



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada
Room 100,
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6
Bid Fax: (204) 983-0338

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 - Western
Region
Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3B 0T6

Title - Sujet Dental Equipment Repair	
Solicitation No. - N° de l'invitation HT434-162321/A	Date 2017-02-15
Client Reference No. - N° de référence du client HT434-162321	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-010-10169	
File No. - N° de dossier WPG-6-39131 (010)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-03-28	Time Zone Fuseau horaire Central Standard Time CST
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: Maki, Christie	Buyer Id - Id de l'acheteur wpg010
Telephone No. - N° de téléphone (204) 891-6126 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See Herein	

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

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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 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 Task Authorization Form 572, Task Authorization Usage Report, and the Electronic Payment Instruments.

1.2 Summary

First Nations and Inuit Health Branch – Alberta Region FNIHB-AB Region requires on-site and off-site repair and maintenance of dental equipment and cabinetry in Health Canada dental clinic facilities located on reserve lands throughout Alberta on an as and when required basis. The Contractor must be able to supply and install dental equipment parts required to maintain, and repair existing dental equipment and facilities. The Contractor is also required to provide the Technical Authority, who is the Supervisor, Dental Unit, Non-Insured Health Benefits (NIHB) Manager, or their designate with recommendations to ensure that the dental clinics comply with provincial and federal regulations for such facilities. The Contractor must provide the Technical Authority or their designate with recommendations for scheduled maintenance of equipment and facilities.

The Contract will be in effect for two (2) years, from approximately May 1, 2017 to April 30, 2019, with Health Canada reserving the right to exercise up to three (3) options periods of one (1) year each for a total of five years.

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).

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) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the

implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 10 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Improvement of Requirement During Solicitation Period

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least 15 days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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 (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

In their technical bid, Bidders should 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 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 in accordance with the Basis of Payment in Annex B. 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 F Electronic Payment Instruments, to identify which ones are accepted.

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

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

3.1.3 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 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

- a) Ability to perform the full scope of the work as described in Annex "A".
- b) Provision of firm pricing for all items in Annex "B", Basis of Payment.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

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) (<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) (<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](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) 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 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.

5.2.3.2 Education and Experience

5.2.3.4.1 *SACC Manual* clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.2 Task Authorization

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

6.1.2.1 Task Authorization Process

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

6.1.2.2 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.

6.1.2.3 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 5% of the Maximum Contract Value.

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.

6.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex E. 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: May 1 to July 31;

2nd quarter: August 1 to October 31;

3rd quarter: November 1 to January 31; and

4th quarter: February 1 to April 30.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

[2035 \(2016-04-04\)](#), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.2.2 Supplemental General Conditions

[4012 \(2012-07-016\)](#) Goods- Higher Complexity, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to April 30, 2019 inclusive.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 3 additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.3 Delivery Points

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

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Id de l'acheteur - Buyer ID
wpg010
N° CCC / CCC No./ N° VME - FMS

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Christie Maki
Title: A/ Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 100-167 Lombard Ave, Winnipeg MB R3B 0T6

Telephone: 204-891-6126
Facsimile: 204-983-7796
E-mail address: christie.maki@pwgsc.gc.ca

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

6.5.2 Project Authority

To be determined

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

6.5.3 Contractor's Representative

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

6.7 Payment

6.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit prices in accordance with the basis of payment, in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

6.7.2 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 \$ TBD. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.7.3 Monthly payment

SACC Manual Clause H1008 (2008-05-12) Monthly Payment

6.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

6.7.5 Discretionary Audit

SACC Manual Clause C0705C (2010-01-11) Discretionary Audit

6.7.6 Time Verification

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

6.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 SACC Manual Clauses

SACC Manual Clause A9117C (2007-11-30) T1204- Direct Request by Customer Department

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4012 (2012-07-16) Goods- Higher Complexity;
- (c) the general conditions 2035 (2016-04-04) General Conditions- Higher Complexity-Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Insurance Requirements
- (g) Annex D, Task Authorization Form PWGSC-TPSGC 572
- (h) Annex E, Task Authorization Usage Report
- (i) Annex F, Electronic Payment Instruments
- (j) the signed Task Authorizations (including all of its annexes, if any);
- (k) the Contractor's bid dated _____.

6.12 SACC Manual Clauses

B1501C (2006-06-16) Electrical Equipment

B7500C (2006-06-16) Excess Goods

6.13 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.

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

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

6.14 Travel and Living Expenses- National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the [National Joint Council Travel Directive](#) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

Estimated Cost: \$ 30,000.00

ANNEX A

STATEMENT OF WORK

Dental Equipment Repair and Maintenance

1. Scope

1.1. Introduction

First Nations and Inuit Health Branch – Alberta Region FNIHB-AB Region requires on-site and off-site repair and maintenance of dental equipment and cabinetry in Health Canada dental clinic facilities located on reserve lands throughout Alberta on an as and when required basis. A list of existing equipment list is provided in below. The Contractor must be able to supply and install dental equipment parts required to maintain, and repair existing dental equipment and facilities. The Contractor is also required to provide the Technical Authority, who is the Supervisor, Dental Unit, Non-Insured Health Benefits (NIHB) Manager, or their designate with recommendations to ensure that the dental clinics comply with provincial and federal regulations for such facilities The Contractor must provide the Technical Authority or their designate with recommendations for scheduled maintenance of equipment and facilities.

The Contract will be in effect for two (2) years, from approximately May 1, 2017 to April 30, 2019, with Health Canada reserving the right to exercise up to three (3) options periods of one (1) year each for a total of five years.

The repair and maintenance requirements of the contract must be started within five (5) working days of the initial request for services.

1.2. Objectives of the Requirement

On an on-going basis provide maintenance and repair of FNIHB-AB Region's dental facilities and equipment.

1.3. Background and Specific Scope of the Requirement

- FNIHB-AB Region requires that the Contractor be capable of working in the existing Health Canada facilities, be able to coordinate service calls with various stakeholder groups, including First Nations community health centre staff, the community dental providers (Dentist, Dental Therapist or Dental Hygienist) using the facilities, Corporate Assets & Security Division (CASD) and Technical Authority or their designate.
- The Contractor must be familiar with and able to advise the Technical Authority or their designate regarding the regulations and requirements applicable to federal government dental office facilities in the province of Alberta.
- The Contractor must have a minimum of five years of experience as dental equipment repair technician
- The Contractor must maintain an inventory of dental parts and equipment that may reasonably be required in the maintenance of Health Canada equipment.
- The Contractor will be responsible for costs and delivery of equipment and to ensure that all packaging, labelling, handling and transportation of goods is done in accordance with all federal, provincial, municipal acts, regulations, and bylaws.

2. Requirements

2.1. Tasks, Activities, Deliverables and Milestones

- Work must commence within five (5) working days of notification, the Contractor shall evaluate the repair requirements and perform the repairs or order the necessary equipment/parts to perform the repairs.
- The Contractor shall notify the applicable First Nations community health centre staff, the Technical Authority or their designate and the Community Dental Provider (Dentist, Dental Therapist or Dental Hygienist) that the needs are being addressed and an estimated time of completion be provided.
- Contractor will contact the Health Centres' contact person to arrange the time for onsite service. Hours of service to be based on a mutually agreed upon time but may include services performed evenings, during the day, holidays, weekends, and weekdays.
- Estimated costs will be provided to the Technical Authority or their designate for approval prior to commencing any work.
- Equipment repairs are subject to inspection and acceptance by the Technical Authority, their designate or the Community Dental Provider (Dentist, Dental Therapist or Dental Hygienist).
- The Contractor shall provide to the Technical Authority or their designate recommendations for ensuring that federal and provincial regulations and requirements are adhered to and met.
- The Contractor must provide the Technical Authority or their designate with recommendations for scheduled maintenance of equipment and facilities and will be subject to approval by the Technical Authority or their designate.
- The Technical Authority or their designate will be provided with a schedule and estimate for any maintenance of existing FNIHB-AB Region dental facilities for approval prior to commencing any work.

2.2. Specifications and Standards

The repairs and maintenance of all FNIHB-AB Region dental equipment and facilities must meet all applicable federal and provincial safety industry specific standards for such facilities and equipment.

2.3. Technical, Operational and Organizational Environment

- FNIHB-AB Region requires that the Contractor be capable of working in the existing Health Canada facilities, be able to coordinate service calls with various stakeholder groups including the Technical Authority or their designate, First Nations community health centre staff, the Community Dental provider (Dentist, Dental Therapist or Dental Hygienist), CASD and be familiar with and able to advise the Technical Authority or their designate regarding the regulations and requirements applicable to government dental office facilities in the province of Alberta.

2.4. Method and Source of Acceptance

Equipment repairs and maintenance must be tested and approved by the Technical Authority or their designate. Repair and maintenance will be evaluated and approved by the Technical Authority or their designate, CASD and/or the Community Dental provider (Dentist, Dental Therapist or Dental Hygienist).

2.5. Project Management Control Procedures

- Invoices must be submitted upon completion of each repair or maintenance visit and will be paid in accordance with Government of Canada policy.

2.6. Process for calls for repair/service of equipment

- Community Dental provider (Dentist, Dental Therapist or Dental Hygienist) will contact the Technical Authority or their designate to report an issue.
- Contractor receives call from Technical Authority or their designate, Community Dental provider, CASD or First Nations community health centre staff reporting equipment issues or a request for new equipment.
- Contractor troubleshoots the problem and contacts the Technical Authority or their designate with an estimate for the cost of repair of equipment to resolve the issue. The Contractor will then discuss the issue with the Technical Authority or their designate who will then review and approve repair costs.
- Upon approval by the Technical Authority or their designate, the Contractor will then order the required equipment and coordinate a time for the repair with the Community Dental provider and/or the First Nations community health centre staff.
- The Contractor will notify the Technical Authority or their designate when the repair is complete so that the work can be verified as acceptable to Canada.
- Upon acceptance of the work, the Contractor will submit their invoice for the approved work and any associated travel, parts, service work, etc.

3. Additional Information

3.1 Canada's Obligations:

FNIHB-AB Region Dental Unit will:

- Provide access to FNIHB-AB Region dental facilities for the required work.
- Provide contact information for applicable stakeholders.
- Provide approval for work

3.2 Contractor's Obligations:

- Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this SOW.
- Title to the equipment/furnishings charged against this Contract shall vest in Canada upon payment of invoiced amounts and must remain so vested at all times.
- For each item of equipment/furnishings that is purchased, the Contractor is to record the name, manufacturer, model number, serial number, optional equipment, supplier and price and forward this information to the Technical Authority or their designate.
- The Contractor must label all equipment/furnishings as being the property of Canada.
- Notwithstanding the fact that the equipment and furnishings under this Contract become vested in Canada, the equipment and furnishings must remain within the custody and control of the Contractor until such time as the Technical Authority or their designate provides instructions for its delivery. During this period of time, the Contractor must take reasonable and proper care of the equipment/furnishings.

3.3 Location of Work, Work site and Delivery Point

The majority of the work is expected to be completed on site in FNIHB-AB Region First Nations communities as and when required.

FNIHB-AB Region's First Nations communities may include, but are not limited to:

Treaty 6 – located in central Alberta and consists of the following First Nations communities:

- Alexander;
- Alexis;

- Beaver Lake;
- Cold Lake;
- Enoch;
- Ermineskin;
- Frog Lake;
- Heart Lake;
- Kehewin;
- Louis Bull;
- Montana;
- O'Chiese;
- Paul;
- Pigeon Lake
- Samson; and
- Sunchild.

Treaty 7 – located in southern Alberta and consists of the following First Nations communities:

- Big Horn;
- Blood;
- Eden Valley;
- Piikani;
- Siksika;
- Stoney; and
- Tsuut'ina.

Treaty 8 – located in the northern part of Alberta and consists of the following First Nations communities:

- Athabasca Chipewyan;
- Atikameg;
- Beaver;
- Bigstone;
- Dene Tha';
- Driftpile;
- Duncan;
- Fort McKay;
- Fort McMurray;
- Horse Lake;
- Janvier;
- Kapawe'no;
- Little Red River (including Chateh, Garden River, John D'Or and Fox Lake);
- Loon River;
- Mikisew;
- Peerless Trout;
- Sawridge;
- Sturgeon Lake;
- Sucker Creek;
- Swan River;
- Tall Cree; and
- Woodland Cree.

3.4 Language of Work

English.

3.5 Travel and Living

Subject to the prior written authorization by the Technical Authority or their designate, travel and living expenses incurred in the performance of the Work will be reimbursed, with no allowance for overhead or profit, within the limits permitted by the current National Joint Council Travel Directive (see Section III, clause TP4 of the Contract).

Estimated travel and living expenses shall not exceed (inclusive of GST/HST) \$60,000.00 during the period of this contract.

The verified and preauthorised travel expenses will be reimbursed upon submission of actual receipts for accommodations, car rental, taxi, parking, and airfare. Mileage will be reimbursed at applicable National Joint Council Travel Directive rates.

6. Required Resources

Contractor must have a minimum of two qualified resources available. Qualified resources must each have:

- a) A minimum of five year of experience as dental equipment repair technician.

5. Required Supporting Documentation

Supporting documentation should be submitted with the proposal, but may be submitted afterwards. If the complete documentation is not submitted as requested, 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 offer non-responsive.

Contractor should provide the following with their bid:

- a. A copy of each resources' resume indicating the resources' experience as a dental equipment technician.

7. Glossary

7.1 Relevant Terms, Acronyms and Glossaries

CASD – Capital Assets and Security Division
FNIHB-AB Region – First Nations and Inuit Health Branch – Alberta Region
NIHB – Non-Insured Health Benefits
SOW – Statement of Work

8. List of Equipment

Dental Patient Chairs
Operatory Cabinetry
Delivery Systems
X-ray Imaging Equipment
Sterilization Equipment
Utility Equipment
Portable Dental Equipment

ANNEX B

BASIS OF PAYMENT

TASK AUTHORIZATIONS "AS REQUESTED" SERVICES

Services will be required on an "as and when requested" basis and authorized by First Nations and Inuit Health Branch – Alberta Region. The work requested must be for the type of services defined in the Statement of Work.

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation.

Rates quoted must remain firm for the period of the Contract. Rates **MUST** include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

Laid down cost is defined as the cost incurred by a vendor to acquire a specified product or service for resale to the government. This includes the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, but excludes sales taxes.

Mark up is defined as the difference between the vendor's laid-down cost for a product or service and the resale price to the government (exclusive of sales taxes) consisting of the cost of necessary services, applicable overhead and profit.

Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travelers", rather than those referring to "employees".

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

PWGSC RESERVES THE RIGHT TO ADD OR DELETE WORK SITE LOCATIONS AS REQUIRED

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N° CCC / CCC No./ N° VME - FMS

PRICING SCHEDULE 1

Contract Year 1: Approximately May 1, 2017 to April 30, 2018 Firm pricing, GST extra, F.O.B. Destination					
Item No.	Description	Unit of Issue	Estimated Qty (a)	Firm Rate (b)	Extended Rate (a) x (b)
1	Hourly rate Includes travel time and all related expenses, Hours of service to be based on a mutually agreed upon time but may include services performed evenings, during the day, holidays, weekends, and weekdays.	Per hour	450 hours	\$	\$
2	Materials and Replacement Parts (except free issue) will be charged at the Contractor's laid-down cost, plus a markup of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice. Estimated Quantity (\$15,000.00)				\$
Subtotal (i)					

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PRICING SCHEDULE 2

Contract Year 2: Approximately May 1, 2018 to April 30, 2019 Firm pricing, GST extra, F.O.B. Destination					
Item No.	Description	Unit of Issue	Estimated Qty (a)	Firm Rate (b)	Extended Rate (a) x (b)
1	Hourly rate Includes travel time and all related expenses, Hours of service to be based on a mutually agreed upon time but may include services performed evenings, during the day, holidays, weekends, and weekdays.	Per hour	450 hours	\$	\$
2	Materials and Replacement Parts (except free issue) will be charged at the Contractor's laid-down cost, plus a markup of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice. Estimated Quantity (\$15,000.00)				\$
Subtotal (ii)					

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PRICING SCHEDULE 3

Option year 1: Approximately May 1, 2019 to April 30, 2020 Firm pricing, GST extra, F.O.B. Destination					
Item No.	Description	Unit of Issue	Estimated Qty (a)	Firm Rate (b)	Extended Rate (a) x (b)
1	Hourly rate Includes travel time and all related expenses, Hours of service to be based on a mutually agreed upon time but may include services performed evenings, during the day, holidays, weekends, and weekdays.	Per hour	450 hours	\$	\$
2	Materials and Replacement Parts (except free issue) will be charged at the Contractor's laid-down cost, plus a markup of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice. Estimated Quantity (\$15,000.00)				\$
Subtotal (iii)					

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PRICING SCHEDULE 4

Option year 2: Approximately May 1, 2020 to April 30, 2021 Firm pricing, GST extra, F.O.B. Destination					
Item No.	Description	Unit of Issue	Estimated Qty (a)	Firm Rate (b)	Extended Rate (a) x (b)
1	Hourly rate Includes travel time and all related expenses, Hours of service to be based on a mutually agreed upon time but may include services performed evenings, during the day, holidays, weekends, and weekdays.	Per hour	450 hours	\$	\$
2	Materials and Replacement Parts (except free issue) will be charged at the Contractor's laid-down cost, plus a markup of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice. Estimated Quantity (\$15,000.00)				\$
Subtotal (iv)					

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PRICING SCHEDULE 5

Option year 3: Approximately May 1, 2021 to April 30, 2022 Firm pricing, GST extra, F.O.B. Destination					
Item No.	Description	Unit of Issue	Estimated Qty (a)	Firm Rate (b)	Extended Rate (a) x (b)
1	Hourly rate Includes travel time and all related expenses, Hours of service to be based on a mutually agreed upon time but may include services performed evenings, during the day, holidays, weekends, and weekdays.	Per hour	450 hours	\$	\$
2	Materials and Replacement Parts (except free issue) will be charged at the Contractor's laid-down cost, plus a markup of _____% not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice. Estimated Quantity (\$15,000.00)				\$
Subtotal (v)					

Total Bid Price for Evaluation = Subtotal (i)+(ii)+(iii)+(iv)+(v) \$ _____

ANNEX C

INSURANCE REQUIREMENTS

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.

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File No. - N° du dossier
WPG-6-39131

Id de l'acheteur - Buyer ID
wpg010
N° CCC / CCC No./ N° VME - FMS

ANNEX D

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

Task Authorization Order No.:		Date:			
Services For:		Supplier Information:			
Contact Information					
Contracting Authority:		Contractor:			
Telephone:		Telephone:			
Technical Authority:					
Telephone:					
Contract No.:		Delivery Date:		FOB:	
Terms: Please refer to the Contract for complete Terms and Conditions.					
1.0 Description of Tasks to be Performed:					
2.0 Period of Services:					
Start Date:		End Date:			
3.0 Location:					
4.0 Costs:					
Item No.	Category of Personnel / Item Description	Unit of Issue	No. of Days / Quantity	Per Diem Rate / Unit Price	Extended Price
				Subtotal	
				GST/HST	
				TOTAL	
5.0 Authorities:					
Authorization: This form must contain the signature of both the Contractor and the appropriate Technical Authority in order for this Task Authorization to be valid. The services detailed under this Task Authorization must be identified on the supporting Contract. Services are not to be provided prior to the completion and signature of this form. Contact the Contracting Officer for more information.					
Supplier: _____				_____	
Signature				Date	
Technical Authority:					
____ I approve this Task Authorization.					
____ I do not approve this Task Authorization for the following reasons: _____					
_____.					
<i>Pursuant to subsection 32(1) of the Financial Administration Act, funds are available.</i>					
_____				_____	
Signature				Date	

N° de l'invitation - Solicitation No.
HT434-162321/A
N° de réf. du client - Client Ref. No.
HT434-162321

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ANNEX E

TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
10 August	01 May	31 July
10 November	01 August	31 October
10 February	01 November	31 January
10 May	01 February	30 April

Contract No.:	HT434-162321
Work Period:	

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

Christie.maki@pwgsc-tpsgc.gc.ca

Or

Facsimile: (204) 983-7796 Attn: Christie Maki

N° de l'invitation - Solicitation No.
HT434-162321/A
N° de réf. du client - Client Ref. No.
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ANNEX F to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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);