



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

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government
Services Canada

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

Proposition aux: Travaux Publics et Services
Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Public Works and Government Services Canada - Pacific
Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet PAINTING SERVICES	
Solicitation No. - N° de l'invitation W6837-154059/A	Date 2017-01-03
Client Reference No. - N° de référence du client W6837-154059	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-246-7162	
File No. - N° de dossier VIC-5-38215 (246)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-02-14	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Kobenter, Hélène	Buyer Id - Id de l'acheteur vic246
Telephone No. - N° de téléphone (250) 508-7491 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE REAL PROPERTY OPERATIONS PO BOX 17000 STN FORCES VICTORIA BRITISH COLUMBIA V9A 7N2 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

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

1.2 Summary

To provide painting services at various sites for the Department of National Defence (DND) Real Property Unit (Pacific) Section, CFB Esquimalt, Victoria BC Canada in accordance with the requirement detailed herein.

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

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

The cumulative value for all Task Authorizations is estimated to CAD \$100,000.00 including tax per year.

All work must be carried out by qualified journeymen painters holding a Certificate of Qualification in Painting and Decorating with Interprovincial Seal endorsement from Industry Training Authority <http://www.itabc.ca/sites/default/files/program-information/painter-and-decorator-august-2014.pdf> (webpage available in English only)

Bidders must also demonstrate corporate experience by submitting details of five (5) contracts successfully completed within the last ten (10) years as follows:

- 1.1 Minimum of one (1) painting contract valued over \$30,000 to paint the exterior of a building; and
- 1.2 Minimum of one (1) painting contract valued over \$30,000 to paint the interior of a building; and
- 1.3 Minimum of one (1) painting contract where portable man lifts were used to paint surfaces of a building or structure above 30' high (Residential single family dwellings do not qualify); and

1.4 Minimum of two (2) lead paint removal contracts where was the prime contractor who filed a notice of project was filed with WorkSafe BC (or with equivalent Workers' Compensation Board in another Canadian province or territory where the work was performed)

Remark: Bidders may submit the same contract reference for items 1.1, 1.2, and 1.3 provided its value was over \$60,000 and provided it meets all other mandatory technical requirements of the solicitation.

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

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

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

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

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

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

Addenda, when issued, will be available on GETS. Bidders basing their submissions on solicitation documents obtained from other sources do so at their own risk.
For further information, please refer to the solicitation documents.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 280 days

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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

Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than fifteen (15) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid - One (1) hard copy

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

Section III: Certifications - One (1) hard copy

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

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

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

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

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

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

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

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

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

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.1.2.2 Calculation of Evaluated Total Bid Price

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

4.1.2.3 Evaluation of Price - Bid

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical and Financial Criteria

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

4.2.2 Number of Contract Awards

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Workers Compensation Certification – Letter of Good Standing

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

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

5.2.3.2 Trade Certifications

All work referred to in this Contract must be carried out by qualified journeymen painters holding a Certificate of Qualification in Painting and Decorating with Interprovincial Seal endorsement from Industry Training Authority (ITA)

<http://www.itabc.ca/sites/default/files/program-information/painter-and-decorator-august-2014.pdf>

The Bidder must provide proof of certification from the ITA for all individuals proposed by the Bidder in its technical bid within ten (10) calendar days following a request from the Contracting Authority. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.3 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.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

6.2 Financial Capability

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

6.3 Insurance Requirements

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Task Authorization (TA)

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

7.1.1.1 Task Authorization Process

1. The Site Authority will provide the Contractor with a description of the task using the DND 626 Task Authorization form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Site Authority identified in the TA within seven (7) calendar days of its receipt, the proposed total estimated cost for performing the task and a detailed breakdown of that cost established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Site Authority has been received by the Contractor. The Contractor acknowledges that any work performed and goods purchased before a duly authorized TA has been received will be done at the Contractor's own risk.

7.1.1.2 Task Authorization Limit

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

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

7.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and
"Minimum Contract Value" means \$25,000.00 including Applicable Taxes.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.1.4 Periodic Usage Reports – Contracts with Task Authorizations

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

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

The data must be submitted on a quarterly basis to the Contracting Authority. The quarterly periods are defined as follows:

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

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

Reporting Requirement – Details

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

For each authorized task:

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

For all authorized tasks:

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

7.1.1.5 Task Authorization - Department of National Defence

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

7.4 Term of Contract

7.4.1 Period of the Contract

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

7.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.4.3 Delivery Points

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

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

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

7.5.2 Technical Authority

The Technical Authority for the Contract is: *(will be inserted at time of contract award)*

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

7.5.3 Contractor's Representative

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

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____-____-____

Facsimile: ____-____-____

E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment – Limitation of Expenditure – Task Authorizations

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

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Limitation of Expenditure – Cumulative Total of all Task Authorizations

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

7.7.3 SACC Manual Clauses

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

7.7.4 Methods of Payment

The Authorized TA must specify one of the two (2) following payment method:

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

OR

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

Unless otherwise specified in the authorized TA, Single Payment will apply.

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

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.7.6 Discretionary Audit

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

7.7.7 Time and Contract Price Verification

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

7.8 Invoicing Instructions

7.8.1 Invoicing Instructions

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

Each invoice must be supported by:

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

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.9.2 SACC Manual Clauses

A0285C (2007-05-25) Workers Compensation

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2016-04-04) – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) Annex D, Security Requirement Check List and Security Guide;
- (g) Annex F, Form DND 626, Task Authorization Form
- (h) Annex G, Periodic Usage Reports - Contracts with Task Authorizations
- (i) the signed Task Authorizations (including all of its annexes, if any);
- (j) the Contractor's bid dated ____ (inserted at the time of contract award)

7.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

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

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

7.13 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) calendar days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.14 Specific Individuals

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

Trade	Last Name	First Name	Middle Initial	Certificate No.	Expiry Date (if applicable)

7.14.1 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

7.15 SACC Manual Clauses

A9016C (2014-06-26) Hazardous Waste Disposal – Specific Requirements

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

B7500C (2006-06-16) Excess Goods

ANNEX "A" – STATEMENT OF WORK

PAINTING SERVICES

DEPARTMENT OF NATIONAL DEFENCE, CFB ESQUIMALT, VICTORIA BC

1. Objective

- 1.1 To furnish all labour, materials, tools, supervision required for the surface preparation and interior/exterior painting of infrastructure (i.e.: office buildings; warehouses; garages; roadways; dormitories; etc.)

2. Work Covered

Work under this Contract covers, when requested:

- 2.1. Preparation of all surfaces to be worked on including, but not limited to pressure washing, lead paint removal, abrasive blasting, removal and replacement of existing furniture and wall decorations.
- 2.2. Application of paint / protective coatings to the interior (walls, ceilings, trim, cabinetry, doors & misc. structures) and/or exterior of various buildings and infrastructure
- 2.3. Installation and removal of scaffolding to allow access to surfaces to be worked on.

3. PRIME CONTRACTOR:

- 3.1 The Contractor agrees to act as the Prime Contractor at the workplace in accordance with WorkSafe BC Regulations. The Contractor must coordinate the occupational health and safety activities of all employers, workers, and anyone else at the workplace. The Contractor must establish and maintain procedures to ensure occupational health and safety requirements at the workplace are followed by all parties.

4. Site of Work

The site of the work is, but not restricted to, the following areas of CFB Esquimalt known as Work Point Barracks, Dockyard, Naden, Patricia Bay, Bay Street Armouries, Ashton Armouries, Belmont Park, Rocky Point, Colwood, HMCS MALAHAT, Albert Head Metchosin, Heals Range Saanich

#	Call Out (CO) Points	Directions
1	Albert Head	Albert Head is located in Metchosin approx. 5km west of Colwood on Metchosin Rd. Left on Duke Rd to the Cadet Camp.
2	Ashton Armouries	CFB Esquimalt (Ashton Armoury) is located at 724 Vanalman St which is east of the junction of Glanford and Vanalman St, Victoria, BC
3	Bay Street Armouries	CFB Esquimalt (Bay Street Armoury) is located at 715 Bay St at the corner of Bay and Douglas St, Victoria, BC. Entrance via Field St.
4	Belmont Park	CFB Esquimalt (Belmont Park) is west of the City of Victoria via Highways 1 and 1A to Ocean Blvd then left for approximately 1 kilometre.

#	Call Out (CO) Points	Directions
5	Colwood	CFB Esquimalt (Colwood) is west of the City of Victoria via Highways 1 and 1A to Wilfert Rd. Then go left for approximately 1/2 kilometre to a controlled gate.
6	Dockyard	CFB Esquimalt (Dockyard) is located west of the City of Victoria approximately 8 kilometres at the western terminus of Esquimalt Rd.
7	Heals Range	Heals Range is located in Saanich. West Saanich Road to Wallace Dr.
8	HMCS Malahat	CFB Esquimalt (HMCS Malahat) is located in the James Bay area of the City of Victoria at 20 Huron St.
9	Naden	CFB Esquimalt (Naden) is located at Admirals Rd approximately 1 kilometre north of the junction of Esquimalt Rd and Admirals Rd.
10	Patricia Bay	CFB Esquimalt (Patricia Bay) is north of the City of Victoria via the Pat Bay Highway to McTavish Rd west to Willingdon Rd; follow approximately 3 kilometres to Kitty Hawk Rd.
11	Rocky Point	CFB Esquimalt (Rocky Point) is south and west of the City of Victoria via Highways 1 and 1A to Sooke Rd left at Happy Valley Rd to Rocky Point Rd then right to East Sooke Rd and left to controlled gate.
12	Work Point Barracks	West of Victoria approx. 5 K via Esquimalt Rd and Head St. south on Head St. approx. 1 K to the gates of Work Point Barracks – Head St. at Lyall.

5. Work Not Covered

Work under this Standing Offer does NOT cover:

- 5.1. Relocation or removal of occupant's possessions and stored items, unless directed to do so by the Site Authority.
- 5.2. Painting of electrical fixtures and plates, finish hardware and plumbing fixtures, unless directed to do so by the Site authority.
- 5.3. Clean-up of occupant's facilities prior to work.

6. Personnel

The Contractor is required to provide the following personnel:

- 6.1 Only Journeyman Painters who hold a Certificate of Qualification in Painting and decorating with Interprovincial Red Seal endorsement, and Painting Apprentices registered with the Industry Training Authority are to be employed in the completion of projects under this Contract.
- 6.2 Journeyman Painter authorized and capable to make decisions must be present during all work performed under this Contract.
- 6.3 The Contractor must be able to provide a minimum crew of:

Four (4) fulltime Journeyman Painters that hold a Certificate of Qualification in Painting and decorating with Interprovincial Red Seal endorsement from Industry Training Authority (ITA)

OR

Three (3) fulltime Journeyman Painters that hold a Certificate of Qualification in Painting and Decorating with Interprovincial Red Seal endorsement and one (1) Painting Apprentice registered with the Industry Training Authority (ITA)

<http://www.itabc.ca/sites/default/files/program-information/painter-and-decorator-august-2014.pdf>

7. Qualifications

- 7.1 The Site Authority identified in the TA reserve the right to require proof of Journeyman Qualification, or a statement/substantiation of qualification from any person performing work on site.

8. Constraints

The Contractor must:

- 8.1. Complete all work in accordance with the most recent edition of **The Master Painters Institute @MPI Maintenance Repainting Manual** available at http://www.specifypaint.com/MPIStore_ca.asp# (available in English only)
- 8.2. Observe construction safety measures of Current Provincial Building code, WorkSafe BC and municipal authority and in any case of conflict or discrepancy the more stringent requirement will apply.
- 8.3. Ensure compliance on his part and the part of all his sub-contractors with:
 - 8.3.1 the Standards of the Canada Labour Code Part II (<http://laws-lois.justice.gc.ca/eng/acts/L-2/>); the Occupational Health & Safety regulations (<http://www.laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>); the Workers' Compensation Act (http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96492_00) (available in English only); and any regulations having to do with the prevention of accidents, the prevention of disease and the provision of safe working conditions including proper safety equipment and ventilation.
 - 8.3.2 In the event of conflict between any of the aforementioned regulations, the most stringent provision applies.
- 8.4 Comply with requirement of Workplace Hazardous Materials Information System (WHMIS) (<http://www.hc-sc.gc.ca/ewh-semt/occup-travail/whmis-simdut/index-eng.php>) specific to each product, regarding: use, handling, storage, disposal of hazardous materials, labelling,

- provision of material safety data sheets acceptable to Labour Canada and Health & Welfare Canada
- 8.5 Deliver copies of WHMIS data sheets specific to each product to the Site Authority upon delivery of the materials and post a copy of the same at the work site.
- 8.6 Ensure both he/she and his/her personnel are familiar with the Fire Safety requirements – Section 01546 and the Fire Protection clauses of FC 301-Standard for Construction Operations). http://www.esdc.gc.ca/eng/disability/arc/planning_safety.shtml As such they must:
- 8.6.1 Know the location of the nearest fire alarm box and telephone, including the emergency telephone number.
- 8.6.2 Report immediately all fire incidents to the Fire Department as follows:
- 8.6.2.1 Activate the nearest fire alarm box, or
- 8.6.2.2 Telephone 89-911 on a Base telephone exchange
- 8.6.2.3 Have the individual who activates the fire alarm remain at the fire alarm box to direct the Fire Department to the exact location of the fire
- 8.6.2.4 When reporting by telephone, provide the location of the fire as well as the name or building number and should be prepared to verify the location
- 8.7 Abide by **CFB ESQUIMALT SMOKING POLICY 2-128**
- 8.8 **Smoking is strictly prohibited in all DND buildings and restricted to designated areas of the Base. Smoking in personal vehicles is not allowed.**
- 8.9 When the work entails the handling of any toxic or hazardous material, or otherwise creates a potential hazard to safety or health, work must be conducted in accordance with all laws and regulations of the province of British Columbia including:
- 8.9.1 WorkSafe BC guide for Lead-Containing Paints and Coatings
(<https://www.worksafebc.com/en/resources/health-safety/books-guides/lead-containing-paints-and-coatings-preventing-exposure-in-the-construction-industry?lang=en>) (available in English only)
- 8.10 Any questions or clarifications on Fire Safety in addition to the requirements stated above must be directed to and cleared through the Base Fire Chief.
- 8.11 The Base Fire Chief must be allowed unrestricted access to the work site.
- 8.12 The Contractor must cooperate with the Base Fire Chief during routine inspections of the worksite.
- 8.13 The Contractor must immediately remedy all unsafe fire situations observed by the Base Fire Chief.

9. Site Access & Material Storage

Throughout the duration of the contract:

- 9.1 The Contractor, prior to commencement of any site work, must report the schedule of work to the Contract Co-ordinator, Building 575 Dockyard.
- 9.2 Access directly to and from sited entrances are subject to:
- 9.2.1 Traffic regulations established by DND;
- 9.2.2 Security regulations established by DND.

- 9.3 All the Contractor's employees requiring access to controlled areas will be required to obtain passes or identification cards from the Base Identification Unit at the Naden Gate.
- 9.4 Any temporary Contractor facilities must be approved by the Site Authority prior to being situated on Base.
- 9.5 The Contractor must remove temporary facilities from site when directed by the Site Authority
- 9.6 The Contractor must not use an open flame to remove paint.
- 9.7 The handling, storage and use of flammable liquids are as per the National Fire Code of Canada 2010, Division B - Acceptable Solutions, Part 4 - Flammable and Combustible Liquids.
- 9.8 The transfer, container storage and handling of flammable and combustible liquids is covered in National Fire Code of Canada 2010, Division B - Acceptable Solutions, Part 4 - Flammable and Combustible Liquids, Section 4.2, specifically clauses 4.2.2 through 4.2.3.3 and 4.2.8 Incidental Use.
- 9.9 No flammable liquids (Class I liquids having a flash point below 38°C (as per NFC 2010, Div B Part 4.1.2.1) must be used as solvents or cleaning agents.
- 9.10 Materials will:
 - 9.10.1 Be delivered, stored and maintained with the manufacturer's seals and labels intact;
 - 9.10.2 Be stored in accordance with supplier's instructions;
 - 9.10.3 In the specific case of Paint, not be stored in locations where the temperature is less than 10°C, or higher than 49°C.
- 9.11 Contractor must park in areas designated by the Site Authority.

10. Surface Preparation and Application

- 10.1 All surfaces to be patched and/or repainted must be prepared in accordance with the Master Painters Institute MPI Maintenance Repainting Manual Surface Preparation for Exterior surfaces (chapter 2) and Interior surfaces (chapter 3) and done in accordance with <http://www.specifypaint.ca/> (available in English only-works fine when put into web browser) MPI Repaint Surface Preparation Standards, which include:
 - 10.1.1 Solvent Cleaning
 - 10.1.2 Power Tool Cleaning
 - 10.1.3 Pressure Washing & Steam Cleaning
 - 10.1.4 Chemical Stripping
 - 10.1.5 Abrasive Blast Cleaning
 - 10.1.6 Mildew treatment

The application of paint and protective coatings must adhere to the following guidelines. The Contractor must:

- 10.2 Not commence repainting unless substrates and all environmental conditions are acceptable for the application of products.
- 10.3 Not perform exterior repainting work when the maximum moisture content of the substrate exceeds 15% for wood.

- 10.4 Not apply coatings to any interior wood, concrete, plaster or drywall surface that has a moisture content above 12%
- 10.5 Verify that all surfaces are in suitable condition for repainting.
- 10.6 Use coatings from the current MPI Approved products list unless specified otherwise by the Site Authority.
- 10.7 Apply primer, paint or stain in accordance with MPI Painting Manual [Budget] or [Premium] Grade finish requirements as specified by the Site Authority.
- 10.8 Apply primer, paint or stain in a workmanlike manner using skilled and qualified applicators as noted under Quality Assurance.
- 10.9 Apply primer, paint or stain within an appropriate time frame after cleaning and preparation to prevent weathering or water staining of substrate or before environmental conditions encourage flash-rusting, rusting, contamination or when the manufacturer's paint specifications require earlier applications.
- 10.10 Tint each coat of paint progressively darker to enable confirmation of number of coats.
- 10.11 Unless otherwise approved by the Site Authority, apply a minimum of four coats of paint where deep or bright colors are used to achieve satisfactory results.
- 10.12 Sand and dust between each coat to provide an anchor for next coat and to remove defects (runs, sags, etc.) visible from a distance up to 1000 mm (39").
- 10.13 Do not apply finishes on exterior surfaces that are not sufficiently dry. Unless manufacturer's directions state otherwise, each coat must be sufficiently dry and hard before a following coat is applied.
- 10.14 Apply materials in strict accordance with manufacturer's spread rates and application requirement.
- 10.15 Each requirement will dictate the most applicable product. Special consideration must be given to "green" products as directed by the Site Authority. When practical, no VOC, or low VOC products will be used.

11. Site Preparation and Maintenance

The Contractor must prepare and maintain the worksite as follows:

- 11.1. Contractor must not unreasonably encumber the site with materials or equipment.
- 11.2. Contractor must move products or equipment that is deemed to interfere with operations of DND, other Contractors, or building occupants, as directed by the Site Authority.
- 11.3. Uses of DND facilities are not permitted unless approved by the Site Authority in writing.

12. Protection of Infrastructure

Protection of adjacent infrastructure and equipment for each Contract must meet or exceed the following minimum standards:

- 12.1. All items interfering with work must be either relocated or protected.
- 12.2. All surfaces are to be protected from damage. Clean or replace items damaged by work.
- 12.3. All items belonging to tenants that are damaged or marred during the work must be cleaned, repaired, or replaced as necessary to restore the items to their original condition at no cost to DND.
- 12.4. Drop Sheets are to be provided to protect floor finishes and built-in structure

13. Equipment

Equipment required to complete the work must be in accordance with the following:

- 13.1. The Contractor must provide all tools or equipment incidental to the trade.
- 13.2. Tools or Equipment incidental to the trade are defined as basic hand tools, consumables, ladders, roller poles, small power tools and equipment to perform painting services.
- 13.3. With the Site Authority's prior approval, a piece of equipment such as portable man lifts, scaffolding, airless spray machines, pressure washers, sandblast pots and compressors may be rented and charged to DND in accordance with the conditions detailed in the Basis of Payment.
- 13.4. Contractor must ensure that all workers are provided with all tools and equipment necessary to complete any job.

14. Interior Painting

Interior painting and repairs must:

- 14.1. Be executed with the least possible interference or disturbance to building occupants, the public and the normal use of the premises. Arrangements are to be made with the Site Authority to facilitate execution of work.
- 14.2. When an access key has been issued, ensure the work area is secured prior to leaving the premises.
- 14.3. When in occupied structures, be conducted with temporary dust screens and barriers erected around the work.

15. Ventilation

Ventilation within enclosed areas must:

- 15.1. Be sufficient to meet health regulations for a safe working environment.
- 15.2. Provide exhaust ventilation to prevent the harmful accumulation of hazardous substances into the atmosphere of occupied areas.
- 15.3. Disperse exhausted gases/substances so as to prevent harmful exposure to personnel.
- 15.4. Continue after the cessation of work processes to ensure the removal of all harmful contaminants.
- 15.5. Be conducted under strict supervision of operation of temporary ventilating equipment so as to:
 - 15.5.1. Ensure compliance with Applicable Codes and Standards
 - 15.5.2. Enforce Safety Precautions
 - 15.5.3. Prevent abuse of services
 - 15.5.4. Prevent damage to finishes
 - 15.5.5. Prevent existing building equipment being used for temporary ventilation.

16. Site Protection and Clean Up

Protection and Clean-Up, the Contractor must:

- 16.1. Provide sufficient drop sheets to protect the property.
- 16.2. Protect all surfaces against damage and soiling. Should any surface be inadvertently damaged or soiled the Contractor must repair, replace and/or clean said surfaces at no cost to DND.
- 16.3. Keep rubbish and waste materials to a minimum.
- 16.4. Remove debris and waste material from the work site as often as necessary throughout the course of the contract to prevent the accumulation of such materials on site.
- 16.5. Remove all rubbish and greasy and/or oily material (rags, etc.) from DND property at the end of the working day or shift or as directed. Neither burning, nor storage of waste is permitted.
- 16.6. Use only cleaning materials recommended by the manufacturer of the surface to be cleaned and as recommended by cleaning material manufacturer.
- 16.7. Temporary facilities must be removed from site when directed by the Site Authority.
- 16.8. Upon completion:
 - 16.8.1. Remove grease, dust, dirt, stains, labels, fingerprints and other foreign materials from interior and exterior finished surfaces including glass and other polished Surfaces.
 - 16.8.2. Remove debris, surplus materials, tools and equipment from DND property.
 - 16.8.3. Reinstall items removed to perform work.
- 16.9. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.

17. Standard of Acceptance

Standard of Acceptance:

http://www..com/DT201/Manuals_ASM/Misc/Standard_Acceptance.asp

- 17.1. The work will be inspected by the Site Authority. The overall performance and quality of work will be determined by the Site Authority.
- 17.2. Standard colours may be provided by the Site Authority from a Paint Company (e.g. Cloverdale or equivalent) fan deck.
- 17.3. Colour matching must be done by the Contractor taking a sample of the existing paint colour to the paint supplier to be matched.
- 17.4. At project completion the Contractor will provide an itemized list complete with manufacturer, paint type and colour coding for all colours used for DND's maintenance paint records.

18. Sanitary Facilities, Electrical Power & Water

Contractor may use the permanent sanitary facilities upon approval of the Site Authority.

- 18.1. DND may provide temporary electrical power and water for construction purposes, free of charge.
- 18.2. Connection to existing power supply must be in accordance with Canadian Electrical Code.

- 18.3. All lines and temporary equipment used to convey the electrical power and water to the project site will be the responsibility of the Contractor.
- 18.4. Supply of temporary services by DND is subject to DND requirements and may be discontinued by DND Site representatives at any time without notice.

19. Safety

- 19.1. The Contractor will file a Notice of Project with WorkSafe BC for all lead abatement work required by the regulations.
- 19.2. A copy of the Notice of Project, Exposure Control Plan, and safe Work Procedures will be provided to the Site Authority before commencing Lead Abatement work.

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

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

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

In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

A.1 Mandatory Technical Evaluation Criteria		Complies	Does not comply
1	<p><u>Company Experience</u></p> <p>Bidders must include with their bid proof of experience by providing details of five (5) contracts performed by the Bidder within the last ten (10) years which are similar in scope and value to the painting services described in Annex A.</p> <p>Remark: Bidders may submit the same contract reference for contract references items 1.1, 1.2, and 1.3 below provided its value is over \$60,000 and provided it meets all other mandatory technical requirements listed in the solicitation.</p> <p><u>Note: This is the firm's experience, not the individual experience</u></p> <p>Each Contract Reference must include at a minimum the information listed below:</p>		

A.1 Mandatory Technical Evaluation Criteria		Complies	Does not comply
2	<p><u>Crew size and Personnel Experience</u></p> <p>2.1 Bidders must demonstrate they can provide a minimum crew of:</p> <ul style="list-style-type: none"> Four (4) fulltime Journeyman Painters who hold a Certificate of Qualification in Painting and decorating with Interprovincial Red Seal endorsement from Industry Training Authority (ITA) <p>OR</p> <ul style="list-style-type: none"> Three (3) fulltime Journeyman Painters who hold a Certificate of Qualification in Painting and Decorating with Interprovincial Red Seal endorsement and one (1) Painting Apprentice registered with the Industry Training Authority (ITA) <p>Bidders must provide the names of at least four (4) members of its personnel who meet the above mandatory requirements:</p> <p>1. _____ () Journeyman Painter () Apprentice</p> <p>2. _____ () Journeyman Painter () Apprentice</p> <p>3. _____ () Journeyman Painter () Apprentice</p> <p>4. _____ () Journeyman Painter () Apprentice</p> <p>5. _____ () Journeyman Painter () Apprentice</p> <p>6. _____ () Journeyman Painter () Apprentice</p> <p>The Bidder must provide proof of certification from the ITA for all individuals proposed by the Bidder in its technical bid within ten (10) calendar days following a request from the Contracting Authority. Failure to comply with the request may result in the bid being declared non-responsive.</p>		

ANNEX B - BASIS OF PAYMENT

Bidders must submit their financial bid using the financial evaluation tables B.1 through B.4 provided in this Annex.

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

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

A financial bid addressing only a portion of the services listed in each financial evaluation table will be declared non-responsive.

PRICING

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

ESTIMATES

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

CALL-OUT RATES

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

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

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

- Regular Time: Mon. - Fri. 08:00 – 16:30 except Sat., Sun., and Statutory Holidays
- Overtime: Mon. - Fri. 16:31 – 07:59, and Firm Rate for Sat., Sun., and Statutory Holidays.

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

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

Full call-out rates shall be charged only ONCE for each DND 626 Task Authorization issued.

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

TABLE B.1 - FIRM CALL-OUT RATES (DIRECT RETURN TRIP) - REGULAR TIME – GST/HST Extra (Mon-Fri 08:00 – 16:30 except Sat., Sun., and Statutory Holidays) ** If call out rates do not apply, please fill in as zero dollar "\$0" or as No Charge "N/C"

CALL OUT (C/O) POINTS REGULAR TIME ⁽⁴⁾	Estimated # of call-outs per Year	Estimated travel time (Direct Return Trip) in minutes (min) or hours (hrs) ⁽¹⁾	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	EXTENDED TOTAL ⁽³⁾
			YEAR 1	YEAR 2	YEAR 3	OPTION YEAR 4 ⁽²⁾	OPTION YEAR 5 ⁽²⁾	
			12 months from date of contract award	12 months period following Year 1	12 months period following Year 2	12 months period following Year 3	12 months period following Option Year 4	
			From: date inserted upon award To: date inserted upon award	From: date inserted upon award To: date inserted upon award	From: date inserted upon award To: date inserted upon award	From: date inserted upon award To: date inserted upon award	From: date inserted upon award To: date inserted upon award	
	A	B	C	D	E	F	G	= A*SUM(C:G)
Ex: Albert Head	1	45 min	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$300.00
1 Albert Head	1		\$	\$	\$	\$	\$	\$
2 Ashton Armouries	1		\$	\$	\$	\$	\$	\$
3 Bay Street Armouries	1		\$	\$	\$	\$	\$	\$
4 Belmont Park	1		\$	\$	\$	\$	\$	\$
5 Colwood	1		\$	\$	\$	\$	\$	\$
6 Dockyard	2		\$	\$	\$	\$	\$	\$
7 Heals Range	1		\$	\$	\$	\$	\$	\$
8 HMCS Malahat	1		\$	\$	\$	\$	\$	\$
9 Naden	2		\$	\$	\$	\$	\$	\$
10 Patricia Bay	1		\$	\$	\$	\$	\$	\$
11 Rocky Point	1		\$	\$	\$	\$	\$	\$
12 Work Point Barracks	1		\$	\$	\$	\$	\$	\$
							Subtotal B.1	\$

TABLE B.1 - FIRM CALL-OUT RATES (DIRECT RETURN TRIP) - REGULAR TIME – GST/HST Extra (Mon-Fri 08:00 – 16:30 except Sat., Sun., and Statutory Holidays) ** If call out rates do not apply, please fill in as zero dollar "\$0" or as No Charge "N/C"

CALL OUT (C/O) POINTS REGULAR TIME ⁽⁴⁾	Estimated # of call-outs per Year	Estimated travel time (Direct Return Trip) in minutes (min) or hours (hrs) ⁽¹⁾	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	EXTENDED TOTAL ⁽³⁾
			YEAR 1	YEAR 2	YEAR 3	OPTION YEAR 4 ⁽²⁾	OPTION YEAR 5 ⁽²⁾	
			12 months from date of contract award From: date inserted upon award To: date inserted upon award	12 months period following Year 1 From: date inserted upon award To: date inserted upon award	12 months period following Year 2 From: date inserted upon award To: date inserted upon award	12 months period following Year 3 From: date inserted upon award To: date inserted upon award	12 months period following Option Year 4 From: date inserted upon award To: date inserted upon award	
	A	B	C	D	E	F	G	= A*SUM(C:G)

⁽¹⁾ Estimated Travel time is DIRECT RETURN TRIP to/from Contractor's base at _____ (Bidder to specify address) to the job sites above.

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

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

1. Calculate the extended total for call-out point No.1 (Albert Head) for Year 1 by multiplying the Yearly Est. Usage (Est. # of call-outs) by the sum of all Firm Call-out Rates offered.
Example: If the Yearly Est. Usage (number of call-outs) for call-out point 1 is "1", and the call-out rate offered for each year is \$60.00, the extended total for this call-out point will be = 1 * (\$60+\$60+\$60+\$60) = \$300.00
2. Repeat calculation to obtain the extended total for call-out points 2 to 12.
3. Add the extended line items totals for points 1 through 12 to obtain the Subtotal B.1
4. Report Subtotal obtained in Financial Evaluation Table B.5

Remark: Bidders are not required to complete the Extended Total column for their financial bid to be given further consideration. This calculation is only provided in support of the financial evaluation process detailed in section B.5 of this Annex.

⁽⁴⁾ Rates offered for all C/O points 1 through 12 will be firm and binding for the entire period of the contract and regardless of number of Contractor personnel involved in performing the work detailed in the Task Authorization.

TABLE B.2 - FIRM CALL-OUT RATES (DIRECT RETURN TRIP) – OVERTIME – GST/HST Extra (Mon-Fri 16:31-07:59 and Sat, Sun & Stat. Holidays)
**** If call out rates do not apply, please fill in as zero dollar "\$0" or as No Charge "N/C"**

CALL OUT (C/O) POINTS OVERTIME ⁽⁴⁾	Estimated # of call-outs per Year	Estimated travel time (Direct Return Trip) in minutes (min) or hours (hrs) ⁽¹⁾	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	EXTENDED TOTAL ⁽³⁾
			YEAR 1	YEAR 2	YEAR 3	OPTION YEAR 4 ⁽²⁾	OPTION YEAR 5 ⁽²⁾	
			12 months from date of contract award	12 months period following Year 1	12 months period following Year 2	12 months period following Year 3	12 months period following Option Year 4	
			From: date inserted upon award To: date inserted upon award	From: date inserted upon award To: date inserted upon award	From: date inserted upon award To: date inserted upon award	From: date inserted upon award To: date inserted upon award	From: date inserted upon award To: date inserted upon award	
	A	B	C	D	E	F	G	= A*SUM(C:G)
Ex: Albert Head	1	45 min	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$400.00
1 Albert Head	1		\$	\$	\$	\$	\$	\$
2 Ashton Armouries	1		\$	\$	\$	\$	\$	\$
3 Bay Street Armouries	1		\$	\$	\$	\$	\$	\$
4 Belmont Park	1		\$	\$	\$	\$	\$	\$
5 Colwood	1		\$	\$	\$	\$	\$	\$
6 Dockyard	1		\$	\$	\$	\$	\$	\$
7 Heals Range	1		\$	\$	\$	\$	\$	\$
8 HMCS Malahat	1		\$	\$	\$	\$	\$	\$
9 Naden	1		\$	\$	\$	\$	\$	\$
10 Patricia Bay	1		\$	\$	\$	\$	\$	\$
11 Rocky Point	1		\$	\$	\$	\$	\$	\$
12 Work Point Barracks	1		\$	\$	\$	\$	\$	\$
							Subtotal B.2	\$

TABLE B.2 - FIRM CALL-OUT RATES (DIRECT RETURN TRIP) – OVERTIME – GST/HST Extra (Mon-Fri 16:31-07:59 and Sat, Sun & Stat. Holidays)
**** If call out rates do not apply, please fill in as zero dollar "\$0" or as No Charge "N/C" ****

CALL OUT (C/O) POINTS OVERTIME ⁽⁴⁾	Estimated # of call-outs per Year	Estimated travel time (Direct Return Trip) in minutes (min) or hours (hrs) ⁽¹⁾	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	Firm Rate per C/O (Bidder must complete)	EXTENDED TOTAL ⁽³⁾
			YEAR 1	YEAR 2	YEAR 3	OPTION YEAR 4 ⁽²⁾	OPTION YEAR 5 ⁽²⁾	
			12 months from date of contract award From: date inserted upon award To: date inserted upon award	12 months period following Year 1 From: date inserted upon award To: date inserted upon award	12 months period following Year 2 From: date inserted upon award To: date inserted upon award	12 months period following Year 3 From: date inserted upon award To: date inserted upon award	12 months period following Option Year 4 From: date inserted upon award To: date inserted upon award	
	A	B	C	D	E	F	G	= A*SUM(C:G)

⁽¹⁾ Estimated Travel time is DIRECT RETURN TRIP to/from Contractor's base at _____ (Bidder to specify address) to the job sites above.

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

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

1. Calculate the extended total for call-out point No. 1 (Albert Head) for Year 1 by multiplying the Yearly Est. Usage (Est. # of call-outs) by the sum of all Firm Call-out Rates offered.
Example: If the Yearly Est. Usage (number of call-outs) for call-out point 1 is "1", and the call-out rate offered for each year is \$80.00, the extended total for this call-out point will be = 1 * (\$80+\$80+\$80+\$80) = \$400.00
2. Repeat calculation to obtain the extended total for call-out points 2 to 12.
3. Add the extended line items totals for points 1 through 12 to obtain the Subtotal B.2
4. Report Subtotal obtained in Financial Evaluation Table B.5

Remark: Bidders are not required to complete the Extended Total column for their financial bid to be given further consideration. This calculation is only provided in support of the financial evaluation process detailed in section B.5 of this Annex.

⁽⁴⁾ Rates offered for all C/O points 1 through 12 will be firm and binding for the entire period of the contract and regardless of number of Contractor personnel involved in performing the work detailed in the Task Authorization.

PRODUCTIVE LABOUR RATES

Bidders are required to submit firm hourly rates in Table B.3 for each period of the, GST/HST extra.

Labour rates must be ALL-INCLUSIVE and include ALL necessary labour, all tools or equipment incidental to the trade, supervision, and profit required for the work described in Annex A.

Tools or equipment incidental to the trade are defined as basic hand tools, ladders, roller poles, small power tools and equipment to perform painting services.

Productive labour rates exclude all travel costs. Refer to Call-out Rates (Tables B.1 and B.2) for eligible travel costs per authorized Task Authorization.

Productive labour rates further exclude charges for paint and primers, consumables such as brushes, plastic sheeting, masking tape, filler, caulking, sand paper, thinner, chemical stripper, roller sleeves, spray tips, etc, and charges for rental equipment such as portable man lifts, scaffolding, airless spray machines, pressure washers, sandblast pots and compressors which may be required to complete the work and which will be reimbursed in accordance with the terms and conditions detailed in this annex in section titled "Reimbursable Materials, Equipment and Miscellaneous Expenses" and Table B.4.

The Contractor must not perform any overtime under the Contract unless authorized in advance in the Authorized Task Authorization.

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

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

The Contractor must be able to provide a copy of the labour vouchers showing time of arrival and departure on the job site to support the time claimed upon request from the Site Authority;

(a) Regular Hourly rate: Mon. - Fri. 0800 - 1630 except Sat., Sun., and Statutory Holidays.

(b) Overtime Hourly rate: Mon. - Fri. 1631 - 0759, and Firm Rate for Sat., Sun., and Statutory Holidays.

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

TRADE CATEGORY Refer to Annex A for Mandatory Trade Certifications	Yearly Estimated Usage (hours)	Firm Hourly Rate	Firm Hourly Rate	Firm Hourly Rate	Firm Hourly Rate	Firm Hourly Rate	EXTENDED TOTAL ⁽³⁾
		YEAR 1	YEAR 2	YEAR 3	OPTION YEAR 4 ⁽²⁾	OPTION YEAR 5 ⁽²⁾	
		12 months from date of contract award	12 months period following Year 1	12 months period following Year 2	12 months period following Year 3	12 months period following Option Year 4	
		From: date inserted upon award	From: date inserted upon award	From: date inserted upon award	From: date inserted upon award	From: date inserted upon award	
		To: date inserted upon award	To: date inserted upon award	To: date inserted upon award	To: date inserted upon award	To: date inserted upon award	
	A	B	C	D	E	F	= A*SUM(B:F)
1. Journeyman Painter							
(a)	Regular hourly rate	800 hrs	\$	/hr	\$	/hr	\$
(b)	Overtime hourly rate	1 hr	\$	/hr	\$	/hr	\$
2. Painter Apprentice							
(a)	Regular hourly rate	200 hrs	\$	/hr	\$	/hr	\$
(b)	Overtime hourly rate	1 hr	\$	/hr	\$	/hr	\$
3. General Labourer/Helper							
(a)	Regular hourly rate	50 hrs	\$	/hr	\$	/hr	\$
(b)	Overtime hourly rate	1 hr	\$	/hr	\$	/hr	\$
						Subtotal B.3	
⁽²⁾ Rate is subject to the Contract Period extension(s) being exercised under section 7.4 of the Contract.							
⁽³⁾ CALCULATION OF EVALUATED PRODUCTIVE LABOUR COSTS = Follow same procedure as for Tables B.1 and B.2. Report Subtotal obtained in Financial Evaluation Table B.5							
Remark: Bidders are not required to complete the Extended Total column for their financial bid to be given further consideration. This calculation is only provided in support of the financial evaluation process detailed in section B.5 of this Annex.							

REIMBURSABLE MATERIALS, EQUIPMENT AND MISCELLANEOUS SERVICES

Bidders are required to submit firm mark-up rates in Table B.4 for each period of the Contract, GST/HST extra.

The Contractor will be reimbursed for materials and equipment rental charges reasonably and properly incurred in the performance of the Work.

Materials and replacement parts (except free issue) will be paid at the laid down cost (which includes invoice cost, transportation costs, exchange, custom and brokerage charges) plus a firm mark-up (which includes purchasing expenses, internal handling, General and Administrative Expenses, and profit) as specified in Table B.4 upon submission of an itemized statement supported by receipt vouchers. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable and must be shown as a separate item.

Exclusions:

- Tools or Equipment incidental to the trade e.g. basic hand tools, consumables, ladders, roller poles, small power tools and equipment to perform painting services are not eligible for reimbursement.

Eligible Expenses:

- Charges for paint and primers, and for the rental of equipment such as portable man lifts, scaffolding, airless spray machines, pressure washers, sandblast pots and compressors which may be required to complete the work are eligible for re-imbursement under this section.
- Consumables such as brushes, plastic sheeting, masking tape, filler, caulking, sand paper, thinner, chemical stripper, roller sleeves, spray tips, etc.
- Equipment rental charges for Contractor-owned equipment are also eligible if the rental charges after mark-up do not exceed the rental rates specified in the Contractor's price list in effect at the time that the work was performed.
- Lead-abatement filing costs with WorkSafe BC are also eligible for reimbursement at laid down cost plus firm mark up.

All reimbursable materials and equipment charges must be pre-approved on the authorized Task Authorization.

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

All requests for reimbursement must be supported a copy of the invoices and receipts.

No further charges will be allowed.

TABLE B.4 - FIRM MARK-UP ON MATERIALS, EQUIPMENT AND MISC. SERVICES - ALL CALL OUT POINTS (GST/HST Extra)				
		Estimated Yearly Usage (CAN\$)	Firm Mark-Up	Extended Total ⁽³⁾
1	Firm Mark-up Rate YEAR 1 (12 months from date of contract award) From: <i>date inserted upon award</i> To: <i>date inserted upon award</i>	\$8,000.00	+ _____ %	\$
2	Firm Mark-up Rate YEAR 2 (12-month period following Year 1) From: <i>date inserted upon award</i> To: <i>date inserted upon award</i>	\$8,000.00	+ _____ %	\$
3	Firm Mark-up Rate YEAR 3 (12-month period following Year 2) From: <i>date inserted upon award</i> To: <i>date inserted upon award</i>	\$8,000.00	+ _____ %	\$
4	Firm Mark-up Rate OPTION YEAR 4 ⁽²⁾ (12-month period following Year 3) From: <i>date inserted upon award</i> To: <i>date inserted upon award</i>	\$8,000.00	+ _____ %	\$
5	Firm Mark-up Rate OPTION YEAR 5 ⁽²⁾ (12-month period following Option Year 4) From: <i>date inserted upon award</i> To: <i>date inserted upon award</i>	\$8,000.00	+ _____ %	\$
			Subtotal B.4	\$
⁽²⁾ Rate is subject to the Contract Period extension(s) being exercised under section 7.4 of the Contract.				
⁽³⁾ CALCULATION OF EVALUATED COSTS FOR REIMBURSABLE MATERIALS, EQUIPMENT AND MISCELLANEOUS SERVICES : 1. Apply the firm mark-up rate offered to the Estimated Yearly Usage amount (CAN\$) to obtain the Extended Total for Item 1 (Year 1). Example: For an estimated yearly usage of \$8,000 and a firm mark-up rate of + 10%, the extended yearly total will be 1.10 * \$8,000 = \$8,800.00 2. Repeat calculation to obtain the extended total for items 2 through 5 (Year 2 through Option Year 5). 3. Report Subtotal obtained in Financial Evaluation Table B.5				
Remark: Bidders are not required to complete the Extended Total column for their financial bid to be given further consideration. This calculation is only provided in support of the financial evaluation process detailed in section B.5 of this Annex.				

Solicitation No. - N° de l'invitation
W6837-154059/A
Client Ref. No. - N° de réf. du client
W6837-154059

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-5-38215

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

EVALUATION - BASIS OF SELECTION

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

TABLE B.5 - FINANCIAL EVALUATION	TOTAL (Year 1 + Year 2 + Year 3 + Option Year 4 + Option Year 5)
ESTIMATED CALL OUT COSTS - REGULAR TIME (per Table B.1)	\$
ESTIMATED CALL OUT COSTS – OVERTIME (per Table B.2)	\$
ESTIMATED PRODUCTIVE LABOUR COSTS (per Table B.3)	\$
ESTIMATED COSTS FOR MATERIALS, EQUIPMENTS AND MISC. SERVICES (per Table B.4)	\$
EVALUATED TOTAL BID PRICE (GST/HST Extra)	\$

ANNEX C - INSURANCE REQUIREMENTS

C.1 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage Coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

C.2 Automobile Liability Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

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W6837-154059/A
Client Ref. No. - N° de réf. du client
W6837-154059

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-5-38215

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

ANNEX D - SECURITY REQUIREMENT CHECK LIST

(starts on next page)



Government of Canada
Gouvernement du Canada

DEC 21 2015

Contract Number / Numéro du contrat

W6837-154059

Security Classification / Classification de sécurité
unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

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

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

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

Special comments:

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

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

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

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
unclassified

Canada



Government
of Canada

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

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No
Non

☐ Yes
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Annex A

UNCLASSIFIED

Security Requirements Check List (SRCL)

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

for Contract No. **W6837-154059**

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

Location	Building	Requirement	Use		Comments
Victoria Airport	PB126	Reliable & Secret	Multi use; Operations area, Admin offices, training classrooms, messing facility and helicopter maintenance areas.	Has a Security Zone	Controlled access; limited to authorized personnel.
Dockyard Victoria, BC	DY100	Secret	HQ, Operations area & offices	Is a Security Zone	Controlled access; limited to authorized personnel.
Dockyard Victoria, BC	DY199	Reliable & Secret	Offices	Has a Security Zone	Controlled access; limited to authorized personnel.
Dockyard Victoria, BC	DY34	Reliable & Secret	Offices	Has a Security Zone	Controlled access; limited to authorized personnel.
Dockyard Victoria, BC	DY211	Reliable & Secret	Offices and workshop	Has a Security Zone	Controlled access; limited to authorized personnel.
CFAD Victoria, BC	RP137	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP33	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP33B	Secret	Fuel/Defuel shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP34	Secret	Mag	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP35	Secret	Mag	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP43	Secret	Work shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP45	Secret	Machine shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP46	Secret	Repair shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP48	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP49	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.
CFAD Victoria, BC	RP50	Secret	Maintenance shop	Is a Security Zone	Controlled access; limited to screened, authorized and properly-escorted personnel.

Annex A

UNCLASSIFIED

Security Requirements Check List (SRCL)

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

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

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

END

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ANNEX E to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

The Bidder accepts to be paid by any of the following Electronic Payment Instrument(s):

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);
- ☐ Large Value Transfer System (LVTS) (Over \$25M)

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ANNEX F - DND 626 TASK AUTHORIZATION FORM

(starts on next page)

**TASK AUTHORIZATION
AUTORISATION DES TÂCHES**

All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.		Contract no. – N° du contrat Task no. – N° de la tâche
Amendment no. – N° de la modification	Increase/Decrease – Augmentation/Réduction	Previous value – Valeur précédente
To – À	TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.	
Delivery location – Expédiez à	À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.	
Delivery/Completion date – Date de livraison/d'achèvement	<div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>Date</div> <div>for the Department of National Defence pour le ministère de la Défense nationale</div> </div>	
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST TPS/TVH	
	Total	
<p>APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> <div style="border-top: 1px solid black; margin-top: 20px; display: flex; justify-content: space-between;"> <div style="width: 40%;"> _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux </div> <div style="width: 60%;"></div> </div>		

Instructions for completing DND 626 - Task Authorization

Contract no.

Enter the PWGSC contract number in full.

Task no.

Enter the sequential Task number.

Amendment no.

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

Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

Previous value

Enter the previous total dollar amount including taxes.

To

Name of the contractor.

Delivery location

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

Delivery/Completion date

Completion date for the task.

for the Department of National Defence

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

Services

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

Cost

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

GST/HST

The GST/HST cost as appropriate.

Total

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

Applicable only to PWGSC contracts

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

Note:

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

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche

Inscrivez le numéro de tâche séquentiel.

N° de la modification

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

Augmentation/Réduction

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

Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

À

Nom de l'entrepreneur.

Expédiez à

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

Date de livraison/d'achèvement

Date d'achèvement de la tâche.

pour le ministère de la Défense nationale

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

Services

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

Prix

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

TPS/TVH

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

Total

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

Ne s'applique qu'aux contrats de TPSGC

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

Nota :

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

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ANNEX G – PERIODIC USAGE REPORTS – CONTRACTS WITH TASK AUTHORIZATION

Send completed reports to:

Hélène Kobenter
Supply Specialist
Public Works and Government Services Canada
1230 Government Street, Suite 401
Victoria, BC V8W 3X4 Canada
Telephone : 250-508-7491
Email : Helene.Kobenter@pwgsc-tpsgc.gc.ca

Contractor must provide this data in accordance with the reporting requirements detailed in this annex.

If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "NIL" report.

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

The quarterly periods are defined as follows:

1st period: January 1 to March 31;

2nd period: April 1 to June 30

3rd period: July 1 to September 30

4th period: October 1 to December 31

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

Contract No. _____		Contractor: _____	
Reporting Period: From _____ To _____			
Authorized TA (*) (or revised TA) No. and Date	Authorized TA Short Description	Completion Date (*)	Total Cost (*) (GST extra)
(A) Total Values of Authorized TAs for this reporting period:			\$
(B) Accumulated Total of Authorized TAs from previous reporting periods			\$
(A + B) Total Accumulated Authorized TAs			\$

(*) Please include copies of the TAs and supporting invoices with your report.

Name (Print)

Signature

Date