



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

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement  
Fisheries and Oceans Canada | Pêches et Océans  
Canada  
200 Kent Street | 200 rue Kent  
Ottawa, ON K1A 0E6

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**REQUEST FOR PROPOSAL**

**DEMANDE DE PROPOSITION**

Proposal to: **Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : **Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

**LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ**

<b>Title – Sujet</b> General Maintenance Services for The Canadian Coast Guard College		<b>Date</b> July 7, 2016
<b>Solicitation No. – N° de l'invitation</b> FP802-150209		
<b>Client Reference No. - No. de référence du client</b> Requisition # F4709-166001		
<b>Solicitation Closes – L'invitation prend fin</b>  <b>At / à : 2:00pm EDT (Ottawa time)</b> <b>On / le : Wednesday August 17, 2016</b>		
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir ci-inclus	<b>Duty – Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services – Destinations des biens et services</b> Canadian Coast Guard College, Sydney, Nova Scotia		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Lynda Coulombe <b>Email – courriel:</b> <a href="mailto:Lynda.Coulombe@dfo-mpo.gc.ca">Lynda.Coulombe@dfo-mpo.gc.ca</a>		
<b>Delivery Required – Livraison exigée</b> See herein — Voir ci-inclus	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - 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 6 - 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. For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

### **1.2 Statement of Work**

The requirement is detailed under **Annex "A"** and **Article 6.2** of the resulting contract clauses.

### **1.3 Set-aside for Comprehensive Land Claims Agreement(s) Beneficiaries**

"Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement."

### **1.4 Set-aside Under the Federal Government Procurement Strategy for Aboriginal Business**

"Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement."

### **1.5 Debriefings**

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

### **1.6 Trade Agreements**

"The requirement is limited to Canadian goods and/or services."

### **1.7 Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



## 1.8 Mandatory Site Visit

A bidders' mandatory site visit will be held at The Canadian Coast Guard College (CCGC) 1190 Westmount Road, Sydney, Nova Scotia, on **Thursday July 21<sup>st</sup>, 2016 from 1pm to 4pm.**

The scope of the requirement outlined in the bid solicitation Statement of Work as well as the facilities will be reviewed during this site visit and it is mandatory for those bidders who intend to submit a bid attend or send a representative. A "Site Visit Agenda" will be sent out to all Bidders who register.

Personnel security screening is required prior to gaining authorized access the CCGC site. Bidders are requested to communicate with the Contracting Authority before the mandatory site visit to confirm attendance. Bidders need to provide in writing via email, to the Contracting Authority, the name(s) of the person(s) who will be attending **no later than Friday July 15, 2016.**

This site visit is at the cost of the Bidder. The Crown will not reimburse the Bidder for any travel expenses.

**Bidders who do not attend this mandatory site visit will be precluded from a submitting a bid.**

Please send your confirmation and list of names (up to three (3) per company) to:

**E-mail:** [Lynda.Coulombe@dfo-mpo.gc.ca](mailto:Lynda.Coulombe@dfo-mpo.gc.ca)  
**Telephone:** (613) 993-2839

## 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.

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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.

Section 01 – Integrity Provisions – Bid of 2003 referenced above is amended as follows:

Delete section 01 in its entirety.

Section 02 – Procurement Business Number – of 2003 referenced above is amended as follows:

Delete section 02 in its entirety.

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

Delete: 60 days



Insert: 90 days

## 2.2 Submission of Bids

Bids must be submitted **only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.**

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

**\*\*\*\*\* ELECTRONIC SUBMISSIONS WILL BE ACCEPTED\*\*\*\*\***

Please send your electronic proposal to: [Lynda.Coulombe@dfo-mpo.gc.ca](mailto:Lynda.Coulombe@dfo-mpo.gc.ca)

## 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:

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than **10 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 the province or territory where the goods and/or services are to be rendered.**

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/saved sections as follows:

**Section I: Technical Bid** (one hard copy OR one soft copy in PDF format emailed)

**Section II: Financial Bid** (one hard copy OR one soft copy in PDF format emailed)

**Section III: Certifications** (one hard copy OR one soft copy in PDF format emailed)

**Section IV: Additional Information** (one hard copy OR one soft copy in PDF format emailed)

**Emails must not exceed 8 MB (if over the limit Bidders are asked to send additional numbered emails)**

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

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

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

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

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

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

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

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

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





Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately. Bidders must submit firm rates for all categories of resources listed in **Annex "B" Bases of Payment**.

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

### **Section IV: Additional Information**

#### **3.1.1 SACC Manual Clauses**

**3.1.2** The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) that the Contractor and individuals hold a valid security clearance at the required level, as indicated in Part 1, clause 1.1, Security Requirements.

## **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.
- (c) Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Proposals will be evaluated in accordance with the mandatory evaluation criteria, as illustrated below. Bidders' proposals must clearly show that they meet all of the mandatory requirements of the request for proposal to move on to the next evaluation stage. (Point-Rated Criteria)

\*The Bidder must include the following table in their Technical Proposal, indicating that their proposal meets the Mandatory Criteria, providing the proposal page number and section that contains information to verify that the criteria has been met or inserted the information within the appropriate table.

Proposals that do not meet the mandatory criteria will be deemed non-compliant.

##### **4.1.1.2 Point Rated Technical Criteria**



Proposals that meet ALL of the mandatory criteria will be rated and scored using the evaluation tools specified for each criteria based on the following scale. In order for the evaluators to score the proposals, it is imperative that the bidder describes in detail how his or her proposal meets the mandatory criteria.

Bidders must attain a rating of **at least 70%** of the maximum possible points in the Rated Requirement to be considered compliant. Proposals which fail to attain at least 70% in this category will be considered technically non-responsive and no further evaluation will be conducted.

#### 4.1.2 Financial Evaluation

DFO will provide payment to the contractor based on the work performed and completed on monthly bases upon receipt of, and approval of, the delivered and approved work. The basis of payment will comply with the "all-inclusive per-diem rate" based on a daily or hourly rate. The contractor is responsible to submit their invoices with the appropriate objective completed to the Project Authority.

In consideration of the Contractor meeting all obligations under the terms and conditions of this Contract, the Contractor shall receive payment in accordance with the Basis of Payment detailed herein as associated with the Statement of Work, Annex "A".

SACC Manual Clause [A0220T](#) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included. (2014-06-26), Evaluation of Price

## 4.2 Basis of Selection

### 4.2.1 Basis of Selection - Minimum Point Rating

SACC Manual Clause (A0034T) (2007-05-25), (Instructions to Bidders / Contractors)

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory technical evaluation criteria; and
  - c. "obtain the required minimum of **70** percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **100** points."
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.



## 5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

### 5.1.1 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

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

### 5.1.2 Additional Certifications Precedent to Contract Award

#### 5.1.2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

#### 5.1.2.2 Education and Experience



Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default

**5.1.2.3.1 SACC Manual clause A3010T (2010-08-16) Education and Experience**  
The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

**5.1.2.3 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](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's website](#).

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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

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

**5.1.2.4 Contractor's Representative**

The Contractor's Representative for the Contract is:

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

**5.1.2.5 Supplementary Contractor Information**

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A



supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

\_\_\_\_\_

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

\_\_\_\_\_

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

\_\_\_\_\_

- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

\_\_\_\_\_

**The following certification signed by the contractor or an authorized officer:**

"I certify that I have examined the information provided above and that it is correct and complete"

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Signatory



## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

**6.1.1** The following security requirements (SRCL and related clauses provided by ISP) apply and form part of the Contract.

6.1.1.1 Contractor personnel who require access to DESIGNATED information, assets or sensitive work sites shall EACH hold a valid **RELIABILITY STATUS** screening, granted or approved by CIISD.

The Contractor SHALL NOT remove any DESIGNATED information or assets from the identified work site (s), and the Contractor shall ensure that its personnel are made aware of and comply with this restriction.

The Contractor shall comply with the provisions of:

- a) The Security Requirements Check List (SRCL), attached at **Annex "C"** (for reference)
- b) The Industrial Security Manual (June 1992).

6.1.1.2 In order for the Department to confirm that your company and all individuals proposed to perform work under this contract meet the required Security Status, you must complete the Personnel Identification Form (Confirmation of Security Status) attached to the original solicitation as **Annex "C"**, providing the name of your company and the full names of individuals and dates of birth of all individuals who will be providing the services.

### 6.2 Statement of Work

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

### 6.3 Standard Clauses and Conditions

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

Revision to Departmental Name: As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

#### 6.3.1 General Conditions

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

#### 6.3.2 Supplemental General Conditions



4009 01 (2012-07-16) **Conduct of the Work**, apply to and form part of the Contract.

4009 02 (2013-06-27) **Subcontracts**, apply to and form part of the Contract.

4009 03 (2012-07-16) **Liability**, apply to and form part of the Contract.

4009 04 (2012-07-16) **Confidentiality**, apply to and form part of the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from **contract award** to **September 30, 2018** inclusive.

### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two (2)** additional **one (1)** year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least **ten (10)** calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Lynda Coulombe**  
Title: Contracting Officer  
Department: **Fisheries and Oceans Canada**  
Directorate: Financial and Materiel Management Operations  
Address: 200 Kent Street, Workstation 9W079  
Ottawa, Ontario K1A 0E6  
Telephone: 613-993-2839  
Facsimile: 613-991-4545  
E-mail address: [Lynda.Coulombe@dfo-mpo.gc.ca](mailto:Lynda.Coulombe@dfo-mpo.gc.ca)

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

### 6.5.2 Project Authority



The Project Authority for the Contract is: *(to be provided upon contract award)*

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

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.

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

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

**6.6 Proactive Disclosure of Contracts with Former Public Servants**

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

**6.7 Payment**

**6.7.1 Basis of Payment**

**6.7.1.1 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

SACC Manual clause [C0711C](#) C0711C (2008-05-12)

6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.





6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

#### **6.7.2 Limitation of Price**

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

SACC Manual clause [C6000C](#) (2011-05-16) Limitation of Price

#### **6.7.3 Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada; and
- c. the Work performed has been accepted by Canada.

#### **6.7.4 SACC Manual Clauses**

Canadian customs duties and sales tax, if applicable, are extra to the Contract Price and payable by Canada

#### **6.7.5 Pricing**

Bidders must provide individual prices for each item and/or destination.

SACC Manual clause [C9000T](#) (2010-08-16) Pricing

### **6.8 Invoicing Instructions**

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be **emailed to DFO Accounts Payable**, at the email address indicated below:

Email: [DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA](mailto:DFOinvoicing-MPOfacturation@DFO-MPO.GC.CA)

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

#### **Each invoice must be supported by:**

A copy of each respective time sheet for each engaged resource to support the time claimed;



## 6.9 Certifications

### 6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### 6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## 6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in **the province or territory where the goods and/or services are to be rendered.**

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions- Services [2010C](#) (2016-04-04);
- (c) Annex "A", Statement of Work;
- (d) Section 1 "Facilities Description and Definitions";
- (e) Section 2 "Safety Requirements";
- (f) Section 3 "Environmental Protection";
- (g) Section 4 "Trade Requirements";
- (h) Section 5 "Special Requirements";
- (i) Section 6 "Task Authorization form";
- (j) Section 7 "Loan Agreement";
- (k) Annex "B", Basis of Payment;
- (l) Annex "C", Security Requirements Check List / Personnel Identification Forl (PIF);
- (m) Annex "D", Insurance Conditions;
- (n) Annex "E", Evaluation Criteria;
- (o) Annex "F", Federal Contractors Program for Employment Equity - Certification;
- (p) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: "*as clarified on \_\_\_\_\_" **or** "*as amended on \_\_\_\_\_" and insert date(s) of clarification(s) or amendment(s)*)



## 6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). You can also obtain more information on OPO services available to you on their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

## 6.13 Insurance – Specific Requirements G1001C (2013-11-06)

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

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

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



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## ANNEX "A" STATEMENT OF WORK

### 1.0 Title

**“GENERAL MAINTENANCE SERVICES CANADIAN COAST GUARD COLLEGE, SYDNEY, NOVA SCOTIA”**

### 2.0 Project Objective

To provide general maintenance services related to building infrastructure, grounds upkeep, and minor construction projects for the Canadian Coast Guard College (CCGC).

### 3.0 Contract Period

From contract award to September 30<sup>st</sup>, 2018, with option to extend the contract for two (2) additional one year periods.

#### **Start & Completion Dates:**

**Start Date:** Upon contract award

**End Date:** September 30, 2018

#### **Optional Extension:**

Two (2) one (1) year optional periods of twelve (12) months may be exercised by DFO from October 1, 2018 to September 30, 2019 and October 1, 2019 to September 30, 2020.

The Contractor agrees that during the optional extension period of the Contract, the rates/prices will be in accordance with the provisions of the Contract as per their submitted Pricing Tables.

### 4.0 Background Statement

One of Real Property Safety and Security (RPSS) mandates is to provide essential maintenance services for Department of Fisheries and Oceans (DFO) real property assets. The Canadian Coast Guard College (CCGC) is a year round educational facility with a complex variety of maintenance, repair, and management tasks to be considered; therefore a great deal of professional support is required.

### 5.0 Objectives of the Requirement

The objective of this contract is to provide DFO an “on site” professional contractor to perform the daily routine maintenance, minor repairs and general upkeep of the CCGC, under the direction of RPSS.

### 6.0 Scope of Work

The scope of work comprise, but shall not be limited to, the provisions of all labour, materials, test equipment, supervision and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment, including structural, electrical, mechanical, controls, painting, landscape and snow removal as specified within this specification and/or shown on drawings/specifications provided by DFO-RPSS Representative located at the Canada Coast Guard College,



Westmount, Cape Breton, Nova Scotia .

**Tasks to be undertaken by the contractor:**

1. Minor carpentry construction, cement and/or repairs, flooring and related work. (Carpenters License Imperative)
2. Minor mechanical work, installation and repair, e.g., plumbing, sheet metal, HVAC systems etc. (Plumbing License Imperative)
3. Minor electrical work. Installation and repair of 120/208, 120/240, and 347/600v systems (Electrical license imperative)
4. Minor interior finish work, e.g., drywall, wall covering, plastering, painting, flooring, ceiling tiles, etc.
5. Minor exterior work, e.g., siding, painting, caulking, brick, concrete and mortar repair, roof repairs, glass replacement, etc .
6. Asbestos and mold control (No known asbestos on site) (Must be licensed).
7. General Labour tasks, cleanup of debris, moving of furniture etc.
8. Snow removal and ice control.
9. Landscape and grounds maintenance.
10. HVAC Controls work (Must be by a Certified Technician).

**7.0 Departmental Support**

- The Project Authority will be available to assist in coordinating activities as well as providing leadership and access to data collected from the field throughout the duration of the contract.

**8.0 The Contractor “must have” skills, knowledge and expertise in repair and maintenance of commercial/institutional type facilities as such:**

- Recent experience (within the last two years) as a construction and maintenance contractor, managing multi-trade employees and or sub-contractors for a facility at least five thousand (5,000) sq. Meters in size;
- Minimum five (5) years of experience as a general contractor;
- Must carry a minimum of two million dollars (\$2,000,000.00) liability insurance; and
- Must provide contact information for two (2) clients for whom they have performed multi-trade construction and or maintenance for in the past two (2) years.

**9.0 Security requirement**



There is a security clearance level required at the level of **reliability** necessary as all work is on site at the Coast Guard College.

#### **10.0 Progress Meetings**

As, and when needed, throughout the duration of the contract.

#### **11.0 Location of Work**

Work will be on site at the Coast Guard College, 1190 Westmount Road, Sydney, Nova Scotia, with the possibility of occasional work at the Canso Canal, Hwy 4, Port Hastings Nova Scotia.

#### **12.0 Basis of Payment**

The contractor will provide a monthly invoice detailing hours of work for each resource, materials purchased, and work subcontracted out (when ordered by the RPSS representative). All supporting documentation (resource time sheets, original material invoices and sub-contractor's invoices) are to be included with the monthly invoice.

#### **13.0 Language requirements**

English (written, oral and comprehension)

#### **14.0 Project Authority**

Will be provided upon contract award.



## **ANNEX "B" BASIS OF PAYMENT**

### **1. PROFESSIONAL SERVICES**

The Contractor will be paid in accordance with the Basis of Payment detailed in Article 5.2 for Work performed pursuant to the Contract.

### **2. IRREVOCABLE OFFER**

The Contractor submits the Total Estimated Tendered Price listed on the full understanding that this Total Estimated Tendered Prices represents an irrevocable offer by the Contractor. Furthermore, the Contractor hereby certifies that the tendered prices are based on the Contractor's most preferred rates.

### **3. GST/HST**

- i. All prices and amounts of money in the contract are exclusive of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, unless otherwise indicated. The GST or HST, whichever is applicable, is extra to the price herein and will be paid by Canada.
- ii. The estimated GST or HST to the extent applicable will be incorporated into all invoices and progress claims and shown as a separate item on invoices and progress claims. All items that are zero-rated, exempt, or to which the GST or HST does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to Canada Revenue Agency (CRA) any amounts of GST and HST paid or due.

4. The Crown will not accept any travel and living expenses incurred by the Contractor as a consequence of any relocation required to satisfy the terms of the Contract.

### **5. PRICING TABLES**

#### **5.1 TRADE SERVICES AND ASSOCIATED COSTS**

For the provision of all trade services, including all associated costs necessary to carry out the required work:



**5.2 Pricing Table Year 1 (Year 1 of initial contract period)**

#	TRADE	DESCRIPTION OF HOURS	<u>A</u> ESTIMATED # HOURS	<u>B</u> FIXED HOURLY RATE	TOTAL ( <u>A</u> X <u>B</u> )
1	<b>Lead Hand/ Working Supervisor</b> <i>(Please reference Section 4, "Trade Requirements" page 3 for definition)</i>	<b>Please insert the additional hourly pay rate over the regular hourly rate.</b>	2080		
2	<b>Carpenter</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working hours</b> (8am to 4:30pm)	2080		
3	<b>Electrician/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working hours</b> (8am to 4:30pm)	2080		
4	<b>Electrician/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	100		
5	<b>Plumber/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working hours</b> (8am to 4:30pm)	4160		
6	<b>Plumber/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	200		
7	<b>Labourers</b> <i>(3 full time and 1 part time)</i>	<b>Normal working hours</b> (8am to 4:30pm)	7260		
8	<b>Labourer</b> <i>(either a full time or part time Labourer)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	400		
9	<b>Refrigeration mechanic / Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working Hours</b> (8am to 4:30pm)	350		
10	<b>Refrigeration mechanic / Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	20		
11	<b>Control Technician / Journeyman</b>	<b>Normal working hours</b> (8am to 4:30pm)	150		
<b>SUB -TOTAL</b>					
	<b>Materials</b>	<b>Estimated Value</b>	<b>Mark-up %</b>		<b>Total of percentage mark-up</b>
12	<b>Materials purchased by the contractor for the College</b>	<b>\$75,000.00</b> <i>(Seventy-five Thousand)</i>			
<b>YEAR (1) BID TOTAL</b> <b>(total of items 1 to 11 + total of item 12 = Y1- Bid Total)</b>					





**5.3 Pricing Table Year 2 (Year 2 of initial contract period)**

#	TRADE	DESCRIPTION OF HOURS	<u>A</u> ESTIMATED # HOURS	<u>B</u> FIXED HOURLY RATE	TOTAL ( <u>A X B</u> )
1	<b>Lead Hand/ Working Supervisor</b> <i>(Please reference Section 4, "Trade Requirements" page 3 for definition)</i>	<b>Please insert the additional hourly pay rate over the regular hourly rate.</b>	2080		
2	<b>Carpenter</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working hours</b> (8am to 4:30pm)	2080		
3	<b>Electrician/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working hours</b> (8am to 4:30pm)	2080		
4	<b>Electrician/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	100		
5	<b>Plumber/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working hours</b> (8am to 4:30pm)	4160		
6	<b>Plumber/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	200		
7	<b>Labourers</b> <i>(3 full time and 1 part time)</i>	<b>Normal working hours</b> (8am to 4:30pm)	7260		
8	<b>Labourer</b> <i>(either a full time or part time Labourer)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	400		
9	<b>Refrigeration mechanic / Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working Hours</b> (8am to 4:30pm)	350		
10	<b>Refrigeration mechanic / Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	20		
11	<b>Control Technician / Journeyman</b>	<b>Normal working hours</b> (8am to 4:30pm)	150		
<b>SUB -TOTAL</b>					
	<b>Materials</b>	<b>Estimated Value</b>	<b>Mark-up %</b>		<b>Total of percentage mark-up</b>
12	<b>Materials purchased by the contractor for the College</b>	<b>\$75,000.00</b> <i>(Seventy-five Thousand)</i>			
<b>YEAR (2) BID TOTAL</b> <b>(total of items 1 to 11 + total of item 12 = Y2 Bid Total)</b>					



**5.4 Pricing Table Option Year 1**

#	TRADE	DESCRIPTION OF HOURS	<u>A</u> ESTIMATED # HOURS	<u>B</u> FIXED HOURLY RATE	TOTAL ( <u>A</u> X <u>B</u> )
1	<b>Lead Hand/ Working Supervisor</b> <i>(Please reference Section 4, "Trade Requirements" page 3 for definition)</i>	<b>Please insert the additional hourly pay rate over the regular hourly rate.</b>	2080		
2	<b>Carpenter</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working hours</b> (8am to 4:30pm)	2080		
3	<b>Electrician/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working hours</b> (8am to 4:30pm)	2080		
4	<b>Electrician/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	100		
5	<b>Plumber/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working hours</b> (8am to 4:30pm)	4160		
6	<b>Plumber/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	200		
7	<b>Labourers</b> <i>(3 full time and 1 part time)</i>	<b>Normal working hours</b> (8am to 4:30pm)	7260		
8	<b>Labourer</b> <i>(either a full time or part time Labourer)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	400		
9	<b>Refrigeration mechanic / Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working Hours</b> (8am to 4:30pm)	350		
10	<b>Refrigeration mechanic / Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	20		
11	<b>Control Technician / Journeyman</b>	<b>Normal working hours</b> (8am to 4:30pm)	150		
<b>SUB -TOTAL</b>					
	<b>Materials</b>	<b>Estimated Value</b>	<b>Mark-up %</b>		<b>Total of percentage mark-up</b>
12	<b>Materials purchased by the contractor for the College</b>	<b>\$75,000.00</b> <i>(Seventy-five Thousand)</i>			
<b>OPTION YEAR (1) BID TOTAL</b> <b>(total of items 1 to 11 + total of item 12 = OY1- Bid Total)</b>					



**5.5 Pricing Tables Option Year 2**

#	TRADE	DESCRIPTION OF HOURS	<u>A</u> ESTIMATED # HOURS	<u>B</u> FIXED HOURLY RATE	TOTAL ( <u>A X B</u> )
1	<b>Lead Hand/ Working Supervisor</b> <i>(Please reference Section 4, "Trade Requirements" page 3 for definition)</i>	<b>Please insert the additional hourly pay rate over the regular hourly rate.</b>	2080		
2	<b>Carpenter</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working hours</b> (8am to 4:30pm)	2080		
3	<b>Electrician/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working hours</b> (8am to 4:30pm)	2080		
4	<b>Electrician/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	100		
5	<b>Plumber/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working hours</b> (8am to 4:30pm)	4160		
6	<b>Plumber/Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	200		
7	<b>Labourers</b> <i>(3 full time and 1 part time)</i>	<b>Normal working hours</b> (8am to 4:30pm)	7260		
8	<b>Labourer</b> <i>(either a full time or part time Labourer)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	400		
9	<b>Refrigeration mechanic / Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>Normal working Hours</b> (8am to 4:30pm)	350		
10	<b>Refrigeration mechanic / Journeyman</b> <i>(Licensed in Nova Scotia within 14 days of contract)</i>	<b>After Normal working hours</b> (4:30pm to 8:00am, Monday to Friday and 24 hours a day Saturday and Sunday)	20		
11	<b>Control Technician / Journeyman</b>	<b>Normal working hours</b> (8am to 4:30pm)	150		
<b>SUB -TOTAL</b>					
	<b>Materials</b>	<b>Estimated Value</b>	<b>Mark-up %</b>		<b>Total of percentage mark-up</b>
12	<b>Materials purchased by the contractor for the College</b>	<b>\$75,000.00</b> <i>(Seventy-five Thousand)</i>			
<b>OPTION YEAR (2) BID TOTAL</b> <b>(total of items 1 to 11 + total of item 12 = OY2- Bid Total)</b>					

<p><b>YEAR 1 &amp; 2 + OPTION YEAR 1 &amp; 2 = TOTAL BID PRICE</b>  <b>** This is the Bidders' Total Bid Price which will be used for the financial evaluation</b></p>	
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## 6. Schedule of Payments

6.1 Payment for services rendered will be made by Her Majesty to the Contractor on monthly intervals upon receipt of an itemized invoice setting out, in detail, the work performed identified in the contract and the number of person hours, approved by the Departmental Representative that the invoice is true and exact and that the Contractor has during the period covered by the invoice proceeded with the performance of the work.

6.2 Payments by Her Majesty to the Contractor shall be made within thirty (30) days following the date of receipt of a duly completed final invoice, or within thirty (30) days following the date on which all work is accepted, whichever date is later.

## 7. Form of Invoice

“Form of Invoice” means an invoice which contains, or is accompanied by, the information or such substantiating documents as Her Majesty requires.

7.1 Payments will be made provided that:

7.1.1 the Contractor submits their invoices to DFO electronically, [DFOinvoicing-MPOfacturation@dfo-mpo.gc.ca](mailto:DFOinvoicing-MPOfacturation@dfo-mpo.gc.ca)

7.1.2 Each invoice shows:

- (a) The Contract Reference Number and Financial Code as shown on Page 1 of the contract;
- (b) The amount of GST or HST payable as a separate amount;
- (c) The Contractor's GST/HST Registration Number, or if not registered, a certification that he/she is not registered;

7.1.3 Each invoice is accompanied by supporting documents (original invoices, prepaid bills, time sheets etc.), as applicable; and

7.1.4 Each invoice and supporting documentation, if applicable, are properly and accurately completed.

7.2 Pursuant to paragraph 221 (1)(d) of the *Income Tax Act*, payments made by departments and agencies under applicable service contracts (including contracts involving a mix of goods and services) must be reported on a T1204 supplementary slip. To comply with this requirement, the Contractor is required to provide the following information on each invoice:

- (a) **The legal name of the Contractor**, *i.e.* the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code;
- (b) The status of the Contractor, *i.e.* individual, unincorporated business, or corporation;
- (c) For individuals and unincorporated businesses, the Contractor's SIN and, if applicable, the BN;
- (d) For corporations, the BN. If there is no BN or GST/HST number, as per section B4.1.2(c), the T2 Corporation Tax number must be shown; and
- (e) The following certification signed by the Contractor or an authorized officer:

“I certify that I have examined the information contained in this invoice, including the legal name, address and Canada Revenue Agency identifier, and that it is correct and complete, and fully discloses the identification of this Contractor.”

7.3 Invoices submitted by the Contractor that do not comply with the requirements shall be returned to the Contractor for correction and re-submission.

7.4 Within fifteen (15) days of receipt of an invoice, the Departmental Representative shall notify the Contractor of any objection to the form of the invoice and the nature of the objection. Failure to act



within fifteen (15) days will only result in the date specified in section B3.2 being used for the sole purpose of calculating interest on overdue accounts.

**8. Interest on Overdue Accounts**

8.1 For the purposes of this clause:

(a) “**average rate**” means the simple arithmetic mean of the bank rates in effect at 4:00 p.m. Eastern Standard Time each day during the calendar month which immediately precedes the calendar month in which payment is made, where the "bank rate" means the rate of interest established from time to time by the Bank of Canada as the minimum rate at which the Bank of Canada makes short term advances to members of the Canadian Payments Association;

(b) “**Date of payment**” means the date of the negotiable instrument drawn by the Receiver General for Canada and given for payment of an amount due and payable;

(c) an amount is “**due and payable**” when it is due and payable by Her Majesty to the Contractor in accordance with the terms of the contract; and

(d) an amount becomes “**overdue**” when it is unpaid on the first day following the day upon which it is due and payable.

8.2 Her Majesty shall be liable to pay to the Contractor simple interest at the average rate plus three (3) percent per annum on any amount that is overdue, from the date such amount becomes overdue until the day prior to the date of payment, inclusive. Interest shall be paid without notice from the Contractor except in respect of payment which is less than 15 days overdue. No interest will be payable or paid in respect of payment made within such 15 days unless the Contractor so requests after payment has become due.

8.3 Her Majesty shall not be liable to pay interest in accordance with this clause if Her Majesty is not responsible for the delay in paying the Contractor.

8.4 Her Majesty shall not be liable to pay interest on overdue advance payments.

**9. SUPPLEMENTARY CONTRACTOR INFORMATION**

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

9.1 The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

\_\_\_\_\_

9.2 The status of the contractor (individual, unincorporated business, corporation or partnership:

\_\_\_\_\_

9.3 For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

\_\_\_\_\_



9.4 For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

\_\_\_\_\_

**The following certification signed by the contractor or an authorized officer:**

"I certify that I have examined the information provided above and that it is correct and complete"

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Signatory





## ANNEX "D" INSURANCE CONDITIONS

The Contractor shall, at the Contractor's own expense, provide and maintain insurance as indicated hereunder:

### 1. Definitions

1.1. "Contract" means "Purchase Order".

1.2. "Buyer" means those departmental organizations or persons who have been given the responsibility for the contracting process within the Department.

### 2. Indemnification

The issuance coverage required by the provisions of these Insurance Conditions shall in no way limit the Contractor's responsibility under the indemnification section of the General Conditions of the contract. Any additional coverage the Contractor may deem necessary to fulfill obligations under the indemnity section shall be at the Contractor's own discretion and expense.

### 3. Period of Insurance

The insurance coverage shall be in effect from the date of contract award and shall be maintained until the contract work is completed.

### 4. Proof of Insurance

Within fourteen (14) days after acceptance of the Contractor's tender, the Contractor shall deposit with the Buyer, a Certificate of Insurance or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the requirements of these Insurance Conditions.

### 5. Notification

Each insurance policy shall contain a provision that thirty (30) days prior written notice shall be given to Her Majesty in the event of any material change in, cancellation of, or expiration of coverage.

### 6. Insured

Each insurance policy shall insure the Contractor, and shall include as an Additional Named Insured, Her Majesty the Queen in right of Canada as represented by the Minister of Fisheries and Oceans.

### 7. Payment of deductible

The amount of the deductible, if any, shall be borne by the Contractor.

### 8. Public Liability and Property Damage Insurance

8.1. The Contractor shall, concurrently with the execution of this contract, place and maintain at all times during the execution of the work covered by this contract, sufficient public liability and property damage insurance against personal injury and loss or damage to the property so as to fully cover the Contractor's liability to any firm, person, association, or corporation, resulting from or attributable to the execution of the work.

**The Minimum Acceptable Amount is \$1,000,000.00.**

8.2. The policy shall be issued with a deductible amount of not more than \$500.00 per occurrence applying to property damage claims only.

### 9. Third party liability for vehicles and equipment owned, leased, used or operated by the Contractor





The Contractor shall provide an endorsement to the public liability and property damage insurance policy to include third party liability insurance for vehicles and equipment owned, leased, used or operated by the Contractor.

**Minimum acceptable amount is \$1,000,000.00.**

10. Tenants Legal Liability Insurance (*where applicable*)

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to provide coverage for premises under the Contractor's care, custody and control in a **minimum amount of \$500,000.00.**



**ANNEX “E” EVALUATION CRITERIA**

**MANDATORY CRITERIA:**

Proposals will be evaluated in accordance with the mandatory evaluation criteria, as illustrated below. Bidders’ proposals must clearly show that they meet all of the mandatory requirements of the request for proposal to move on to the next evaluation stage. (Point-Rated Criteria)

**\*The Bidder must include the following table in their Technical Proposal, indicating that their proposal meets the Mandatory Criteria, providing the proposal page number and section that contains information to verify that the criteria has been met or inserted the information within the appropriate table.**

**Proposals that do not meet the mandatory criteria will be deemed non-compliant.**

Item	Mandatory Criteria	Compliant (Yes/No)	Reference to Bidder’s Bid
M1	<ul style="list-style-type: none"> <li>• The Bidder must have recent experience (within the last two years) as a construction and maintenance contractor, managing multi-trade employees and or sub-contractors for a facility at least five thousand (5,000) sq. Meters in size.</li> </ul> <p>Please provide Project information for verification purposes. Each project must include:</p> <ul style="list-style-type: none"> <li>• The name of the client organization;</li> <li>• The period during which the service was provided;</li> <li>• A detailed outline of the services provided; and</li> <li>• Contact name, position/title and contact information (telephone number, email address, etc.) for verification purposes.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	<p>The Bidder must be in the general maintenance services contracting business for at least five (5) years with experience to demonstrate various contracts.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



	<p>Please provide project information for verification purposes. Each project must include:</p> <ul style="list-style-type: none"> <li>• The name of the client organization;</li> <li>• The period during which the service was provided;</li> <li>• A detailed outline of the services provided; and</li> <li>• Contact name, position/title and contact information (telephone number, email address, etc.) for verification purposes.</li> </ul>		
<p><b>M3</b></p>	<p>The Bidder must have experience managing a team of laborers' whom work off-site at a client site.</p> <p>This experience must be within the last five (5) years.</p> <p>Please provide project information for verification purposes. Each project must include:</p> <ul style="list-style-type: none"> <li>• the name of the client organization;</li> <li>• the period during which the service was provided;</li> <li>• a detailed outline of the services provided; and</li> <li>• contact name, position/title and contact information (telephone number, email address, etc.) for verification purpose.</li> </ul>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<p><b>M4</b></p>	<p>The Bidder shall have liability insurance. (In accordance to ANNEX "D" INSURANCE CONDITIONS, clause 4. Proof of Insurance)</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	
<p><b>M5</b></p>	<p>The Bidder must attend the Mandatory Site Visit.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	



**POINT-RATED REQUIREMENTS:**

Proposals that meet **ALL** of the mandatory criteria will be rated and scored using the evaluation tools specified for each criteria based on the following scale. In order for the evaluators to score the proposals, it is imperative that the bidder describes in detail how his or her proposal meets the mandatory criteria.

Bidders must attain a rating of at least **70%** of the maximum possible points in the Rated Requirement to be considered compliant. Proposals which fail to attain at least **70%** in this category will be considered technically non-responsive and no further evaluation will be conducted.

**R.1 BIDDER’S EXPERIENCE (100 points / 70 points minimum)**

Item	Rated Requirements	Max Points	Evaluation Criteria	Reference to Bidder’s Proposal Page No.
<b>R1</b>	<p>The Bidder should demonstrate, using project descriptions, that they <u>have in excess of two (2) years’ experience</u> as a construction and maintenance contractor, managing multi-trade employees and or sub-contractors for a facility at least five thousand (5,000) sq. Meters in size.</p> <p>Please provide Project information for verification purposes. Each Project much include:</p> <ul style="list-style-type: none"> <li>• The name of the client organization;</li> <li>• The period during which the service was provided;</li> <li>• A detailed outline of the services provided; and</li> <li>• Contact name, position/title and contact information (telephone number, email address, etc.) for verification purposes.</li> </ul>	35 pts	<p>&gt;5 years = 35 points            &gt;4 to 5 years = 25 points            2 to 3 years = 10 points            &lt; 2 years = 0 points</p>	
<b>R2</b>	<p>The Bidder must demonstrate using project examples that they have direct experience in commercial construction and/or commercial renovation projects.</p> <p>Please provide Project information for verification purposes. Each Project much include:</p> <ul style="list-style-type: none"> <li>• The name of the client organization;</li> <li>• The period during which the service was provided;</li> <li>• A detailed outline of the services provided; and</li> <li>• Contact name, position/title and contact</li> </ul>	65pts	<p>0 project = 0 points            1 project = 15pts            2 projects = 45pts            3+ projects = 65pts</p>	



	information (telephone number, email address, etc.) for verification purposes.			
<b>Total Score (Maximum 100 points)</b>		<b>100 pts</b>	<b>/100pts</b>	
<b>Minimum overall score to achieve</b>		<b>70</b>	<b>The Bidder must obtain at least the minimum Pass Mark of 70</b>	

**Total points : 100 points max / 70 points minimum**

Bids **MUST** receive a minimum score of 70%, in the above rated category in order to be considered technically responsive.

**COST EVALUATION (total maximum of 100 points)**

Of those proposals determined to be technically responsive, the lowest cost proposal will be awarded the maximum number of points assigned for cost (100 points). The points for cost for the remaining technically responsive proposals will be allocated on a pro-rata basis.

**BASIS OF SELECTION: Rated Requirements is worth 70% & Cost Evaluation is worth 30%**

The compliant bidder with the highest combined rated criteria points (70%) and price points (30%) shall be selected as the bidder providing best value.



## ANNEX "F" to PART 5 BID SOLICITATION - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

### Complete both A and B.

#### A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

#### OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

#### B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

#### OR

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions).



**The following Sections are associated to the Statement of Work at Annex “A” and form part of this Request for Proposal:**

- **Section 1 “Facilities Description and Definitions”**
- **Section 2 “Safety Requirements”**
- **Section 3 “Environmental Protection”**
- **Section 4 “Trade Requirements”**
- **Section 5 “Special Requirements”**
- **Section 6 “Loan Agreement”**



**Section 1 - Facilities Description and Definitions**

The Canadian Coast Guard College (hereinafter abbreviated CCGC) is a complex of approximately 33,102 gross square meters located on the 35.6 hectare site in Westmount, Cape Breton, Nova Scotia. The complex is designed in its initial stage to provide technical training to approximately 200 Officer Cadets, employees, and temporary residents in a residential setting. The site is a concentration of technical equipment for training, with roads, wharves, parking facilities and extensive landscaped areas.

The complex is comprised of the following basic areas:

1. The Academic Building - CABOT - (approximately 12,000 square meters) is assigned for Training, Administrative and Service purposes. Within the building are: classroom, laboratory, library, food preparation, dining, boiler plant, lounge, workshop and warehouse facilities. The building is climatically controlled by a combination of ventilation and low pressure hot water heating.
2. The Residence Buildings - PACIFIC, GREAT LAKES, ATLANTIC, ARCTIC, MIRAMICHI, MACKENZIE, ST.LAURENT, SAGUENAY (approximately 17,800 square meters) consists of bed/study rooms, kitchenettes, lounges, laundry rooms, recreation areas, chapel, study halls, storage areas, hallways, tunnels, Alert, games rooms, loading bays, bathrooms, etc.
3. The Physical Training Building - D'IBERVILLE - (approximately 2,600 square meters) includes the gymnasium, swimming pool (25 m X 14 m), locker and shower rooms, squash court, offices, weight training room, classroom lounge, storage rooms and mechanical rooms
4. George L. Hopkins Training Pavilion and Boat-storage Building (approximately 2,000 square meters [includes boat-storage facilities and seamanship instructions areas]). Also included in this area are the wharf and haul-out basin.
5. The area outside the main building complex includes the two staff houses, the gatehouse, the roadway and parking lots, the sports field, baseball field, the grounds security stations and a cross-country trail.
6. The Marine Engineering Training Building - LOUIS ST. LAURENT - consists of classrooms, offices, washrooms, showers and shop space.

DFO-RPS - RPS may request services to be provided at the Fisheries Area office whose property is adjacent to the CCGC.

**DEFINITIONS**

Add	Make an addition to.
Adjust	Bring components to a more effective relative position.
Assemble	To take apart and put together again.
Balance Load	To balance the three (3) phases and single phase circuits which enter (or leave) the main switchboards, transformers and distribution panel boards, by calculating new and existing loads accordingly.
Breakdown Maintenance	To perform repairs to damaged equipment due to failures.
Clean	Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matters.
Check/Inspect	View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading





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	and settings. Make a critical appraisal of equipment, component and parts' ability to fulfill their function to a high degree of efficiency.
Client	DFO on behalf of the Canadian Coast Guard College.
Contract Area	The area to be serviced under this contract is the Canadian Coast Guard College Complex.
Director of Operations	The CCGC official who is responsible for the operational requirements of the college.
DFO	The Department of Fisheries and Oceans
Energy Source	Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
Facility	The building so named the Canadian Coast Guard College in its entirety.
Hot Work	Hot Work includes any welding, cutting of material by use of torch or other open flame devices and grinding which produces sparks.
Instruct	Inform Property Manager of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
Isolate	To physically prevent the transmission or release of an energy source to machinery or equipment.
Lubricate	Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
Measure	To determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
N.S.C.S.A	Nova Scotia Construction Safety Association.
Normal Working Hours	Monday to Friday, 8 hours per day between 0700 and 1800, weekends and statutory holidays excluded. During the winter months, shift work may be required for snow removal services. Snow removal shifts may occur anytime day or night.
Overtime Hours	<p>Overtime hours are defined as the portion of any shift lasting longer than 8 (eight) hours, or any call back to work after the normal shift has been worked or during weekends. Workers designated by the contractor (as a result of an RPSS request) to perform shift work for snow removal shall not incur overtime costs to DFO provided:</p> <ol style="list-style-type: none"><li>1. Shifts are no longer than 8 hours in duration.</li><li>2. Workers have been given 8 hours' notice of a shift change.</li><li>3. Workers have 8 hours rest between shifts.</li><li>4. Workers do not work more than 40 hours in a 7 day period from Monday to Sunday.</li></ol> <p>All overtime shall be approved in advance by the RPSS Property Manager.</p>
Paint	Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.



Predictive Maintenance	To perform required repairs that has been declared in advance, on the basis of observation, experience and/or scientific reasons.
Preventative Maintenance	To inspect, test and re-condition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.
Property Manager	The Property Manager is a staff member of DFO-RPS who reports to the Director of Real Property.
Prove	Operate and determine if operation produces intended response.
Remove	Take off or away from.
Repack	Fill with packing again.
Repair	Restore to a sound state.
Replace	Restore by removing old components and replacing with new components.
Report	To Property Manager of his representative on-site and include in work report, results of inspection and proving, note problems encountered, services required services performed and reading taken.
Shut Down	Take out of services.
Start Up	Return to service.
Tighten	Securely fix in place.
Torque	A predetermined amount of force (work measured in newton metres) determined by a manufacturer and executed with the use of a torque wrench to turn a nut on a bolt, relating to specific equipment or system.
Treat	Act upon with agent.
WHMIS	Workplace Hazardous Materials Information System.

### **Description of Work**

1. The scope of work comprise, but shall not be limited to, the provisions of all labour, materials, test equipment, supervision and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment, including structural, electrical, mechanical, controls, painting, landscape and snow removal as specified within this specification and/or shown on drawings/specifications provided by DFO-RPS Representative located at Canada Coast Guard College, Westmount, Cape Breton, Nova Scotia.
2. For use of completing tasks relating to this contract as described in Para .1, some equipment shall be on loan to the contractor. The contractor shall supply all other equipment and tools not included in this list as described in Section 7 to Annex "A".
3. DFO-RPS reserves the right to add or delete a facility from the Contract. Contractor shall be given prior notice of such addition deletion.

### **Location**



1. Work site in the Canada Coast Guard College facility located at 1190 Westmount Road, Sydney, Cape Breton, Nova Scotia.

### **Work Included**

1. Minor carpentry construction, cement and/or repairs, flooring and related work.
2. Minor mechanical work, installation and repair, e.g., plumbing, sheet metal, HVAC systems etc.
3. Minor electrical work, installation and repair of 120/208, 120/240, and 347/600v systems (Electrical license imperative)
4. Minor interior finish work, e.g., drywall, wall covering, plastering, painting, flooring, ceiling tiles, etc.
5. Minor exterior work, e.g., siding, painting, caulking, brick, concrete and mortar repair, roof repairs, glass replacement, etc.
6. Asbestos and mold control (No known asbestos on site) (Must be licensed).
7. General Labour tasks, cleanup of debris, moving of furniture etc.
8. Snow removal and ice control.
9. Landscape and grounds maintenance.
10. Controls work (certified technician).

### **Work Excluded**

1. Major construction and/or maintenance repairs.
2. Major electrical and mechanical work.
3. Major painting

### **Use of Site**

1. Limited to areas of work and storage.
2. Do not unreasonably encumber site with materials or equipment.
3. Move stored products or equipment which interfere with operations of building or other Contractors.

### **Emergency and Service Call Up**

1. The contractor shall maintain and provide DFO-RPS with current phone, fax, pager numbers as well as e-mail address to be able to provide response to requests for service from the local Property Manager or his alternate on a twenty-four (24) hour, seven (7) day per week basis. The following Work Priorities and Response Times shall apply:
  - a. **Emergency:** A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to designated manager.



**Standard Response Times**

On site at CCGC : **Max 1 hour**

- b. **Routine:** A priority of "Routine" is defined as essential maintenance requirement which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility

**Standard Response Times**

On site at CCGC : **Maximum 1 hour**

**Contractor's Responsibilities**

1. The Contractor will advise the Property Manager of the telephone number at which he/she or his/her representative may be contacted at any time.
2. The Contractor shall not refuse any call for service requested by a Property Manager or his alternate and the time lapse between call out and start of work shall be as per item 6 of this section.
3. Contractor prior to commencement of work, shall report to the commissioner's desk to log in.
4. The Contractor shall contact the Property Manager on the first working day following and "after normal working hours" emergency or urgent call and obtain a requisition or work order number.
5. The Contractor, when requested by the Property Manager or his alternate for an emergency service, will proceed to the site, repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order.
6. The work covered by this Specification may include planned spring start-up and shutdown maintenance service. Upon completion of each scheduled maintenance inspection, the Contractor will submit timesheets detailing all work completed along with the hours of each associated labourer to the Project Authority.
7. Service and/or repair to be provided on an "as and when requested" basis only.
8. Prior to the start of work, the Contractor must provide names of personnel performing work on this Contract complete with proof of their qualifications.
9. The Contractor must report to the site with a service truck which can hold up to 3 passengers and have a cargo bed not smaller than four feet wide by eight feet long (can include the tailgate).
10. Electrical lock out and tag out procedures are to be strictly adhered to. Records of tags are to be made available for viewing upon request by the Property Manager or local authority.
11. The Contractor shall provide a communication system which shall be able to contact all personnel in case of emergencies. This system shall be maintained in good working order and capable of communication for the location on the site of CCGC.
12. The Contractor shall ensure at all employees, while engaged in the fulfillment of the contract, be clean and well groomed in personal appearance as directed by DFO-RPS Property Manager.

**Log Books / Work Orders**



1. The Contractor shall complete all application log books and enter hours on assigned work orders outlining all work performed in the facility. Payment may be withheld until such time that all log entries have been made.
2. RPSS will provide access to the work order system in use by their office. This is the system to be used to reference all hours and material for individual jobs.

### Site Visits

1. The Director of Real Property may, without prior notification, visit the site.

### Codes and Legislated Requirements

1. The following Codes and standards in effect at the time of award are subject to change/revision The latest editions of each shall be enforced during the term of the Contract:
  - a) National Building Code of Canada.
  - b) National Fire Code.
  - c) Part II of the Canada Labour Code.
  - d) Canada Occupational Safety and health Section of Part II of the Canada Labour Code.
  - e) Canadian Environmental Protection Act.
  - f) Fire Commission of Canada #301 Standard for Building Construction Operations.
  - g) Provincial / Territorial Acts and Regulation.
  - h) Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
  - i) Part 7 NBC Canadian Plumbing Code.
  - j) Canadian Electrical Code, Part I, CSA C22.1.
  - k) Contractor shall include company "Electrical Safety Requirement". (Includes Lockout Procedures); • The Electrical Safety Requirements (the Procedures) are only a tool which the Contractor may use to assist him or her in interpreting the Codes and Standards set out in the Maintenance Services Standing Offer-Electrical, General Requirements. Codes and Legislated Requirements, DFO-RPS does not warrant the adequacy of these Procedures and advise that the Procedures do not replace the cited Codes and Standards. The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of DFO-RPS is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.
  - l) Federal Halocarbon Regulation.
  - m) CSA-B-139-00, Installation Code for Oil Burning Equipment.
  - n) Paining and Finishing, Section 09900 (To be obtained from the Property Manager upon award of the Contract).
  - o) Plumbing - General, Section 15400 (To be obtained from the Property Manager upon award of the Contract).
  - p) Electrical - General, Section 16010 (To be obtained from the Property Manager upon award of the Contract).
  - q) Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.
  - r) The Contractor can obtain addresses for codes and standards from Property Manager upon request.
  - s) In the event of a conflict between any of the above codes or standards the most stringent shall apply.
  - t) These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.



## **Taxes**

1. Pay applicable Federal, Provincial or Municipal taxes.

## **Existing Services**

1. Protect and maintain existing active services.
2. Connect to existing services with minimum disturbance to occupants and building operations.
3. Use existing services at no cost.
4. Use designated sanitary facilities.
5. Any shutdown to execute service or repair must first be approved by Property Manager or his designate. Normal working hours shall be construed as any 8 hours period per day, Monday through Friday, between 0700 hours to 1800 hours inclusive excluding holidays.
6. Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is the Contractor's expense and responsibility.
7. Inform the Property Manager immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.
8. When connecting to or disconnecting from an existing electrical system, ensure there is a balanced load upon completion of work.
9. It shall be the sole responsibility of the Contractor to ensure that all distribution panel directories are brought up to date upon completion of any modifications or alterations to the electrical distribution system.

## **Materials and Equipment**

1. Equipment and materials to be in new condition, CSA certified, and manufactured to standard quoted.
2. Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from an independent testing agency recognized by the provincial Department of Labour.
3. Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.
4. Request direction from Property Manager prior to replacing any component.
5. Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
6. Deliver, store and maintain materials with manufacturer's seals and labels intact.
7. Store materials in accordance with manufacturer's and supplier's instructions.
8. Do not store materials on-site without Property Manager's approval.
9. DFO-RPS accepts no responsibility for materials or equipment stored on-site.
10. When an equipment inventory numbering system exists, identify to the appropriate Department contact all pertinent data relative to the new piece of equipment upon installation.



11. The Contractor to supply shop drawings and manufacturer's instructions and specifications on all new installation for inclusion in the building inventory file.
12. Where the Contractor supplies equipment purchased from a supplier or manufacturer, the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in right of Canada.

### **Work Done By Other Means**

1. The Contract does not create an exclusive right of the Contractor to perform all minor construction, minor repairs and maintenance work which might be required. The Department reserves the right to have any work done by other means.

### **Workmanship**

1. All equipment panels and control covers must be replaced and property fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subjects to inspection and approval.
2. All work shall be performed by skilled tradespeople and supervised by a competent supervisor at all times.
3. All work deemed unsatisfactory by the Property Manager will be redone / replaced at no extra cost to the Department.

### **Meetings**

1. Attend meetings are held at site when notified by DFO-RPS Property Manager.

### **Drawing and Maintenance Manuals**

1. Where available, Maintenance Manuals and drawings for new work are to be accessible for viewing by the Property Manager when required. Maintenance Manuals and drawings for existing work are available for viewing from the Property Manager, when required.
2. Additions, relocation or removal of equipment are to be recorded, dated and initialed by the Contractor or the Property Manager on the "as-built" prints where applicable.
3. As-built drawing are to be revised according to indicate any deviations to the originals.
4. The Contractor shall ensure that all new Electrical work is recorded in the log "Records of Electrical Work".

### **Site Security**

1. Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades and fencing to prevent unauthorized entry, pilferage and vandalism.
2. Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Property Manager will determine acceptable building security.
3. After normal business hours, security at some or all facilities may require the presence of an officer from the Canadian Corps of Commissionaires.



4. All security requirements deemed necessary by DFO-RPS and/or by the facility client will be the responsibility of the Contractor.

#### **Security Clearance**

1. The security clearance level for this Contract is Reliability.
2. The Contractor shall submit his/her name and the names of all employees, including new employees engaged during the Contract who will be working under this Contract to the Property Manager immediately following notification of Contract award.





## **Section 2 - Safety Requirements**

### **Compliance Requirement**

1. Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
2. Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
3. Observe and enforce construction safety measures required by the following statutes and authorities:
  - a) The National Building Code of Canada, Part 8;
  - b) The National Fire Code of Canada;
  - c) Provincial Workers Compensation Board;
  - d) Municipal Statutes and Ordinances.

### **Submittals**

1. **Prior to Award:** Contractor is to provide (within seven (7) calendar days from request):
  - a. Documentation indicating that the Contractor has successfully completed a recognized current (within the last 3 yrs.) **EXTERNAL SAFETY AUDIT**. This audit to be performed by an independent company/person approved to conduct safety audits.
  - b. Certification letter of good standing from Worker's Compensation Board.
  - c. Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Contract, including subcontractor
2. **Before Work Begins:**
  - a. A copy of the company's site-safety plan.
  - b. The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" Policy while in Federal facilities and/or Scent Free Policy if applicable.
  - c. All sub-contractors shall adhere to the above qualifications.

### **Training**

1. **Before Work Begins:** Contractor is to provide:
  - a) Certification of training for safety for all personnel that will be involved with the Service. Updated list complete with licenses shall be kept on site including personnel changes.
  - b) Training for workers shall include (but not limited to):
  - c) Safe operation of tools and equipment.
  - d) Proper wearing and use of personal protective equipment (PPE).
  - e) Safe work practices and procedures of their given work tasks or function.
  - f) Site conditions and minimum site safety rules.

### **Disciplinary Procedures for Safety Violations**

1. Contractors shall have their own written disciplinary procedures for violation or noncompliance of work site safety rules and regulation.



- a) **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and RPS).
- b) **Second Violation:** Written warning issued to the Contractor for the second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and RPS).
- c) **Third Violation:** A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, copies to Contractor and RPS).
- d) **Serious Violation:** For a serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on contract file, copies to Contractor and RPS).
- e) **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts.

#### Asbestos

1. Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited.
2. Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in the course of work, stop work and notify Property Manager immediately. Do not proceed until written instructions have been received from Property Manager.
3. Trained licensed personnel required for Asbestos Management.

#### Fastening Devices Explosive Actuated

1. Explosive actuated devices shall not be used, until approved by Property Manager.

#### Hot Work

1. All hot work activity, as defined in "Definitions" of this specification, is to take place with written permission from the Property Manager (Hot Work Permit).
2. The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
3. Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.



### **Confined Spaces**

1. All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations Part XI.
2. The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
3. The Contractor to provide and maintain training, as required by the Canada Occupational Safety and health Regulations. Part XI.
  - a) The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Property Manager.
4. The Contractor to provide the Property Manager with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Party XI.
5. The Contactor to have a hazard assessment of the confined space performed.
  - a) The Contractor to provide the Property Manager with a copy of the hazard assessment.

### **Fall Protection**

1. All work carried out above the mandatory height restrictions. from unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
2. The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
3. The Contractor is to ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.

### **Safety Plan**

1. The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the requirements of the Provincial Occupational health and Safety Acts. The Property Manager shall instruct the Contractor where the Federal Standards apply.
2. The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well-being of his/her employees. Copies shall be made available to Property Manager upon request.
3. All copies of the formal Hazard Assessment conducted by the Contractor throughout the duration of the work shall be retained and made available to the Property Manager immediately upon request.
4. It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices. all of which shall become mandatory.
5. Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted locations.



6. The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.
7. Shall ensure that all applicable personal protective equipment (PPE) is used.
8. The Property Manager shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Contract.

### **Product Approvals**

1. The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).
2. The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
3. No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
4. Material Safety Data Sheets (MSDS) to remain on-site at all times.

### **Disposal of Wastes**

1. Do not bury rubbish and wasted materials on site unless first approved by Property Manager.
2. Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

### **Drainage**

1. Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
2. Do not pump water containing suspended materials into waterways, sewer or drainage systems.
3. Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

### **Cleaning**

1. Maintain work area free of accumulated waste and rubbish.
2. Remove and dispose of debris, used and obsolete material on a daily basis.
3. Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by Contractor work.
4. All materials, system components, used equipment, etc., removed or replaced in any facility remains the property of the Crown until such time as permission is given by the Property Manager to dispose of such.

### **Cutting, Fitting and Patching**



1. Cut, fit and patch where required for work under this Contract.
2. Make good all disturbed surfaces to original condition.
3. All fire wall penetrations shall be property sealed using approved fire rated patching material.

#### **Equipment Inspection**

1. Before operating or using any equipment, the contractor shall inspect to ensure good working condition. Any defective equipment shall be tagged unsafe and logged in the maintenance log book, until repaired to good working order. Inform the Property Manager immediately of any required repairs which could pose a hazard to employees or building occupants. This shall be part of the contractor's site safety plan.



### **Section 3 - Environmental Protection**

#### **Environmental**

1. All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations.

#### **Disposal of Wastes**

1. Do not bury rubbish and waste materials on site unless approved by the Property Manager.
2. Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

#### **Drainage**

1. Provide temporary drainage and pumping as necessary to keep excavations and site free form water.
2. Do not pump water containing suspended materials into waterways, sewer or drainage systems.
3. Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

#### **Site Clearing and Plant Protection**

1. Protect trees and plants on site and adjacent properties where indicated.
2. Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
3. Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
4. Minimize stripping of topsoil and vegetation.
5. Restrict tree removal to areas indicated or designated by Agency Representative.

#### **Work Adjacent to Waterways**

1. Do not operate construction equipment in waterways.
2. Do not use waterway beds for borrow material.
3. Do not dump excavated fill, waste material or debris in waterways.
4. Design and construct temporary crossings to minimize erosion to waterways.
5. Do not skid logs or construction materials across waterways.
6. Avoid indicated spawning beds when constructing temporary crossings of waterways.
7. Do not blast under water or within 100 m indicated spawning beds.



### Pollution Control

1. Maintain temporary erosion and pollution control features installed under this contract.
2. Control emission from equipment and plant to local authorities emission requirements.
3. Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
4. Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

### Pesticide Use

1. Only pesticides and chemicals registered by Agriculture Canada under the Provincial Environment Act listed for use in human occupied areas shall be used.
2. The applicator must be registered and licensed by the Provincial authority.
3. The use of sodium fluoride and/or fumigants will not be permitted on this SOA.
4. The least hazardous chemicals to be used in occupied areas.

### Application of Pesticide

1. **Use of Contractors:** Contractors must obtain proper licenses and insurance protection in accordance with the appropriate provincial and city legislation.
2. **Allowable Methods:** A pesticide application program should be carefully planned to ensure that the appropriate application equipment and methods are used as specified on the label.
3. **Public Notice:**
  - a) Nearby residence should be notified of date and time of pesticide application
  - b) Signs stating the product used, date of application and safe entry time should be posted on areas of pesticide applications.
4. **Public Property:** Pesticides should not be sprayed on property adjacent to school yards, picnic areas or parks during prime use hours.

### Open Fire

1. Fires on site are not permitted unless pre-approved in writing by the Property Manager.



## **Section 4 - Trade Requirements**

### **Journeyperson**

1. The Journeyperson shall:
  - a) Conduct and assist in various types of building maintenance as requested by Property Manager. Maintenance types defined in Service Definitions.
  - b) Relocate, install, repair or test equipment as requested by the Property Manager.
  - c) Produce all valid permits, certificates for technical, trade and safety training upon request of the Property Manager.
  - d) Instruct the Property Manager on-site of any new operating procedures when installing or modifying new or existing equipment.

### **Structural Work General**

1. Perform all structural work in accordance with each individual requisition, as shown on the drawings and as directed by the Property Manager.
2. Wood framing members shall be erected plumb, true and to the dimensions as shown on the drawings.
3. Doors and frames shall be set true and plumb.
4. All hardware shall be installed to manufacturer's instructions.
5. Perform gyp roe, tape and crack-fill work in accordance with CSA A82-31.
6. Patching and repairs shall match adjacent surfaces, unless otherwise specified.

### **Masonry and Concrete General**

1. Perform masonry work to CAN3-S304, except where specified elsewhere.
2. Build masonry plumb, level and true to line, with vertical joints in proper alignment.
3. Mix and place concrete in accordance with CSA A23.1.

### **Painting General**

1. Perform all painting work in accordance with each individual requisition, as shown on the drawings, in the specifications and as directed by the Property Manager.
2. Perform all painting and other related work to good trade practices, applicable standards and as directed by the Property Manager.

### **Asbestos & Mold Control**

1. Perform all related maintenance and mold control under supervised licensed person for the provincial of Nova Scotia in this field.
2. On as required basis, the contractor shall perform comprehensive instrument survey for hidden pollution levels. This may include air quality, thermal imaging and moisture survey that shall identify types and levels of molds and/or asbestos fibers. Also, be able to determine if the area are still has actively growing





mold. The contractor shall be qualified for obtaining test samples for molds or asbestos and shall be able to obtain laboratory testing and reports from an approved laboratory. **All proper PPE shall be worn.**

### **Mechanical General**

1. Perform all plumbing work in accordance with the National Plumbing Code, latest edition, as shown on the drawings, in the specifications and as directed by the Property Manager.
2. Perform all sheet metal work, minor repair, inspection and maintenance of mechanical systems and perform all mechanical work to good trade practices and applicable standards as directed by the Property Manager.
3. All parts and equipment shall be installed to manufacturer's instructions.

### **Electrical General**

1. The journeyperson certification maybe be required to:
  1. Relocate, install or repair electrical equipment such as, but not limited to, lighting fixtures, receptacles, relays, pac poles, wiring runs, panels, breakers, portable equipment, or any other electrical requirements requested by the Property Manager, such as testing, calibrating, programming or electrical measurements.
  2. Perform all electrical work in accordance with the Canadian Electrical Code, latest edition, as shown on the drawings, in the specifications and as directed by the Property Manager.
  3. Inform the Property Manager of any "phase unbalance" (voltage or current) produced by new or additional equipment in a new or existing system. Carry out adjustments and record results.
  4. Produce all certificates and permits upon request of the Property Manager.
  5. Instruct the Property Manager of any new operating procedures when installing or modifying new or existing equipment.
  6. Immediately inform the Property Manager of any unsafe situations or conditions directly related to the work site.
  7. All parts and equipment shall be installed to manufacturer's instructions.

### **Landscape**

1. This includes but shall not be limited to the provision of all labour, supervision, materials, and equipment necessary to carry out spring cleaning, repair and renovating, aerating, fertilizing, watering, mowing, weeding, pest and disease control, cultivating planters and shrub beds, pruning and winter preparation.
2. **Mowing of Lawn Areas - General**
  - a) Commence lawn mowing within two (2) days upon request of Property Manager. Operation must be continuous and completed within reasonable period.
  - b) Lawn cutting operations including picking up and disposition of paper and refuse accumulated on landscape areas.
3. **Mowing of Lawn Areas - Workmanship**
  - a) Cut grass at height of 76 mm. Use equipment in good working order and with sharp cutting blades. Remove grass clippings from lawn. Hand trim or use edger for grass adjacent to buildings, pavement, trees, fences, mowing strips, etc. Trim grass edges around planting beds neatly in lines as in original layout.



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### **Snow Removal & Ice Control**

1. Removal of snow and ice, supply and spread salt, a mixture of sand salt, or ice melt to prevent slippery conditions on all roads, driveways, sidewalks, walkways, exterior doorways, parking areas, trucking/loading areas, vehicle entrances and exits, road valves, catch basins, valve boxes, storm sewers, manholes, etc. All pathways and areas around fire hydrants must be kept clear and accessible.
2. On a 24 hour / 7 days a week basis, the contractor is totally responsible for the immediate removal of snow and ice to ensure the safety of the public and the unhindered flow of vehicular traffic. This shall include all entrances, exterior doorways and roadways as shown on the attached drawing. Remaining entrances, exterior doorways and roadways shall be priority two. Site map indicating priorities will be provided by the Property Manager.

### **Lead Hand/ Working Supervisor**

#### **1. Requirements**

- a) Lead Hand must be a certified electrician, plumber, or carpenter and have extensive knowledge of appropriate various trade requirements, codes, standards, materials and equipment.
- b) Lead Hand must have knowledge of safety procedures and policies, organizational and interpersonal skills and a general knowledge of WHMIS.

#### **2. Primary Function**

- a) The Lead Hand will be the primary liaison person between the DFO-RPSS Representatives and the Contractor.
- b) The Lead Hand will be responsible for their trade duties as well as assisting in the coordination of work with RPSS.
- c) The Lead Hand will be the primary contact for DFO-RPSS to address problems with conduct or unsatisfactory work.
- d) The Lead Hand will be given the time and flexibility of schedule to perform the supervisory and administrative duties associated with this position.

#### **3. Responsibilities**

- a) Liaise with DFO-RPS Property Manager and/or representative on a daily basis with regards to work load and staff requirements.
- b) Routinely carry out random inspections on trade staff work to ensure high standards of workmanship and safety practices are maintained.
- c) Coordinate with DFO-RPSS Property Manager to advise the contractor of required staffing levels.
- d) Report any damages or missing items/shortages to DFO-RPS Property Manager.
- e) Ensure the daily accuracy of Time Sheets, Time Log and trade record log books.
- f) Maintain excellent 2-way communications with DFO-RPSS staff.

### **Controls Technician**

1. Must be certified controls technician and trained to work on all aspects of Honeywell, Direct Digital Controls (DOC), Energy Management System (EMS) AND Heating Ventilating & Air Conditioning Equipment within CCGC.

### **Refrigeration Mechanic**

1. Journeyman Refrigeration mechanic license is required to perform repairs, maintenance and installation of various air conditioning, cooling and heat pump systems.

### **Warranty and Guarantees**



1. Where the Contractor supplies equipment purchased from supplier or manufacturer, the Contractor shall obtain a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada.
2. The Contractor shall provide a written guarantee against defects in workmanship and materials for a period of one year. Such guarantee shall be made out to Her Majesty the Queen in Right of Canada. Guarantee to be dated from date of acceptance of work performed.
3. The Contractor will also provide manufacturer's written guarantees on the following products. These guarantees are to be made out to Her Majesty the Queen in Right of Canada.
  - a) Carpet – 10 year, max 10%.
  - b) Drapes.
  - c) Vertical louvre blinds.



## **Section 5 - Special Requirements**

### **Workforce Qualifications**

1. The Contractor will provide only journeymen personnel with a valid Provincial Department of Labour Licence for applicable trades required for this Contract. DFO-RPS may at any time during this Contract request to inspect a work person's certification.
2. Licenced certified for the province of Nova Scotia tradespersons required:
  - a) Journeyman carpenter;
  - b) Journeyman electrician;
  - c) Journeyman plumber;
  - d) Certified control technician;
  - e) Journeyman Refrigeration Mechanic.
3. The Contractor will provide the Property Manager with a list of all qualified trades people working on or in Federal facilities, complete with copies of their journey person license(s). Copies of WHMIS, First Aid, CPR and any other required safety or work related training certificates are to be forwarded to the Property Manager. The Contractor is to ensure this list is updated immediately upon change in personnel, and personnel qualifications are to be kept current.
4. All Contractors' employees working with controlled products on Federal property and/or in Federal facilities will require WHMIS certification. Supervisor of all trades to be certified in one of trades.
5. The DFO-RPS Property Manager shall coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of this Contract.

### **Level of Effort**

1. Based on previous experience following are **estimates** of the anticipated future use, the levels required annually:
 

a) Carpenter (certified journeyman):	Qty	2080 hrs
b) Electrician (certified journeyman):	Qty	2080 normal working hours
		100 hrs after normal working hours
c) Plumber (certified journeyman):	Qty	4160 normal working hrs
		200 hrs after normal working hours
d) Control Technician (certified);	Qty	150 hrs
e) Refrigeration Mechanic	Qty	350 regular hrs
		20 hrs after normal working hours.
f) Labourer	Qty	7260 regular hrs
		400 hrs after normal working hours.

**These are estimated hours only and do not guarantee the contractor any claim for expected work or profit.**

### **Licences, Permits and Fees**

1. Submit necessary number of drawings and specifications to Electrical Inspection Department Authority and/or any other inspection authority within their discipline for examination and approval as requested and prior to commencement of work.
2. Provide the authorities having jurisdiction with all information requested.



3. Pay all fees and obtain certificates and permits requested.
4. Furnish these certificates and permits when requested.
5. Permits and certificates are not required for repair or maintenance of existing 15 ampere, 120 volt circuits or replacement of single pole switches, duplex receptacles or existing light fixtures.

### **Co-ordination**

1. Execute work with minimum disturbance to occupants, public and normal use of building. Make arrangements with Property Manager to facilitate execution of work. Maintain all access and exits as work area could be occupied during execution of work.
2. Movement of office furniture is the Contractor's responsibility.
3. Furniture including desks, file cabinets, shelving units, chairs and cabinets which are moved because of the work requirements will be moved back at the end of each work day.
4. Protect existing work from damage.
5. Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work.
6. Obtain Property Manager's approval before cutting, boring or sleeving load bearing members.
7. Replace damaged existing work with material and finish to match original.
8. All possible safety precautions are to be taken to ensure the protection of employees, occupants and the general public during the course of the work.
9. The Contractor shall coordinate work with all trades in liaison with the Property Manager.
10. Prearranged work schedules shall be strictly adhered to unless otherwise approved by the Property Manager.
11. Obtain Property Manager's approval prior to isolating any security, monitoring or audible alerting devices.
12. In the event the Fire Alarm System must be isolated due to ongoing work by the Contractor, a trained sentry/rounds person will be employed to carry out the functions of fire watch until such time as the system is restored.
13. At no time will the Fire Alarm system be made inoperable by the Contractor without written permission from the Property Manager.

### **Supply of Truck**

1. The Contractor shall supply a half ton truck c/w box as requested by the Property Manager. This shall be used for various tasks. Example: Hauling ground, lawn mowers, sand, ice melt, salt, construction material, demolition material from construction site to designated locations.
2. Mileage will be paid in accordance with Treasury Board Directives kilometric rates current when incurred.

### **IT Equipment**



The Contractor must be able to communicate by electronic mail with the Property Manager. The Contractor must supply, maintain and operate its own computer system and printer at the CCGC. Internet access will be provided by DFO-RPS.



**Section 6 Loan Agreement**

Covering the loan of Canadian Coast Guard College (CCGC) equipment through DFO-RPS

**INSTRUCTION TO CONTRACTORS:**

1. Submit original to the Property Manager and one copy to the Director of Operations for the Canadian Coast Guard College.
2. The equipment is as listed in Schedule B, below.
3. Complete the following:

a) Contract Number:	d) Date the equipment is required:
b) Nature of work for which equipment is required:	e) Expiry date of loan:
c) Address of Contractor:	f) Address where the equipment will be used: 1190 Westmount Road Sydney, Nova Scotia, B1R 2J6

This loan agreement is made by and between: \_\_\_\_\_ DFO-RPS \_\_\_\_\_ on

Behalf of the Canadian Coast Guard College and \_\_\_\_\_  
(Lender) Contractor Corporate Name (Borrower)

Witnesseth;

For and in consideration of the performance of the Term and Conditions hereinafter referred to, the parties hereto agree as follow:

- a) The Lender hereby loans to the Contractor and the Contractor hereby borrows all the equipment listed in Schedule "B" hereto, hereinafter referring to "the equipment" on the Term and Conditions contained in Schedule "A" hereto, applicable to the type of work to be performed by the Borrower pursuant to this Loan Agreement as indicated by the Contractor in sub-item 3(b) of the "Instructions to the Contractor" above.
- b) Schedules "A" and "B" and the information submitted by the Borrower pursuant to 1, 2 and 3 in the "instructions to Contractor" are hereby made a part of this Agreement.

In witness thereof the parties have executed these presents.

DFO – RPS	Contractor (Borrower)
Approved by: Property Manager	Per:
_____	_____
Name & Title	Name & Title
_____	_____
Signature	Signature
_____	_____
Date	Date
_____	_____



## **SCHEDULE "A"**

1. No rent shall be payable by the Contractor to the Crown in respect of equipment loaned for work.
2. The Contractor shall take reasonable and proper care of the equipment during the term of the loan and shall be responsible for any loss or damage resulting from its failure to do so other than loss or damage caused by fire or by ordinary wear and tear. The maintenance of the equipment shall be in accordance with manufacturers' standards. In the event of loss or damage and where the Minister so directs, the Contractor shall repair or replace or have replaced the equipment to the satisfaction of the Minister, or reimburse the Crown to the full value of the equipment as indicated in Schedule "B"
3. The Contractor may insure the equipment against loss or damage by fire or supplemental perils or any other risks while the equipment is in its care, custody or control but no portion of the premium cost will be assumed by the Crown.
4. Should the equipment include vehicles, the Contractor shall obtain vehicle liability insurance with respect to each such vehicle in an aggregate amount of not less than \$1,000 000.00 for each occurrence against claims arising from loss of life, bodily injury and property damage. The vehicle insurance shall include a cross liability clause naming the Crown as an insured party.
5. Unless otherwise provided in the Contract all Government Property shall be used by the Contractor solely for the purpose of the Contract and shall remain the property of Canada, and the Contractor shall maintain adequate accounting records of all Government Property, and, whenever feasible, shall mark the same as being the property of Canada.
6. All Government Property, except such as is installed or incorporated into the Work, shall, unless otherwise specifically provided in the Contract, be returned to Canada on demand.
7. All scrap and all waste materials, articles or things that are Government Property shall, unless otherwise provided in the Contract, remain the property of Canada and shall be disposed of only as directed by the Minister.
8. At the time of completion of the Contract, and if requested by the Contracting Authority, the Contractor shall provide an inventory of all Government Property relating to the Contract to both the Contracting Authority and the Technical Authority.





**SCHEDULE "B" The Equipment**

<b>Mobile Equipment</b>				
<b>Number</b>	<b>Asset Description</b>	<b>Serial/VIN</b>	<b>Manufacturer</b>	<b>Model</b>
45-05-001	John Deere 5325	LV5325P234136	John Deere	5320
45-05-002	John Deere X495	MOX495F040296	John Deere	X495- Mower
45-05-003	John Deere 3320	LV3320H230956	John Deere	3320
45-05-006	Husqvarna Mower Ride on 54"		Husqvarna	54" GTH24V54
45-05-007	2015 Bobcat S550	AHGM11876	Bobcat	S550
45-10-001	Snow Blower Attachment 5325		John Deere	Frontier (Large Tractor)
45-10-002	Snow Blower Attachment 3320		John Deere	Small Tractor
45-10-003	Bush Hog		Woods	HC48
45-10-004	John Deere Rotary Broom 3320		John Deere	60"
45-10-005	Large Bucket #1 5325		John Deere	5B84JD540
45-10-006	Large Bucket #2 5325		John Deere	5B84JD540
45-10-007	Small Bucket 3320		John Deere	300X Loader
45-10-008	Push Blade 5325			
45-10-009	Salt Spreader (large)		Epoke	60
45-10-010	Salt Spreader (Small)	15030440	Epoke	Mini-60
45-10-011	2015 Fries Utility Trailer	4WFCF1829F1013337	Fries	2015 EQ 181 Utility Trailer
45-15-001	Lawnmower Honda		Honda	HRR216KPOC
45-15-002	Lawnmower Husqvarna		Husqvarna	7021R
45-15-003	Lawnmower Snapper	50032472	Briggs and Straton	R1955178
45-15-004	Lawn Sweeper	97630076	Parker	508336
45-20-001	Snow blower - HS9-24			
45-20-002	Snow blower - HS9-28			
45-30-001	Skyjack Scissor Lift	27014314	Skyjack	Scissor Lift SJ 3226



## SCHEDULE "B" The Equipment

Shop Tools				
Number	Asset Description	Serial/VIN	Manufacturer	Model
60-05-001	Makita 1/2" Drill	80469	Makita	6013BR
60-05-002	Dewalt 20v Max DCL040 Worklight	200327	Dewalt	DCL040 Worklight
60-05-002A	DeWalt 20v Battery	N182854	DeWalt	20v Max Lithium Ion 3.0AH
60-05-003	DeWalt Cordless Circular Saw	852572	DeWalt	DCS393 6 1/2" Cordless Circular Saw
60-05-004	DeWalt Heat Gun	114925	DeWalt	D26950 Heat Gun
60-05-005	DeWalt Cordless Impact Driver	611537	DeWalt	DC825 1/4" Cordless Impact Driver
60-05-005A	DeWalt 18 KRP Battery	389805-25	DeWalt	18 KRP Battery
60-05-006	DeWalt Angle Grinder	057980	DeWalt	D28402 4 1/2" Angle Grinder
60-05-007	DeWalt Reciprocating Saw	788687	DeWalt	DCS381 Variable Speed Reciprocating Saw
60-05-008	DeWalt VSR Drill	808191	DeWalt	D21009 3/4" VSR Drill
60-05-009	MasterCraft Impact Wrench	054-1264-8	MasterCraft Maximum	Impact Wrench
60-05-010	Makita Router	316297-4	Makita	3601B Router
60-05-011	Makita Belt Sander	201520E	Makita	9900B Belt Sander
60-05-012	Circuit Seeker	1412	Greenlee	CS-8000
60-05-013	Laser Chalk Line	020530	Dewalt	DW088
60-05-014	4' Fiberglass Ladder		Werner	4 foot
60-05-015	4' Fiberglass Ladder		Werner	4 foot
60-05-016	6' Fiberglass Ladder		Werner	6 foot
60-05-017	6' Fiberglass Ladder		Werner	6 foot
60-05-018	13" Thickness Planer	EM1444 34203	Rigid	13"
60-05-019	12" Compound Sliding W/Stand	U140548182	Rigid	MS1290LZA
60-05-020	DeWalt Wet/Dry Vacuum	40392	DeWalt	DCV581H Heavy Duty 2 Gallon Cordless Wet/Dry Vacuu
60-05-020A	DeWalt 20V Battery	N285516	DeWalt	DCB204 20V Max Lithium Ion Battery Pack
60-05-020B	DeWalt 20V Battery	N288516	DeWalt	DCB204 20V Max Battery Pack
60-05-021	Fluke 1735 Power Logger Analyst	S144435430B6	Fluke	1735 Power Logger Analyst
60-05-022	Fluke 1735 Power Logger Analyst	S144435416B6	Fluke	1735 Power Logger Analyst
60-05-023	Dustbane Hurricane Maxi	140210034	Dustbane	Hurricane Maxi
60-05-024	Dustbane Hurricane Maxi	150210009	Dustbane	Hurricane Maxi
60-05-025	Hilti PD-E Pulse II Power	301146786	Hilti	PD-E Pulse II Power
60-05-026	DeWalt 20V Cordless Cut-Off Tool	908503	DeWalt	DCG412 20V Cordless Cut-Off Tool
60-05-027	Magellan Explorist 610	0149600009874	Magellan	Explorist 610
60-05-028	Fluke 1000FLT	29240391	Fluke	Fluorescent Light Tester
60-05-029	Confined Space Entry Tripod	17469	Peakworks	TR-100
60-05-029A	13 - Harnesses & Body Belts		Honeywell	Miller
60-05-029B	2 - Miller Self-Retracting Lifeline	B78ECA50	Honeywell	Miller Self-Retracting Lifeline Turbo Lite



60-05-029C	1 - MSA Lanyard		Mine Safety Appliances Co.	Lanyard Shock Absorbent
60-05-029D	5 - MSA Shock Absorber Lanyard		MSA	Shock Absorber Lanyard
60-05-030	Ridgid SeekTech SR-20	213-21160	Ridgid	SeekTech SR-20 - Pipe, Cable and Sonde Locator
60-05-031	Makita Power Planner	6424411	Makita	Power Planner 1900B
60-05-032	Makita Random Orbital Sander	165202A	Makita	Random Orbital Sander B05021
60-05-033	STIHL Chain Saw	11409673402 BS	STIHL	MS391 1A Chain Saw
60-05-034	DeWalt 255 Drywall Screwdriver	763949	DeWalt	255 VSR Drywall Screwdriver
60-05-034A	DeWalt 255 Drywall Screwdriver	764004	DeWalt	255 VSR Drywall Screwdriver
60-05-035	STIHL KM 130 R	899464377	STIHL	KM 130R
60-05-035A	STIHL KM 130 R	299464368	STIHL	KM 130R
60-05-035B	STIHL FH-KM Scythe	13ZL15	STIHL	FH-KM Scythe
60-05-035C	STIHL HT-KM Pruner	144L35	STIHL	HT-KM Pruner
60-05-035D	STIHL KB-KM Power Brush	46019673304S	STIHL	KB-KM Bristle Brush
60-05-035E	STIHL KB-KM Power Sweep	46019673303AS	STIHL	KB-KM Bristle Brush
60-05-035F	STIHL KB-KM Power Brush		STIHL	KB-KM Bristle Brush
60-05-035G	STIHL KB-KM Power Sweep	00009673741BSAL	STIHL	KB-KM Bristle Brush
60-05-035H	STIHL KM Cultivator	00009673775BSAL	STIHL	KM Cultivator
60-05-036	RIGID Power Auger	VBF04879114	RIGID	6200 Power Auger
60-05-038	Simpson Pressure Washer	PS4240-203369	Simpson	Gas Pressure Washer Power Shot 4240
60-05-039	Makita Finishing Sanders	80380E	Makita	9045N Finishing Saw
60-05-040	Makita Circular Saw	91378	Makita	5007NB Circular Saw
60-05-041	Makita Reciprocating Saw	0203170Y	Makita	Reciprocating Saw JR3040CT
60-05-042	RIDGID KT-200 Pipe Thawing Unit	3L141061	RIDGID	KT-200 Pipe Thawing Unit
60-05-043	Mantis Deluxe XP Tiller 7566	1140072627	Mantis	Deluxe XP Tiller 7566
60-05-044A	STIHL BG 56 C-E Z Blower	293099760	STIHL	BG 56 C
60-05-044B	STIHL BG 56 C-E Z Blower	502048793	STIHL	BG 56 C
60-05-044C	STIHL BG 56 C-E Z Blower	502048797	STIHL	BG 56 C
60-05-045	STIHL SH 55 Z-Leaf Blower	266062425	STIHL	SH 55 Z
60-05-045A	STIHL SH 55 Z-Leaf Blower	268625674	STIHL	SH 55 Z
60-05-046	Makita Circular Saw	1265072Y	Makita	5007F
60-05-047	Makita Jig Saw	0644546	Makita Jig Saw	4329
60-05-048	Radial Arm Saw	977410-51	Dewalt	7730
60-05-049	Table Saw 10"	G39620		
60-05-050	Band Saw	R2907	General	
60-05-051	Mitre Saw	28313A	Makita	
60-05-052	Drill Press	G-40898	Rockwell 15"	
60-05-053	Pedestal Grinder	F180	Miller Falls	8"
60-05-054	Wood Chipper	C9408121A	Troy Built	
60-05-055	Power Tech Led Work Lamp		Power Tech	

