.

Location	Building	Requirement	Use		Comments
Victoria Airport	PB126	Reliable & Secret	Multi use; Operations area, Admin offices, training classrooms, messing facility and helicopter maintenance areas.	Has a Security Zone	Controlled access; limited to authorized personnel.
Dockyard Victoria,	DY100	Secret	HQ, Operations area & offices	Is a Security Zone	Controlled access; limited to authorized personnel.
Dockyard Victoria, BC	DY199	Reliable & Secret	Offices	Has a Security Zone	Controlled access; limited to authorized personnel.
Dockyard Victoria, BC	DY34	Reliable & Secret	Offices	Has a Security Zone	Controlled access; limited to authorized personnel.
Dockyard Victoria, BC	DY211	Reliable & Secret	Offices and workshop	Has a Security Zone	Controlled access; limited to authorized personnel.
CFAD Victoria, BC	RP137	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP33	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP33B	Secret	Fuel/Defuel shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP34	Secret	Mag	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP35	Secret	Mag	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP43	Secret	Work shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP45	Secret	Machine shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP46	Secret	Repair shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.

## Annex A

UNCLASSIFIED

## Security Requirements Check List (SRCL)

## Security Classification Guide, Part B, para 10.a)

CFAD Victoria, BC	RP48	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP49	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP50	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP58	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP59	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP61	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP62	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP63	Secret	Lab	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
Naden Victoria, BC	NAD2	Reliable & Secret	Base Military Police HQ	Has a Security Zone	Controlled access; limited to screened & authorized personnel.
Naden Victoria, BC	NAD141	Reliable & Secret	Base Operations and Fire Hall	Has a Security Zone	Controlled access; limited to screened & authorized personnel.
CFMTR Nanaimo, BC	Winchelsea Isle	Reliable & Secret	Operations area and Admin offices	Has a Security Zone	Controlled access; limited to screened & authorized personnel. Escorts may be required as an additional security measure.
CFMTR Nanaimo, BC	TB231	Reliable & Secret	Offices	Has a Security Zone	Controlled access; limited to screened & authorized personnel. Escorts may be required as an additional security measure.
Masset Haida Gwaii, BC	MASS50	Secret	Multi use; Operations area, Admin offices and Maintenance area	Has a Security Zone	Controlled access; limited to screened & authorized personnel. Escorts may be required in some areas as an additional security measure.
CFB Esquimalt All Areas	All Buildings	Secret	Departmental communication closets	Secure system	Controlled access; limited to screened & authorized personnel. Escorts may be required as an additional security measure.

Multiple levels screening requirement:

The contracts being used are in place from 3 to 5 years, they provide the Base and Real Property Operations with the ability to react to maintenance necessities, equipment breakdowns, servicing requirements and infrastructure emergencies within a

Security Requirements Check List (SRCL)  
Security Classification Guide, Part B, para 10.a)

reasonable time frame.

During the life of the contract, it is anticipated that for approximately 95% of the time the contractor and his personnel will provide the service in an operations area and will only require RELIABLE in order to meet the access requirement.

The Multi-level SRCL, allows us to build a tool into the contract that ensures the contractor will meet the access requirements for the 5% of the work that occurs within a security zone and requires SECRET. The contractual language embedded within the document compels them to get their personnel screened to the appropriate level required without bogging down the process and wasting scarce resources by forcing the contractor and Industrial Security to unnecessary screen personal to a level higher than what's required for each individual job.

The contractor will not be working on or have uncontrolled access to any system or information that is classified Secret or higher.

END

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## **ANNEX E to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

*As indicated in Part 3, clause 3.1.3, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

The Bidder accepts to be paid by 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)

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## **ANNEX F - DND 626 TASK AUTHORIZATION FORM**

*(starts on next page)*

**TASK AUTHORIZATION**  
**AUTORISATION DES TÂCHES**

<div>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.</div>						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                				<b>TO THE CONTRACTOR</b>  You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.  Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.  <b>À L'ENTREPRENEUR</b>  Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.  Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.							
				<div>Date<div>for the Department of National Defencepour le ministère de la Défense nationale</div></div>							
Contract item no. N° d'article du contrat		Services							Cost Prix		
									GST/HST TPS/TVH		
									Total		
<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.											
<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.											
<div>for the Department of Public Works and Government Servicespour le ministère des Travaux publics et services gouvernementaux</div>											

## 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.

### Expédiez 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.

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## **ANNEX G – PERIODIC USAGE REPORTS – CONTRACTS WITH TASK AUTHORIZATION**

*(will be provided at time of contract award)*



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