



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**
11 Laurier St. / 11, rue Laurier
Place du Portage, Phase III
Core 0B2 / Noyau 0B2
Gatineau, Québec K1A 0S5
Bid Fax: (819) 997-9776

**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

Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
7B3, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Title - Sujet Strategic Antenna	
Solicitation No. - N° de l'invitation W8484-178689/A	Date 2017-03-14
Client Reference No. - N° de référence du client W8484-178689	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-460-72685	
File No. - N° de dossier hn460.W8484-178689	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-05-03	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
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: Guertin, Benoit	Buyer Id - Id de l'acheteur hn460
Telephone No. - N° de téléphone (819) 420-0331 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

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

Solicitation No. - N° de l'invitation
W8484-178689/A
Client Ref. No. - N° de réf. du client
W8484-178689

Amd. No. - N° de la modif.
File No. - N° du dossier
hn460.W8484-178689

Buyer ID - Id de l'acheteur
HN460
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

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, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form DND 626 Task Authorization Form and any other annexes.

2 Summary

- 2.1 This requirement is to accomplish the Repair and Overhaul (R&O), of the Antennas, Antenna Structures, Towers, communications Dishes and cabling that comprise the Strategic National Communications infrastructure utilized by the Canadian Forces (CF) across the country on a as and required basis.
- 2.2 "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.
- 2.3 The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).
- 2.4 The requirement is limited to Canadian goods and/or services.
- 2.5 "The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 -

Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification."

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

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: 90 days

2 Submission of Bids

Bids must be submitted ONLY TO THE BID RECEIVING UNIT by the date, time and place indicated on page 1 of the bid solicitation. Do not send proposal directly to the Contracting Officer. Email proposal not accepted.

PWGSC Bids Receiving Unit

11 Laurier Street, Place du Portage, Phase 3, Core 0B2, Gatineau, Québec, K1A 0S5

Tel.: 819-420-7201 Fax: 819-997-9776

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

3 Enquiries - Bid Solicitation

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

4 Applicable Laws

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

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

5 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 favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions. 2.7 Bidders' Conference

6 Basis for Canada's Ownership of Intellectual Property

The Department of National Defence has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, for the following reasons, as set out in the *Policy on Title to Intellectual Property Arising Under Crown Procurement Contracts*. *The material developed or produced consist of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.*

PART 3 - BID PREPARATION INSTRUCTIONS

1 Bid Preparation Instructions

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

- Section I: Technical Bid (2 hard copies) and (1 soft copy)
- Section II: Financial Bid (1 hard copy) (1 soft copy)
- Section III: Certifications (1 hard copy)
- Section IV: Additional Information (1 hard copy)

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

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

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

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

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

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

Section I: Technical Bid

In their technical bid, Bidders should 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.

THE TECHNICAL PROPOSAL SHALL MEET ALL OF THE TECHNICAL REQUIREMENTS OF THE MANDATORY TECHNICAL CRITERION SET OUT IN ANNEX "B". FAILURE TO MEET THE TECHNICAL REQUIREMENTS WILL RENDER YOUR BID NON- RESPONSIVE AND NO FURTHER CONSIDERATION WILL BE GIVEN.

THE BIDDER MUST ADDRESS ON A PARAGRAPH BY PARAGRAPH THE STATEMENT OF WORK AND THE APPENDIX 4 TO ANNEX "A", BY INDICATING WHERE APPLICABLE "COMPLY, UNDERSTOOD, NOTED, OR NOT APPLICABLE". WHERE REQUIRED, THE BIDDER MUST PROVIDE ADDITIONAL INFORMATION.

Section II: Financial Bid

1.1 Bidders must submit their financial bid using **Annex "C" - Price list**. Bidders must provide a price for every items listed at Annex "C", for both the firm and the optional years, in order to be found compliant. Unit price must include all cost associated with the work describe in Annex "A" needed to deliver the service.

1.2 Exchange Rate Fluctuation

The requirement does not provide for exchange rate fluctuation protection. Any request for exchange rate fluctuation protection will not be considered and will render the bid non-responsive.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

You are reminded that this solicitation requires the compliance and/or completion of requirements attached as an Annex and forming part of this document.

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.

(End of page)

1.1 Technical Evaluation

Two Step Bid Evaluation Process

a. Introduction

Canada is conducting a two-step bid evaluation process for this requirement. Step 1 consists of an evaluation of all bids and, if necessary, the release of a Preliminary Evaluation Report to all Bidders. Step 2 consists of an evaluation of the Bidders responses to the Preliminary Evaluation Report (or "Report"). Only those bids deemed to be responsive at the completion of Step 2 will be fully evaluated to select the successful proposal.

b. Step 1,

- i. Following receipt of Bids, carry out an initial review of all parts of the bids and generate a Preliminary Evaluation Report, in accordance with the following:
 1. Canada will identify any instances where a Bidder has failed to submit a required certification or proof of compliance or where a submitted document lacks the requisite signature(s).
 2. Canada's initial review of price(s) will be limited to identifying whether required financial data is missing from the bid or whether or not GST/HST amounts are not separately.
 3. The Report shall list only the instances where the bid is non-responsive to the requirements of the bid solicitation and the applicable solicitation references.
- ii. After this initial review, if any bid is determined to be non-responsive in accordance with the review parameters noted above, the Contracting Authority will;
 1. provide each Bidder with a Report.
 2. Bidders whose bids are considered to be non-responsive will be invited by the Contracting Authority to submit additional or different information to demonstrate to Canada, in accordance with the solicitation, that the bid is compliant with the solicitation requirements. Except as expressly permitted above, information submitted for any other line item or category will not be considered nor will submitted information be used to evaluate any other section of a Bidder's bid or the solicitation requirement.
- iii. For Bidders whose bids are considered to be responsive, the Report will only identify that they are responsive for the mandatory requirements evaluated.
- iv. If all bids are determined to be responsive, no Preliminary Evaluation Reports will be issued and the Contracting Authority will complete the

full bid evaluation, including the Financial Bid evaluation, using the original bid documents submitted.

c. Step 2

- i. All Bidders are requested to provide written confirmation of receipt of the Report to the Contracting Authority. Bidders who do not confirm receipt will be deemed to have received the Report as of the date issued by Canada.
- ii. Only non-responsive Bidders shall submit further information in response to the Report in accordance with the following;
 1. The Bidder's response to the Report must follow the Bid Preparation Instructions (such as, for example, separating financial information from other information as required). Canada requests that Bidders clearly indicate, for each response, which non-responsive requirement identified in the Report is being responded to.
 2. Responses to the Report must be submitted to the Contracting Authority on or before the date and time specified in the Report. Failure to do so will result in the bid being deemed non-responsive and the bid will receive no further consideration.
 3. Information submitted by non-responsive Bidders in response to the Report and accepted by Canada will be deemed to replace, in full, only the non-responsive information or response in the Bidder's original bid as identified in the Report and will be used for the remainder of the bid evaluation process.
 4. Where the price for a required line item has been left blank, only the missing information may be added to the Financial Bid for Step 2, except that, in those instances where the addition of such information will necessarily result in a change to other pricing or cost information previously submitted as a result of calculations required by the solicitation (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. Any other changes to the Bid shall be considered to be new information and will be disregarded.
 5. Any adjustments to a non-responsive bid are at the Bidder's sole discretion and will be made solely by the Bidder. Canada will not provide information about any other bid or any information as to how a Bidder should complete its response, if any, to the Report. Bidders are and will remain solely responsible for the accuracy and completeness of their bids and Canada does not undertake, by reason of this review, any obligations or responsibility for

identifying errors or omissions in bids submitted nor does Canada undertake to identify any or all such errors or omissions. Bidders are and will remain solely responsible for ensuring consistency of the information submitted in their bids at all times. Without limiting the foregoing, bidders are and will remain solely responsible for ensuring that any information provided in response to the Report is consistent with any other information originally submitted in their bid in response to other requirements. Failure to do so may prejudice the evaluation of previously submitted information and/or render the bid non-responsive.

6. For those instances where a Bidder chooses not to submit additional or different information for a requirement identified as non-responsive in the Report, the Bidder must submit a response indicating "No Change" for such requirement and the original response for that item will continue to apply. If a Bidder does not respond to a requirement identified as non-responsive, the Bidder will be deemed to have provided a "No Change" response and the original response for that item will continue to apply.
- d. Once a Preliminary Evaluation Report has been issued and non-responsive Bidders have submitted further information in response to the Report:
 - i. Canada will conduct a final review of the non-responsive requirements listed in the Report provided to each Bidder, taking into account the additional or different information submitted, to determine if these requirements have been met as required in the solicitation. Should one or more of the requirements initially evaluated as non-responsive continue to be evaluated as non-responsive after review of the additional or different information, the bid will be deemed non-responsive and will not be given any further consideration. The bid will also be evaluated as non-responsive if the additional or different information submitted renders non-responsive any other mandatory requirements.
 - ii. Bids that have demonstrated responsiveness at the conclusion of the final review of all mandatory requirements will continue to be evaluated at Step
 - e. Canada will conduct a full review and evaluation of the Financial Bids for those Bidders, whose bids have demonstrated responsiveness at the conclusion of the final review of all mandatory requirements.

(End of page)

1.1.1 Mandatory Technical Criteria

The following Mandatory requirements must be submitted with the bid for evaluation

- Technical compliance to Annex "A" and "B";
- Acceptance of terms and conditions as mentioned in the bid solicitation;
- Completion of the proposal;

1.2 Financial Evaluation

- Compliance with Pricing Basis;

The total bid price will be determined using the unit prices, hourly labour rates and mark-up quoted in the Financial proposal. Calculation will be as indicated in the Price List - Annex "C".

2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all evaluation criteria to be declared responsive. The responsive bid with the lowest Total Bid Price will be recommended for award of a contract.

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.

1 Certifications Required with the Bid

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

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.

1.2 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#)

1.2.1 *SACC Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition

Bidders should submit this certification completed with their bid. If the certification is not completed and submitted with the bid, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to submit this completed certification. Failure to comply with the request of the Contracting Authority and submit the completed certification will render the bid non-responsive

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.

2.1 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" 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.

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

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

(End of page)

2.2 Additional Certifications Precedent to Contract Award

2.2.1 Status and Availability of Resources

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

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

2.2.2 Education and Experience

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

2.2.3 General Environmental Criteria Certification

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

Bidders' Authorized Representative Signature

Date

or

(End of page)

- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

Bidders' Authorized Representative Signature

Date

(End of page)

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

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 sites 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.

2 Financial Capability

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

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 Part 7 article 16.

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.

(End of page)

PART 7 - RESULTING CONTRACT CLAUSES

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

1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Individual Task Authorization issued under this contract.

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.

2.1 General Conditions

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

2.2 Supplemental General Conditions

[4007](#) (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, apply to and form part of the Contract.

3 Security Requirements

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Facility Security Clearance to 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/ PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/ PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex D;
 - (b) Industrial Security Manual (Latest Edition).

3.2 The Company Security Officer (CSO) must ensure through the Industrial Security Program (ISP) (<https://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>) that the Contractor and individuals hold a valid security clearance at the required level.

4 Term of Contract

4.1 Period of the Contract

The period of the Contract is from date of Contract to _____ inclusive (to be entered at contract award).

4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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.

5 Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Benoit Guertin – Supply Specialist
Public Works and Government Services Canada - Acquisitions Branch
Logistics, Electrical, Fuel and Transportation Directorate - "HN" Division
7B3, Place du Portage, Phase III, 11 Laurier Street, Gatineau, QC, K1A 0S5
Telephone: (819) 420-0331
E-mail address: benoit.guertin@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.

(End of page)

5.2 DND Authority (To be entered at contract award)

5.2.1 Technical Authority for the Contract is:

Name:

Title: _____

Telephone :

E-mail address:

The Technical Authority (TA) 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 TA. However, the TA 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.

5.2.2 Procurement Authority

The Procurement Authority for the Contract is:

Name:

Title: _____

Telephone :

E-mail address:

The Procurement Authority is responsible for DND Contract Management and is the only organization that can authorize Task Authorization (DND626) and additional work against this requirement.

5.3 Contractor's Representative

Name:

Telephone No.

Facsimile No.

E-mail address:

6 Payment

6.1 Basis of Payment

In accordance with Annex "C" and the task authorization, the Contractor will be paid the firm unit prices and firm hourly rates and mark-ups in Canadian funds, GST/HST extra. Freight charges to destination and all applicable Custom duties and Excise taxes extra, as applicable.

The above 'Basis of Payment' also applies for option years.

6.2 Limitation of Expenditure - Cumulative Total of all Costs and Task Authorizations
DND budget is estimated at \$ 24,500,000.00, plus applicable taxes, for the entire potential period of contract, which is the initial three (3) years and the four (4) 1-year options.

Canada's total liability to the Contractor under the Contract for all costs and authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the maximum sum of **\$ 10,500,000.00**. Goods and Services Tax (GST) and/or the Harmonized Sales Tax (HST) extra, as applicable. 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.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- when it is 75 percent committed, or
- four (4) months before the contract expiry date, or
- 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.

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.

6.3 Electronic Payment of Invoices – Contract

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

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

6.4 Discretionary Audit

The Contractor's certification that the price or rate is not in excess of the lowest price or rate charged anyone else, including the Contractor's most favored customer, for the like quality and quantity of the goods, services or both, is subject to verification by government audit, at the discretion of Canada, before or after payment is made to the Contractor. If the audit demonstrates that the certification is in error after payment is made to the Contractor, the Contractor must, at the discretion of Canada, make repayment to Canada

in the amount found to be in excess of the lowest price or rate or authorize the retention by Canada of that amount by way of deduction from any sum of money that may be due or payable to the Contractor pursuant to the Contract.

If the audit demonstrates that the certification is in error before payment is made, the Contractor agrees that any pending invoice will be adjusted by Canada in accordance with the results of the audit. It is further agreed that if the Contract is still in effect at the time of the verification, the price or rate will be lowered in accordance with the results of the audit.

6.5 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 "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Contracting Authority. All payments are subject to government audit.

6.6 Time Verification

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

7 Invoicing Instructions

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.
Each claim must show:
 - a. all information required on form [PWGSC-TPSGC 1111](#);
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. a list of all expenses;
 - d. expenditures plus pro-rated profit or fee;
 - e. the description and value of the milestone claimed as detailed in the Contract.

Each claim 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, travel and living expenses;
 - c. a copy of the task report.
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
3. The Contractor must prepare and certify one original and two (2) copies of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Procurement Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.
4. The Contractor must not submit claims until all work identified in the claim is completed.

8 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.

When feasible, the contractor is encouraged to employ or subcontract local indigenous business or people to perform the work in a comprehensive Land Claim agreement area.

8.1 Task Authorization Process

The DND 626 "Task Authorization" form is the Task Authorization method that will be used to authorize specific Tasks under this Contract. The following administrative process applies:

- a) The Technical Authority (TA) will prepare a draft Task SOW fully describing the Scope of Work required for the Task and specifying the details listed in sub article below
- b) The TA will submit this draft Task Sow (without the DND 626 form) through the PA to the Contractor specifying the funding limitation for the Task, the Work requirement, the acceptance criteria for the Work, the types of reports required, and the scheduled date of completion. The PA will revised to ensure that the Task is within the Scope of Work of the Contract;
- c) The PA will request that the Contractor review the Task SOW and provide

an accurate quote within a specified time limit, using the rates established in the Contract and based on the Contractor's Level of Effort (LOE) needed to complete the Task. The LOE quote must provide an accurate cost estimate and schedule for producing the requested deliverables. The LOE quote must clearly identify all applicable charges.

- d) The Contractor must, within the time limit specified by the PA, provide the LOE quote and/or notify the PA of the status of the proposed Task SOW response. Should the time limit specified by the PA not be sufficient, the Contractor must submit the LOE quote within a time period that is mutually acceptable to the PA and the Contractor.

The Contractor must ensure that the requested Task does not exceed the Scope of Work for this contract and that the Contractor is fully capable of producing the requested deliverables by achieving the essential functions at the lowest cost consistent with the required performance, reliability, quality and safety. Should the Contractor have any doubt with respect to the Work requested in the Task SOW, the Contractor must submit Task SOW change recommendations to the TA prior to acceptance of the Task Authorization (DND 626).

- e) The Contractor must submit to the TA, the following written details:
- i. The estimated labour hours, the total estimated cost, calculated in accordance with the terms and conditions of the Contract;
 - ii. A list of personnel (including their associated Labour Category and Labour Rate) assigned to perform the Task;
 - iii. The schedule for completion of the Work;
 - iv. The Contractor's acceptance or rejection of the proposed Task SOW, subject to receipt of a certified Task Authorization (DND 626).
- f) The contractor must include, in the cost estimate referred to above, all applicable charges, including direct labour charges, material, subcontracting, travel and living expenses, applicable profit/fees, and applicable taxes - all in accordance with the Basis of Payment and the Contract.
- g) Once the TA, PA and Contractor have understood and agreed with the Task details, the TA will review the quote with the PA and in accordance with the sub-article 8.2 " Task Authorization Limit ", seek approval to

proceed with the Task Authorization (DND 626).

- h) The DND626 will contain an estimated ceiling price or a firm fixed price and the work to be perform. The estimated ceiling price shall not be exceeded without the authorization of the TA and the approval of the PA. At 75% of the estimated ceiling price the Contractor must advise the PA immediately by email if a cost overrun is anticipated. The Contractor shall submit a request for an increase to the DND626 ceiling price to the TA. The DND626 amendment request must include an amended cost breakdown to indicate the reason for the increase. The Contractor shall not exceed the current DND626 approval level of expenditure until they have received an amended DND626 approved by the PA.

The DND626 and any subsequent DND626 amendments will be distributed by the PA as follows:

- 1 copy to Contractor 1 copy to TA
- 1copy to PWGSC
- 1 copy to Site Commander as required.

8.2 Task Authorization Limit

1. DND procurement authority may issue task up to \$400,000.00 Goods and Services Tax or Harmonized Sales Tax included, inclusive of any amendment. Tasks over this limit will be passed to the Contracting Authority for review and signature prior to release to the contractor.
2. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the total value of the contract.
3. 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.
4. 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.

5. 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.

8.3 Canada's Obligation - Portion of the Work - Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

9 Periodic Usage Reports - Contracts with Task Authorizations

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

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

The data must be submitted on a quarterly basis to the Contracting Authority and the Project 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 20 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:

(End of page)

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, GST or HST extra;
- (iv) the total amount, GST or HST extra, expended to date against each authorized task;
- (v) as applicable, when a task is completed, the committed amount should be reduced to reflect the actual expenditure and the change should be reflected in the record of TAs;
- (vi) the start and completion date for each authorized task; and
- (vii) the active status of each authorized task, as applicable.

For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the contract as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, GST or HST extra, expended to date against all authorized Task.

The Annual report on employment of indigenous business or employee on settlement area must be provided on an annual basis using Annex F.

10 Comprehensive Land Claims Agreements (CLCAs)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Inuvialuit,
- Gwich'in,
- Nunavut,
- Tlicho

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

When is feasible, the contractor is encourage to utilize local indigenous business or employee to perform the work in the settlement area.

11. Delivery Points

As per specified in the Task Authorization.

(End of page)

12 Certifications and Additional Information

12.1 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.

12.2 Federal Contractors Program for Employment Equity - Default by the Contractor

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

12.3 Canadian Content Certification

1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause [A3050T](#).
2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

13 Applicable Laws

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

14 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 condition 4007 (2010-08-016) Canada to Own Intellectual Property Rights in Foreground Information;
- (c) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Price List;
- (f) Annex C, Security Requirements Check List;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated____(insert date of bid) (If the bid was clarified or amended, insert at the time of contract award:", as clarified on____" or ", as amended on__" and insert date(s) of clarification(s) or amendment(s)).

15 Defence Contract

SACC Manual clause A9006C (2012-07-16) Defence Contract

16 Insurance Requirements

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

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. 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.

16.1 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. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

16.2 Rigger's Liability Insurance

1. The Contractor must obtain Rigger's Liability Insurance, in an amount usual for a contract of this nature, but for not less than \$ 2,000,000.00 per accident or occurrence and in the annual aggregate. The Contractor's Riggers Liability Insurance must provide coverage for loss or damage to all Government Property under its care, custody or control, and must be maintained in force throughout the duration of the Contract. The Government Property must be insured on Replacement Cost. The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The Rigger's Liability Insurance policy must include the following:
 - a. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - b. Loss Payee: Canada as its interest may appear or as it may direct, for loss or damage to Government property in the Contractor's care, custody or control.
 - c. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

16.3 Errors and Omissions Liability Insurance

1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional 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 \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
2. 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.
3. The following endorsement must be included: Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

17 Work Site Access

Authorized representatives of Canada must have access to any site where any part of the Work is being carried out at any time during working hours to make examinations and such tests of the Work as they may think fit.

Solicitation No. - N° de l'invitation
W8484-178689/A
Client Ref. No. - N° de réf. du client
W8484-178689

Amd. No. - N° de la modif.
File No. - N° du dossier
hn460.W8484-178689

Buyer ID - Id de l'acheteur
HN460
CCC No./N° CCC - FMS No./N° VME

18 Canadian Forces Site Regulations

The Contractor must comply with all standing orders or other regulations, instructions and directives in force on the site where the Work is performed.

ANNEX “A”

**STATEMENT OF WORK
VERSION 3.0**

FOR

**REPAIR AND OVERHAUL OF
LF, MF, HF, MICROWAVE, and SATELLITE
ANTENNA SYSTEMS**

Effective Revisions

Document	Revision Number	Date
SOW	3	9 Jan 2012
Appendix 1	0	9 Jan 2012
Appendix 2	0	9 Jan 2012
Appendix 3	0	9 Jan 2012
Appendix 4	0	9 Jan 2012
Appendix 5	0	9 Jan 2012
Appendix 6	0	9 Jan 2012

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1.0 SCOPE

1.1 Purpose This Statement of Work (SOW) defines the work requirement necessary to support and accomplish the repair and overhaul (R&O) of the antennas, antenna structures, towers and communications dishes and cabling that comprise the strategic national communications infrastructure utilized by the Canadian Forces (CF).

1.2 Background The Department of National Defence (DND) has a requirement for the provision of repair, overhaul, calibration, testing, modification, installation, dismantlement, packaging, engineering, instruction and support services for a large family of antenna systems distributed across Canada on antenna farms, sites, and bases. The technical authority (TA) reserves the right to amend quantities and location of materials listed in Appendix 2.

1.3 Terminology The list of acronyms contained in Appendix 6 support this SOW and must be considered as supplemental information if not referred to in the text.

2.0 SPECIFICATIONS AND APPLICABLE DOCUMENTS

The specifications and documents of current issue and future revisions must form part of this R&O contract. They are listed in Appendix 5 - Specifications and Applicable Maintenance Documents and Appendix 4 - Antenna Maintenance Work Specification for Inspection, Testing and Minor Repair.

3.0 REQUIREMENTS

3.1 General

The work performed under this SOW, on an as and when requested basis, must involve, but not be limited to, the following:

- a. In-plant repair, overhaul and calibration;
- b. In-plant design, fabrication of prototypes, and embodiment and documentation of approved modification;
- c. In-plant reduction to spares; and
- d. Engineering investigation, technical studies, engineering and design services, and additional work assignments. (AWA)
- e. Mobile Repair Party (MRP) will include, but not be limited to;
 - i. Inspection and Minor repair (as fully defined in Appendix 4)

- ii. additional work/repairs to clear safety hazards, or meet operational requirements as authorized by the TA or his designated representative during the initial inspection or minor repair;
- iii. major on-site task (including **minor repair**, as defined in Appendix 4, to Annex A, para. 1.3, b. authorized by DND 626 subsequent to an initial inspection and minor repair (Item 3.1 e(i)) that is detailed in a final report(s);
- iv. emergency or other work, when notified by TA, Contractor response time must not exceed 48 hrs crew on Site;
- v. dismantling and crating of antenna systems at any site;
- vi. special investigations, studies, engineering, geological, technical and environmental studies, undertake and provide engineering data relevant to these investigation(s);
- vii. provide instruction to DND on rigging, antenna lowering and erection, antenna tuning units, **antenna matching units and baluns, antenna control systems; and**
- viii. supplies, materials, and supporting elements, supplied by the Contractor as contractor furnished materiel (CFM), in-plant manufactured parts, repairs to government supplied material(s) (GSM), materiel for special investigations, assembly of modification kits, reproduction of drawings and engineering orders, packaging and crating materials, etc.

The MRP will form the major activity of the R&O contract. When authorized by DND the Contractor will be required to have MRPs proceed in accordance with the agreement reached through consultation with an identified site or as directed by the TA during an Urgent Requirement. Contractor must have a crew on Site within 48 hrs of notification by the TA during an urgent situation. The major transmitting and receiving sites are listed in Appendix 1.

3.2 Tasking of Work The Contractor must receive a task authorization against this contract through the issuance of authorized and approved DND 626.

3.3 Mobile Repair Party

3.3.1 Acceptable MRP To perform any work approved under the contract, the MRP must have a designated foreman or crew chief and a company electronics technician who follow the requirements of ISO 9001 2000 (or latest version), and any additional skilled personnel that may be required to meet job requirements.

3.3.2 Crew Experience Level

3.3.2.1 Foreman/Crew Chief: The Contractor designated foreman/crew chief must have minimum of 6 (six) years experience in the last 8 (eight) years, of which the last 3 (three) years were as a team leader in the installation and/or maintenance of antenna systems in the microwave, broadcast, LF MF HF fields.

3.3.2.2 Electronic Technician: The electronics technician must have, at the minimum, an Electronics Technician Diploma, and 5 (five) years of related experience in electronics and testing. Specifically, the electronics technician must have a minimum of 4 (four) years of experience in the last (8) eight years in antenna systems in the LF HF range, microwave, satellite, and broadcast fields.

3.3.2.3 All of the above individuals must meet the security requirements of the site.

3.3.3 Tools and Equipment In addition to the normal/proper company tools, material, pole line hardware equipment, test equipment, manuals, SOPs etc., required to perform the work, the Crew Chief must have in his possession, at all times, the following items relevant to the job:

- a. copies of all annexes to the contract;
- b. the specifications and/or manuals defined in Annex A;
- c. a copy of the approved DND 626 and all specifications and drawings identified therein;
- d. company supplied and DND approved “Inspection Check List” forms to record condition of antenna systems on arrival, work performed and the initial and final test results for all antenna systems including towers and supporting structures; and
- e. company supplied Authorization, Time and Material Record (AT&MR) form.

3.4 Conduct of Employees on DND Sites, Stations and Bases The contractor must be responsible, under the overall control of the Commanding Officer, for the good conduct of its employees, and must require such employees to carry out the instructions and directions of the Commanding Officer relating to their conduct and order. Contractor personnel must acquaint themselves with Station Standing Orders.

3.4.1 Upon arrival at a Canadian Forces station or base, company personnel will report to the Commanding Officer or his designated representative. When arrival at an activity is during other than normal working hours, Contractor personnel will report to the Duty Officer of the Day.

3.4.2 The Contractor will ensure that all its personnel, before assignment to a Canadian Forces station, are familiar with military customs and courtesies, and have a general knowledge of the organizational structure of the particular military organization.

3.4.3 Upon completion of the work, the Contractor must report to the Commanding Officer or his designated representative and provide a verbal report on the work performed, noting any outstanding deficiencies and indicate when the deficiencies will be corrected.

3.5 Accommodation and Meals Accommodation and meals may be available and provided in DND establishments; however, Contractor personnel must be cognizant that these are permanent military organization having jurisdiction over the satellite sites. When no off-site accommodations are available or are not plausible, Crown messing and lodging facilities may be utilized by

Contractor personnel during the performance of the work, at the discretion of the Contractor and with the agreement of The Commanding Officer. The Commanding Officer of the military base will, upon request, provide information concerning the availability of such facilities. Normally, accommodations and meals are not available.

3.5.1 Off-site accommodation is not available at Alert, Nunavut; therefore, DND messing and quarters must be utilized.

3.5.2 Contractor must reimburse DND for the services or facilities used by his personnel at rates that may be specified by local DND regulations.

3.6 Site Clean Up The Contractor must leave the sites and all DND Quarters and/or facilities used in a tidy and orderly condition to the satisfaction of the Base Commander or his delegated representative. Contractor personnel must remove all signs of their activities from the site. All unsalvageable surplus materials must be taken possession of by the Contractor, and removed from the site. All salvageable material must be stored where designated by the Site Commander or his delegated representative.

3.7 Reports

3.7.1 General It is imperative that all records be accurate and complete in every detail, therefore, on completion of the work specified in the Work Order, and prior to leaving the site, the contractor's representative will review all records with, and provide a copy of all records, to the DND representative. The subject copy(s) will be signed by the DND representative and forwarded to the TA. The Contractor must prepare and submit reports to the TA, as follows:

- a. Project Task status reports, as requested in the Contract, must be reported by fax, e-mail or letter. Weekly Progress Reports are to be numbered consecutively and to include contract number, project number, site, and sender's name. Arrival date is to be included in the first report and estimated completion dates in subsequent messages. Separate messages are to be sent on arriving at, and departing from each site,
- b. Task Final reports, will be provided in one hard copy and three electronic copies and must include, but not be limited to, all pertinent detail which would allow the reader to establish what work was performed, corrective maintenance completed, material consumed, test results (i.e. Variable Standing Wave Ratios), before and after photographs (mandatory), future work requirements, future material requirements and recommendations. All final reports must include the following stand alone statement:
 - (i) This document is the property of the Crown. The information contained in this document must not be disclosed to an organization or individual unauthorized to receive this information. Tests and the illustrations, whether in photograph, chart or diagram form, are Crown Copyright Reserved, and

must not be reproduced in whole or in part, without prior approval from the Department Of National Defence, Ottawa.

- (ii) This report contains information and/or recommendations on the performance, design and operation of equipment. These recommendations are studied by the National Defence Headquarters in conjunction with other relevant information. Those adopted are promulgated to units through the medium of Technical Orders. None of the recommendations or suggested modifications contained herein are to be adopted without prior authorization by the TA.

3.8 Special Investigations and Technical Studies (SITS)

3.8.1 Upon receipt of an approved DND 626, the Contractor must undertake Special Investigations and Technical Studies (SITS) and must provide engineering data relevant to these investigations including reproducible drawings when required. When drawings are required, they must be prepared, processed and approved with CF-STD D-01-400-001/SG-000 Engineering Drawing Practices for Class 1 Drawings and Technical Data Lists.

4.0 NOTES

4.1 Performance and Reliability When no inspection plans exist or are deemed inadequate, by the Contractor or the TA, the Contractor must, prior to proceeding with the work, submit to the TA his standards of performance and reliability for approval.

4.2 Work Authorization As per contract.

4.3 Standard of Repair and Overhaul The Contractor must repair, test, and overhaul every arising in accordance with specifications listed in the Contract' and/or in the task authorization DND 626.

4.3.1 Minimum Repair The minimum repair on every arising must include a thorough cleaning of all electrical connections, inspection of mechanical and electrical components, sags, tensions and testing necessary to locate and identify defects and deficiencies to determine the extent of repairs and parts replacement required.

4.3.2 Major Repair Major repair must include the repair of all faults, electrical, mechanical, and structural, and incorporate those modifications, as per DND 626, necessary to render the equipment serviceable.

4.3.3 Technical Data The Contractor is responsible for obtaining all specifications and maintenance specifications listed in Appendix 5 of the SOW. If necessary the Contractor must negotiate with PSPC for drawings or manufacturer's specifications on proprietary or vendor items. All such data and information becomes the property of DND and copies must be furnished to the TA. All technical documentation used for R&O purposes must be approved by the TA before any work is started.

5.0 INVESTIGATION

5.1 Unsatisfactory Condition Report (UCR) Investigation The Contractor may be tasked to investigate any UCR. The Contractor must prepare and submit in accordance with CFTO D-01-100-110/SF-000 a final engineering report. Additional requirement(s) may be specified in the DND 626.

5.2 Locally Manufactured Parts The Contractor must have the ability and the facilities to manufacture certain parts. For example, the Contractor may have to manufacture components for temporary repairs to tower structures or antenna arrays. The Contractor may subcontract the manufacturing of certain parts upon approval of the TA.

5.3 Locally Fabricated Parts The TA will determine the requirement for referencing of parts “Fabricated Locally” which will fall into two categories:

- a. Parts, which are copies of the referenced item(s). These will adopt the reference item(s) NATO Stock Number (NSN); and
- b. Deliver such finished work free from all defects to the delivery point specified in the contract unless otherwise agreed to by the TA.

6.0 REPLACEMENT COMPONENTS

6.1 Authority Prior to the utilization of non-approved components for replacement of catalogued, or components listed in the equipment publications, the Contractor must prepare and submit to the TA a Materiel Change Notice and a Request for Waiver and Deviation in accordance with CFTO D-01-100-215/SF-001. Components not approved by the TA must not be utilized.

7.0 CALIBRATION OF TEST EQUIPMENT

7.1 Calibration Seal The Contractor must ensure that all test equipment utilized in any tasking carries a valid calibration seal and/or certificate, traceable to National or International standards (i.e. ISO 9002 or latest version)).

Major Transmitting and Receiving Sites

1. Great Village	- TX
2. Masstown, N.S.	- RX
3. Newport Corner, N.S.	- TX
4. Mill Cove, N.S.	- RX
5. Point Petre, ON.	- TX
6. Carrying Place, ON.	- RX
7. Leitrim, ON.	- RX
8. Ottawa, ON. (Walkley Rd.)	- TX/RX
9. Cardiff, AB.	- TX
10. Riverbend, AB.	- RX
11. Aldergrove, B.C.	- RX
12. Masset, B.C.	- RX
13. Gander, NF	- RX
14. Matsqui, B.C.	- TX
15. Albert Head, B.C.	- RX/TX
16. Alert, NT	- RX/TX
17. Yellowknife, NT	- RX/TX
18. Inuvik, NT	- RX/TX
19. Iqaluit, NT	- RX/TX
20. Rankin Inlet, NT	- RX/TX
21. Resolute, NT	- RX/TX
22. Cold Lake, AB	- RX/TX

**Department of National Defence
Antenna Farm Site Locations and Antenna Data
For
Antenna Maintenance**

Qty	Model	No of Mast	Height of Mast	Type of Mast	MFRG	Description
<u>PRAIRIE AND PACIFIC REGION</u>						
Aldergrove B.C. - Receiver						
1	Tower	1	295 ft.	Steel	Trylon	Microwave Tower 200' SS + 95' Guyed Millard
1		1	35 ft	Fibreglass	TMC	VLF
4 (array)	780-3	12	170 ft	Steel	Andrew	Three Bay Horizontal LP (Note: Each array consist of 3 Antennas
2	2001-2-3K	1	92 ft	Steel	Andrew	Omni Log Periodic
1	24 element		7 to 10 ft	Wooden	Petrie Comms	Sterrrable Beverage Rosette Antenna
1	DND Delta	1	80 ft	Aluminum	DND	Delta
1	16 element		7 to 10 ft	Wooden	Petrie Comms	16 element Beverage Antenna
CFB Cold Lake						
1	SS	1	100 ft	Steel	Trylon	Bldg 19
1		3	30 ft	SS	Valcom	Roof top, Hgr #1
1	Delta	1	80 ft	Steel	Millard	Delta, Bldg 178
1	437B	1	60 ft	Steel	Trylon	AGA, Bldg 172
1	Polestar	1	60 ft	Aluminum	Polestar	Hgr #10
1	Beacon	1	40 ft	Wooden		Arfld, Bldg 105

APPENDIX 2 to ANNEX A to W8484-178689

Qty	Model	No of Mast	Height of Mast	Type of Mast	MFRG	Description
1	Guyed Tower	1	480 ft	Steel	L&R	PLER, Bldg 316
1	Guyed Tower	1	200 ft	Steel	L&R	PLER, Bldg 316
1	Guyed Tower	1	200 ft	Steel	Maxtower	PLER, Bldg 316
Matsqui B.C. - Transmit						
1	16 element	149	7 ft	Wooden	Petrie Comms	16 element Beverage Antenna
2	530-4-03	2	92 ft	Aluminum	TCI	Omni Directional
1	DND	2	80 ft	Aluminum		Dipole Horizontal
1	DND	1	75 ft	Wooden		Dipole Vertical
1	DND Dipole	Nil				Tilted Dipole Mounted on VHF Tower at 75' Level
4	DND	4	75 ft	Wooden		Dipole Titled
4	1794-14K	4	70 ft	Steel	Andrew	Broadband Omni
1	1730-24K	1	100 ft	Steel	Andrew	RLPA
2	LPH-89E	4	92 ft	Steel	AP	RLPA
1		1	600 ft	Steel	LeBlanc	LF Antenna
1	TE2159AL	1	450 ft	Steel		LF Antenna
1		1	500 ft	Steel	LeBlanc	LF Antenna
4	MPS-10M/2A	4	39 ft	Fibreglass	AP	Broadband Vertical-Polatized Whip
1	Tower SS	1	280 ft	Steel		Microwave Tower
1	SPQ 230-42/2	1	160 ft	Steel	AP	HF Spiral Ant
Cardiff AB. - Transmit						

APPENDIX 2 to ANNEX A to W8484-178689

Qty	Model	No of Mast	Height of Mast	Type of Mast	MFRG	Description
1	DND (Mod)	6	92 ft	Wooden	DND	DND Discone Omni
2	1507	2	100 ft	Steel	Hy-Gain	Log Periodic Dipole
1	Tower SS	1	125 ft	Steel	Wind Turbine	Microwave Tower
1	1730-17K	1	100 ft	Steel	Andrew	RLPA
3	LPH-89E	6	92 ft	Steel	AP	RLPA
2	747CD-3	2	75 ft	Steel	Andrew	Horizontal Polarized Log Periodic
2	530-4-3	2	92 ft	Steel	TCI	Elliptically Polarized Broadband Antenna
Masset B.C. - Receive						
1	AN/FRD/10				RCA	Omni Directional DF
1	DND	5	1 x 110 ft 4 x 30 ft	Aluminum		Crossed Loop
1	Beverage		7 ft	Wooden		Long wire Beverage Antenna
1		2	80 ft	Wooden		Grounded Loop Antenna
Riverbend AB. - Receive						
2	1507	2	100 ft	Steel	Hy-Gain	Log Periodic Dipole
2	2001-2-3K	2	92 ft	Steel	Andrew	Omni Log Periodic
1	726-2	1 1	140 ft 27 ft	Steel Wooden	Andrew	Vertical L.P.
4	LPH-89E	8	92 ft	Steel	AP	RLPA
1	Tower	1	80 ft	Steel	Wind Turbine	Microwave Tower
Albert Head B.C. - Receiver/Transmit						

Qty	Model	No of Mast	Height of Mast	Type of Mast	MFRG	Description
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1	SPQ-230-43/1	1	161.5 ft	Steel	AP	HF Spiral Ant
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ONTARIO AND QUEBEC REGION

Walkely Rd. Armours (Ottawa) - Transmit

1	SPQ-230/55	1	84.3 ft	Steel	AP	HF Spiral Ant
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Carrying Place ON - Receiver

3	237C-1	9	3 x 140 ft 6 x 130 ft	Aluminum	Collins	Fixed Log Periodic
2	2001-2-3K	2	92 ft	Steel	Andrew	HF Omni Log periodic
2	LPH-89E	4	92 ft	Steel	AP	RLPA
1	Tower	1	250 ft	Steel	Wind Turbine	Microwave Tower

Point Petre ON - Transmit

1	DND Discone	12	70 ft	Wooden	DND	Discone Antenna
1	Modified DND Discone	12	70 ft	Wooden	DND/ Andrews	Discone Antenna
3	237C-1	9	3 x 140 ft 6 x 130 ft	Aluminum	Collins	Log Periodic
2	LPH-89E	4	92 ft	Steel	AP	RLPA
1	Tower	1	220 ft	Steel	Wind Turbine	Microwave Tower

Leitrim ON - Receiver

1		5	1 x 110 ft 4 x 30 ft	Aluminum		Crossed Loop
1	PVS1120A	48	24 x 20 ft 24 x 39.5 ft	Aluminum	Plessey	Elevated feed Monopoles, Omni Directional DF
1	24 element	240	7 ft	Wooden	Petrie Comms	Steerable Beverage Rosette Antenna

ATLANTIC REGION

Gander NFLD - Receive

1	AN/FRD-10				RCA	Omni DF
1	DND		51 x 110 ft 4 x 30 ft	Aluminum	DND	Crossed Loop

Great Village N.S. - Transmit

1	LF	1	400 ft	Steel		LF Vertical
2	LPH-89E	4	92 ft	Steel	AP	RLPA
4	237C-1	9	1 x 150 ft 2 x 140 ft 6 x 130 ft	Steel	Collins	Fixed Log Periodic
1	747CA-7	1	75 ft	Aluminum	Andrew	Log Periodic – Hand Rotatable
1	237D-1D	2	240 ft	Steel	Collins	Fixed Log Periodic
1	DND	6	4 x 120 ft 2 x 100 ft	Aluminum	DND	Rhombic (Nested 3 Wire)
2	2001-2-2K	2	92 ft	Steel	Andrew	Omni Log Periodic
2	DND	3	80 ft	Steel	DND	Delta Antenna
1	DND	3	80 ft	Aluminum	DND	Delta Antenna

Masstown N.S. - Receiver

2	LPH-89E	4	92 ft	Steel	AP	RLPA Log Periodic
1	2731	1	100 ft	Steel	Andrew	RLPA Log Periodic
1	747CA-8	1	75 ft	Aluminum	Andrew	Log Periodic Hand Rotatable
1	237D-1A	2	240 ft	Steel	Collins	Fixed Log Periodic
1	237C-1	3	1 x 140 ft 2 x 130 ft	Steel	Collins	Fixed Log Periodic
1	2001-2-3K	1	92 ft	Steel	Andrew	Omni Log Periodic
1	8 element		7 to 10 ft	Wooden		8 element Beverage Antenna

Mill Cove N.S. - Receiver

12	780-2	16	240 ft	Steel	Andrews	Fixed Log Periodic
2	753C-28	2	24 ft	Aluminum	Andrew	Conical Monopole
2	753C-25	2	81 ft	Steel	Andrew	Conical Monopole
1	VRA12	1	35 ft	Fibreglass	TMC	LF Whip
1	24 element		7 ft	Wooden	Petrie Comms	24 element Steerable Beverage Antenna

Newport Corner N.S. - Transmit

1	747V-50	2	1 x 171 ft 1 x 35 ft	Steel Wooden	Andrew	Log Periodic Vertical
1		3	1 x 80 ft 2 x 45 ft	Aluminum Wooden		Sloping Vee
12		16	13 x 60 ft 3 x 75 ft	Aluminum Wooden		Dipole, Horizontal
4		3 1	45 ft 60 ft	Wooden Wooden		Dipole, Vertical
3		3	60 ft – 96 ft	Wooden		Dipole, Tilted

APPENDIX 2 to ANNEX A to W8484-178689

			100 ft			
3	530-4-03	3	92 ft	Aluminum	T.C.I.	HF Log Periodic Omni
1	DND	1	80 ft	Aluminum	DND	Delta
5	1794-14K	5	70 ft	Steel	Andrew	Vertical Broadband
1	217C	1	490 ft	Steel	Abroyd	Vertical LF (NATO)
1	219D	3	550 ft	2 x Steel 1 x Alum.		Vertical LF 147K
5	AS-5088/FRC	5	53 ft	Fibreglass	Valcom	Monopole (manually tunable)
1	2159	1	450 ft	Steel		Vertical LF/MF
1	1794-5K	1	61 ft	Steel	Andrew	Monocone
3	LPH-89E	6	92 ft	Steel	AP	RLPA
4	MPS-10M/2A	4	39 ft	Fibreglass	AP	Broadband Vertical Polarized Whip
1	2001-1-1K	1	92 ft	Steel	Andrew	Omni Log Periodic

NORTHERN REGION

Yellowknife NT - Receive/Transmit

1	2001-2-2K	1	92 ft	Steel	Andrew	Elliptically Polarized Log
1	3065-102-3	2	60 ft	Steel	Andrew	HF Broadband Dipole
1	SPQ 230A	1	102.5 ft	Steel	AP	HF Spiral Ant (FOL)
1	BEV-750-1K	9	7 ft	Wooden	Petrie Comms	750 ft Beverage Antenna

Alert NT - Receive

1	BEV-750-5K	10	7 ft	Wooden	Petrie Comms	750 ft Beverage Antenna
1	BEV-150-5K	3	7 ft	Wooden	Petrie Comms	150 ft Beverage Antenna
1	Tower	1	60 ft	Steel		Microwave Tower
2		8	70 ft	Steel		Three Wire Rhombic
4		164	14 ft	Wooden	DND	Long Wire Beverage
1		5	1 x 110 ft 4 x 30 ft	Steel	DND	Crossed Loop
2	726-2	2	2 x 140 ft 2 x 35 ft	Steel Wooden	Andrew	Vertical polarized Log Periodic Broadband Antenna
1	SPQ-230/55	1	84.3 ft	Steel	AP	HF Spiral Ant
1	PVS1120A	48	24x20ft 24x39.5 ft	Aluminum	Plessey	Elevated Feed Monopoles Omni Directional DF

Inuvik, NT - Receiver/Transmit

2	2001-2	2	92 ft	Steel	Andrew	Omni Log Periodic
4	TA 103	1	15 FT	Aluminum	Andrew	Monopole
1	SPQ-330A	1	102.5 ft	Steel	AP	HF Spiral Ant (FOL)

Iqaluit NT - Receiver/Transmit

2	2001-2	2	92 ft	Steel	Andrew	Omni Log Periodic
4	TA 103	1	15 ft	Aluminum	Andrew	Monopole
1	SPQ-330A	1	102.5 ft	Steel	AP	HF Spiral Ant (FOL)

Resolute NT - Receiver/Transmit

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2	2001-2	2	92 ft	Steel	Andrew	Omni Log Periodic
4	TA 103	1	15 ft	Aluminum	Andrew	Monopole

Rankin Inlet - Receiver/Transmit

1	LRM24 Tower	1	1 x 60 ft 2 x 15 ft	Steel Steel	L&R	Droopy Dipole
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**TYPICAL MICROWAVE COMMUNICATIONS SYSTEMS
ANTENNA MAINTENANCE
LOCATION**

Regions: Pacific/Prairies
Ontario/Quebec
Atlantic
Northern

REGION	SYSTEM NAME	SIT	MANUF	TYPE	FREQ. BAND	FEEDER TYPE	MAST TYPE	HEIGHT ON MAST	REMARKS
Pacific/Prairies	Aldergrove	Aldergrove	Andrew	P8F-17C	1.7 GHz	Helix	AWSS	60 Ft	
Pacific/Prairies	Aldergrove	Aldergrove	Andrew	P8F-17C	1.7 GHz	Helix	AWSS	60 Ft	
Ontario/Quebec	Bagotville	Base	Andrew	PLIO-82C	8.5 GHz	Waveguide	Guyed	10 Ft	
Ontario/Quebec	Bagotville	Lac Castor	Andrew	PLIO-82C	8.5 GHz	Waveguide	AWSS	100 Ft	
Pacific/Prairies	Cold Lake	Base	Prodelin	145-741	5.0 GHz	Waveguide	AWSS	90 Ft	
Pacific/Prairies	Cold Lake	PLER	Prodelin	143-741	5.0 GHz	Waveguide	Guyed	250 Ft	
Pacific/Prairies	Edmonton	Riverbend	Andrew	P817-17C	1.7 GHz	Helix	Guyed	125 Ft	
Pacific/Prairies	Edmonton	Cardiff	Andrew	P817-17C	1.7 GHz	Helix	Guyed	125 Ft	
Pacific/Prairies	Esquimalt	Bldg 211	Andrew	HP4-220B HP6-220B	23 GHz	Waveguide	Bldg	40 Ft	
Pacific/Prairies	Esquimalt	Rocky Point	Andrew	HP4-220-13	23 GHz	Waveguide	AWSS	40 Ft	
Pacific/Prairies	Esquimalt	Albert Head	Andrew	(2)HP4-22013	23 GHz	Waveguide	AWSS	30 Ft	
Pacific/Prairies	Esquimalt	Signal Hill	Andrew	(2)HP2-220B (2)HP4-22013	23 GHz	Waveguide	AWSS	40 Ft	
Pacific/Prairies	Esquimalt	Work Point	Andrew	HP2-22013 HP6-220B	23 GHz	Waveguide	AWSS	30 Ft	
Pacific/Prairies	Esquimalt	Hospital	Andrew	HP4-22013	23 GHz	Waveguide	Bldg	30 Ft	
Pacific/Prairies	Esquimalt	Malahat	Andrew	HP2-22013	23 GHz	Waveguide	Bldg	25 Ft	
Pacific/Prairies	Esquimalt	Golf Hill	Andrew	(2)HP6-220B	23 GHz	Waveguide	AWSS	10 Ft	
Atlantic	Goose Bay	Base	Sinclair	Yagi	.4 GHz	Helix	AWSS	60 Ft	
Atlantic	Goose Bay	Dome Mountain	Sinclair	Yagi	.4 GHz	Helix	AWSS	30 Ft	
Atlantic	Greenwood	IFRCC	Andrew	P6-144D	15 GHz	Waveguide	AWSS	40 Ft	

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REGION	SYSTEM NAME	SIT	MANUF	TYPE	FREQ. BAND	FEEDER TYPE	MAST TYPE	HEIGHT ON MAST	REMARKS
Atlantic	Greenwood	ASR	Andrew	P6-144D	15 GHz	Waveguide	Bldg	20 Ft	
Atlantic	Halifax	Hospital	Andrew	HP4-220B	23 GHz	Waveguide	Bldg	50 Ft	
Atlantic	Halifax	Shearwater	Andrew	HP4-22013	23 GHz	Waveguide	Bldg	50 Ft	
Pacific/Prairies	Suffield	Bldg 535	Andrew	PL4-65D	6.5 GHz	Heliax	AWSS	30 Ft	
Pacific/Prairies	Suffield	Brutus	Andrew	PL4-65D	6.5 GHz	Heliax	Guyed	55 FtO	
Ontario/Quebec	Trenton	Carrying Place	Andrew	P8F-17C	1.7 GHz	Heliax	Guyed	125 Ft	
Ontario/Quebec	Trenton	Pointe Petre	Andrew	P817-17C	1.7 GHz	Heliax	Guyed	125 Ft	
Northern	HADCS	Skull Point	Andrew	P6F-9	.9 GHz	Heliax	AWSS	20 Ft	
Northern	HADCS	Skull Point	Gabriel	(2)SSP2-52A	5.7 GHz	Heliax	AWSS	35 Ft	
Northern	HADCS	Black Top	Andrew	P6F-9 P1017-9	.9 GHz	Heliax	AWSS	20 Ft	
Northern	14ADC8	Yankee	Andrew	(2) P10F-9	.9 GHz	Heliax	AWSS	20 Ft	
Northern	HADCS	Whiskey	Andrew	P617-9 P1017-9	.9 GHz	Heliax	AWSS	20 Ft	
Northern	HADCS	Victor	Andrew	P6F-9 P10F-9	.9 GHz	Heliax	AWSS	20 Ft	
Northern	HADCS	Ida	Andrew	(2) P10F-9	.9 GHz	Heliax	AWSS	20 Ft	
Northern	HADCS	Grant	Andrew	P8F-9 P10F-9	.9 GHz	Heliax	AWSS	20 Ft	
Northern	HADCS	Alert	Andrew	P8F-9	.9 GHz	Heliax	AWSS	20 Ft	
Northern	HADCS	Astrol	Abriel	(2)SSP2-52A	5.7 GHz	Heliax	Bldg	20 Ft	
Northern	HADCS	Camp	Abriel	(4)SSP2-52A	5.7 GHz	Heliax	AWSS	35 Ft	

D ANTENNA MAINTENANCE WORK SPECIFICATION

FOR

INSPECTION, TESTING AND MINOR REPAIR

1.0 SCOPE

1.1 General It is the intent of this specification that all equipment and components of the antenna system be inspected, adjusted and/or repaired in accordance with the terms and conditions of the contract, and is therefore not limited to the basic specific requirements listed hereunder.

1.2 Task Final Report On completion of tasked work a final report will be prepared by the contractor which shall include a narrative description with checklists for each antenna system. The report will also contain sufficient detailed information including adequate photographic evidence to assist in the assessment of the condition of each antenna system, including recommendations and details for overhaul so that any additional maintenance deemed necessary may be defined by the Technical Authority (TA) for appropriate action.

1.3 Work Definitions

- a. “inspection” is the initial visit to a site authorized by a DND626 issued against the Contract and includes inspection, adjustment, minor repairs and the preparation of a detailed report as specified in this “Work Specification for Antenna Maintenance”;
- b. “repairs” is that work over and above the work defined and authorized during the initial visit to a site for safety or operational purposes, and “minor repair” is that work arising from and authorized by a DND 626 as required; and
- c. “overhaul” is that work “major repair” subsequently authorized by a separate DND 626 to implement all or part of the recommendations made in the Contractor’s detailed report submitted upon the completion of work at any site.

2.0 GENERAL

2.1 Listed below are typical requirements. Additional or supplementary checks and adjustments may be necessary. It is intended that the inspection shall return the antenna system in question to the status defined in the specification for the antenna type provided by DND in the DND626, within the limits and parameters as defined in para 3 (Specific Requirements).

2.2 Definition of Antenna System is defined as the antenna(s), radiating elements, supporting structure(s), base(s), anchor(s), feeder line(s) and their associated structure(s),

grounding system(s), obstruction lighting, matching and terminating device(s) and phased coaxial cables.

2.3 This specification presupposes that the system was functioning prior to the inspection and that major repairs are not required, if during the course of the inspection it is determined that the extent of repair and/or adjustment is beyond the scope of this specification, it shall be reported for further action under the terms of para 1.3b, or 1.3c. A rigger may be required to go down halyards and supporting elements on a bosun's chair or similar apparatus if the requirements of this Specification cannot be met by other means.

3.0 SPECIFIC REQUIREMENTS

3.1 The following requirements are generally applicable to all antenna systems. Additional requirements applicable to specific systems may be required.

3.2 All materiel required shall be contractor furnished. Materiel shall be equal to or better than the original equipment manufacturer (OEM). In the event of any variations required, the procedures of DND 677 (Design Change Procedure) shall apply. The inspection and adjustment of all tensions or sag/tensions of antenna or guy wires of towers and supporting structures, shall be performed in accordance with this specification, including Log Periodic antennas, notwithstanding the inherent complex adjustment that some Log Periodic and other antennas require.

3.3 Methods specified on drawings or in maintenance manuals and specifications shall be adhered to. Where methods are not considered adequate or available, the Contractor prior to proceeding with the work will submit the proposed standard(s) of performance and reliability to which he proposes to perform to the DND TA for prior approval with info copies to the DND PA.

4.0 TEST REQUIREMENTS

4.1 VSWR Testing

4.1.1 On arrival at site and if DND operational requirements allow, all initial VSWR and visual inspections of all antenna systems called up in the DND626 will be performed prior to commencement of any inspection, tensioning or repair. This initial VSWR testing may only be waived by the TA. Final VSWR tests will also be performed on all antenna systems upon completion of work. VSWR testing shall be performed at the Antenna Matching Device, and shall include, as the first trace, a VSWR sweep covering the antenna frequency range terminated by a precision 50 ohm load.

4.1.2 If local AC power for test equipment is not available near any antenna downloads, the contractor will be required to provide an Auxiliary Power Unit or arrange a suitable power source to perform VSWR tests.

4.1.3 DND will not provide test equipment or the services of a technician to perform VSWR measurements except as provided in para 4.6 and 4.7.

4.2 Prior to the inspection of antenna systems, the following systems and antenna VSWR checks will be made and results recorded:

- a. Antennas designed for a single operating frequency shall be tested at their centre-designed frequency; and $\pm 10\%$.
- b. Antennas designed for broadband operation shall be swept across their designated range. As a minimum, tests shall be performed at their lower, centre and upper frequencies.
- c. On complex antennas the coax cable and balun/coupling unit will be considered part of the antenna.

NOTE: Maximum upper HF frequency is 30 MHz.

4.3 The electronic test equipment used to evaluate the VSWR parameters on HF antennas must provide a simultaneous sweep display normally through the 2.0 to 30.0 MHz range of frequencies or return loss at specified frequencies within the range of interest. The form of the display should be suitable for producing a permanent calibrated record either by diskette, X-Y recorder or photographic. The record shall be linear and calibration markers not exceed 5 MHz intervals.

4.4 On completion of an inspection and prior to returning an antenna to service, the following VSWRs will be taken and recorded:

- a. at the antenna downloads, including the impedance matching device, sweep the antenna over its design frequency range, maximum frequency not to exceed 30 MHz. Record results; and
- b. disconnect the feeder system from the equipment and terminate in its characteristic impedance (i.e., 50 or 75 ohm non-inductive resistor), sweep the feeder system to establish VSWR. Record results.

NOTE: The terminated line should be swept at the highest possible frequency range to provide extra information on minor discontinuities in the line.

4.5 The antenna will be required to be within the VSWR tolerance specified at the time antenna was installed. This information will be provided in the DND626. It is deemed that any calibrated test equipment designed for taking VSWR measurements in the frequency range of interest should not cause any significant change in the VSWR results. Errors enter when the test equipment is improperly calibrated, unproven test methods are used or when the operator does not have the required skills for using the test equipment. A $\pm 5\%$ tolerance will be allowed in results.

4.6 Prior to inspection of an LF transmit antenna, the following checks will be made and results recorded:

- a. request station personnel tune the Antenna Tuning Unit (ATU) and the contractor record the VSWR from the transmitter;
- b. on completion of the inspection and prior to returning the antenna to service, request station personnel to re-check tuning ATU and provide VSWR from transmitters and contractor to record; and
- c. where major work has been performed, i.e., base insulator changes or a significant change has occurred in the initial settings, the antenna base impedance will be measured and recorded in the same manner as the original acceptance.

4.7 Prior to and upon completion of the inspection of an LF receive antenna, the systems serviceability shall be checked by monitoring an LF source.

5.0 ANTENNA MAINTENANCE

- a. Inspect, adjust and record initial and final tensions;
- b. Inspect condition of all insulators, record defects and report for further work under Item 2 of the contract;
- c. Inspect condition of all elements and record defects;
- d. Inspect condition of catenaries, supporting ropes, insulating rods and capacitors and record defects;
- e. Inspect galvanized parts and other hardware where accessible from the ground, tower, or pole and record condition. Where items on any given antenna have deteriorated to a degree that replacement is necessary for immediate safety and/or operational requirements, they will be immediately reported and recommended for replacement or overhaul;
- f. Inspect and correct antenna form – i.e., (sag/tension, parallel elements etc.) applicable to specific antenna type and record initial and final tension(s);
- g. Inspect and adjust all accessible mechanical and electrical connections;
- h. Ensure that turnbuckles are properly adjusted and locked (i.e. approx 50% of total adjustment);
- i. Inspect and adjust antenna downleads for good form;

- j. Inspect coupling and terminating units and record those in poor condition (i.e., connectors, seals, gaskets, insulators and associated hardware). Record type, manufacturer, part number or other relevant information; and
- k. Inspect all halyards and associated hardware including pulley blocks, winches, counterweights and lubricate as necessary. Where counterweights are installed, check tension on halyard and record.

6.0 TOWERS AND SUPPORTING STRUCTURE

- a. inspect, adjust and record initial and final guy wire tensions;
- b. inspect and adjust the plumb of towers and poles. It may be necessary to excavate and/or fill and Compact around pole base;
- c. inspect and record the tower and pole paint condition;
- d. inspect condition of guy wire and base insulators and record conditions;
- e. all obstruction lights shall be replaced during the inspection visit unless site records indicate recent replacement. Replacement shall be in accordance with current Canadian Aviation Regulations and Transport Canada's specifications or as authorized by the TA
- f. inspect general condition of tower electrical system and record defects, i.e., junction boxes, connections, isolation transformers, lightning arrestors, static drain lines etc.;
- g. inspect galvanized parts and other hardware from ground, tower or pole, using binoculars or transit where necessary, and record condition. Where items on any given supporting structure have deteriorated to a degree that replacement is necessary for immediate safety or performance requirements, they will be immediately reported and recommended for replacement or overhaul;
- h. inspect guy grips and record defects;
- i. check turnbuckles, ensure they are properly adjusted and locked;
- j. inspect poles for deterioration and report all defects; and
- k. measure and record guy & tower ground resistance.

7.0 BASE AND ANCHORS

7.1 Check visible portion of concrete bases and anchors, perform repairs to cracks, including grout under base plates. If surface condition indicates possible deterioration, it should be reported for further action.

8.0 GROUND Systems

- a. inspect, clean and tighten connections to tower or antenna, and make necessary repairs to ensure good mechanical and electrical connections, measure and record; and
- b. check and repair obvious broken ground radials by approved method (i.e., solder, crimp, cadweld, etc.). If surface condition indicates possible deterioration it should be reported for further action.

9.0 FEEDER SYSTEMS (OPEN WIRE)

- a. inspect and adjust guy wire tension;
- b. inspect and adjust plumb of poles. To obtain and maintain plumb, it may be necessary to excavate, provide cribbing or fill and tamp around pole base;
- c. inspect and adjust sag and/or tension and record in accordance with Appendix 4;
- d. inspect and tighten cross arm hardware;
- e. inspect and replace damaged stand off and spacing insulators;
- f. inspect visually for good mechanical connections, all splice joints in wire and repair as necessary and record;
- g. inspect galvanized parts and other hardware associated with feeder system. Replace defective items and record. Replacement of feeder system hardware includes guys used on down leads and transmission line poles; and
- h. inspect poles for deterioration and report defects.

10.0 FEEDERS (COAXIAL)

- a. examine visible portion of coax feeders (above ground) for structural damage or deterioration, examine and repair connectors (i.e., seals, gaskets, pins) and record other defects. Replace outer seal after visual inspection and testing as applicable;
- b. check that pressurization is being maintained on air dielectric coax cable and record pressure at dehydrator and termination point where pressure gauges are installed, compare pressure(s) over an 8 hour interval; and

- c. check and report on condition of dehydrator unit or other equipment used for this purpose and record make, model number, etc. of equipment.

11.0 ANTENNA CONTROL SYSTEMS AND LIKE AMPLIFIERS

- a. the inspection of control systems associated with satellite dishes, rotatable antennas and tunable whip antennas will only include the electrical interface panels and mechanical part of the control system and NOT the electronic control. Of the control system. The depth of inspection and minor repair will be limited to FITCAL (feel, inspect, tighten, clean, local/manual alignment of systems and lubricate) replace and record; and
- b. the inspection and minor repair of line amplifiers will be limited to FITCAL and record.

12.0 SPECIAL REQUIREMENTS – EXAMPLES

12.1 In addition to the above specific requirements, the following additional or deleted checks are required on the referenced antenna types:

- a. AN/FRD – 10A Antenna
 - (1) Inspection repair and overhaul shall be in accordance with section 4 Maintenance of EO 35BA-15FRD10A-2 except for the following items which are deleted:
 - (a) 4.4.1(c) any aluminum welding,
 - (b) 4.4.1(e) replacement of base insulators,
 - (c) 4.4.3(d) any required welding,
 - (d) 4.5.1(d) filling cracks with plastic wood and treating of beams with pentachlorophenol,
 - (e) 4.5.2(e) changing glasstrand guys,
 - (f) 4.5.4(e) any required welding,
 - (g) 4.6.4 routine water proofing of antennas,
 - (h) 4.6.1(b) fitting new vibration dampers,
 - (i) 4.7.1(d) filling cracks with plastic wood and treating of beams with pentachlorophenol, and

- (j) 4.7.3(e) any required welding.
 - (2) Inspect ground mat cover, perimeter ditch and general drainage system for erosion and blockage and record.
- b. Plessey Multiple Beam H.F. Antenna System Model PVS1120A
 - (1) Inspection repair and overhaul and testing shall be in accordance with Chapter 4, Maintenance, paragraphs 1 to 13 of Service Manual Publications numbers 336 and 337 contained in CFTO C-61-108-A00/ME-000.

NOTE: VSWR Testing

The requirement for taking VSWR measurements as called up under Testing, Appendix 4, para 4. Testing of this Work Specification shall be waived for the foregoing two antennas and the following requirement substituted:

- (a) Prior to inspection, request the station personnel to test all antennas for VSWR and record all defects; and
 - (b) Upon completion of the inspection and prior to returning the antenna to service, request station personnel to re-check all antennas for VSWR and record the results.
- c. Rotatable Log Periodic Antennas
 - (1) The LPH-89E/J antenna shall be lowered and inspected in accordance with CFTO C-63-249-000/MS-000
 - (2) The Andrew 1730-24K antenna shall be lowered and inspected in accordance with CFTO C-63-210-000/ME-000
 - (3) Andrew 2731 shall be lowered and inspected in accordance with CFTO 63-222-000/MB-000
 - (4) The MAS-1 antenna shall be lowered and inspected in accordance with CFTO C-63-313-000/MS-000

13.0 APPLICABLE SPECIFICATIONS AND RELATED DOCUMENTS

- a. CFTO C-63-189-000/ML-000. Preventive Maintenance of GND Telecom Antenna Systems;
- b. MOT recommendations for lighting obstructions;
- c. CSA Electrical code C22-1 with Supplement R;

- d. CSA Material and Construction A23-1;
- e. C-63-020-001/MF-000. NDHQ Antenna Farms Inspection and Maintenance Manual;
- f. Specifications and drawings as defined in DND626 as applicable to each work task.
- g. Tension shall not exceed 50% of the breaking strength of the wire under environment conditions of 90 MPH wind with ½ inch radial ice or 100 MPH wind, no ice, at 0°F;
- h. C-56-010-004/TP-002. Outside Plant Maintenance; and
- i. C-63-060-000/MF-001. Antenna Maintenance Information Booklet.

14.0 ANTENNA SYSTEMS AND LOCATIONS

Appendix 2 to Annex A

SPECIFICATIONS AND APPLICABLE MAINTENANCE DOCUMENTATION

1. **Documents.** The following documents, of the issue on the date of invitation for bids or request for proposal, form a part of the SOW to the extent specified herein. Copies of specifications, standards, handbooks, drawings and publications required by the contractor in connection with specified R&O functions should be obtained from the procuring activity or as directed by the contracting officer.
2. **Precedence of Documents.** In the event of a conflict between the contract, this SOW, or the referenced documents, the following precedence shall apply:
 - a. The contract and its attachments shall have precedence over any specification or referenced documents;
 - b. This SOW shall have precedence over all reference documents; and
 - c. D-02-002-002/SG-000 and D-02-002-003/SG-000 form the basis for this SOW and as such have precedence over all other referenced documents. Any deviation from, or exception to, any portion of the specification shall be approved in writing by the Technical Authority.

CFTO/DRAWINGS	REMARKS
EO 35BA-15FRD10A-2 Dwg No 409898 Dwg No 409899	Gander, sheets 1-16 Masset, sheets 1-15
C-56-010-004/TP-002	Pole Line Construction and Maintenance
C-63-103-000/ME-000	Millard Masts AB5015, AB5016, AB5017
C-63-104-000/ME-000	Millard Masts AB5018 and AB5019
C-63-105-000/ME-000	AL60P Mast
C-63-118-000/ME-000	1507 LPA
C-63-125-000/ME-000	VLPA 747V Model 50
C-63-129-000/ME-000	237C-1, 237C-2, 237D-1A LP Ant
C-63-132-000/ME-000	LPA 726-2 NOTE: Dwg Pkg as per DDL C66F26139-3 incl
C-63-133-000/ME-000	Model 747 CB

APPENDIX 5 to ANNEX A to W8484-178689

CFTO/DRAWINGS	REMARKS
C-63-172-000/ME-000	780-3K Horz LP Antenna
C-63-174-000/ME-000	Ant Kit Rhombic
C-63-175-000/MJ-000	System Manual for CFS Aldergrove
C-63-189-000/ML-000	PM of Ground Telecom Ant System
C-63-190-000/ME-000	System Manual for CFS Mill Cove
C-63-191-000/MJ-000	Ant AS-5088/FRC, Coupler CU-5091/FRC
C-63-193-000/MJ-000	Service Manual for 1794 Series, c/w Dwg Pkgs
C-63-198-000/ME-000	Inst Manual for TCI-613-1 Alert
C-63-203-000/MB-000	MOD 530-4-N, c/w Dwg Pkgs
C-63-204-000/ME-000	Vertical Ant VRA-5, 6 and 7
C-63-210-000/ME-000	Technical Manual for 1730-24K
C-63-210-001/ME-000	Technical Manual for 1730-17K RLPA
C-63-222-000/MB-000	Technical Manual for 2731 RLPA
C-63-227-000/MS-000	Technical Manual for SPR2301 Log Spiral
C-63-228-000/ME-000	Technical Manual for OE-5014/FRT
C-63-230-000/MS-000	Technical Manual for 630-4-03LR
C-63-234-000/MS-000	Technical Manual for 2001 LPA (Series)
C-63-249-000/MS-000	Technical Manual for LPH-89E/J RLPA
C-63-267-000/MS-000	Technical Manual for Delta Ant Load Resistor
C-63-268-000/MS-000	Technical Manual for Delta Ant Matching XFMR
C-63-282-000/MS-000	Steerable Beverage Installation Maintenance & Parts List
C-63-288-000/MS-000	LF Vertical Antenna 149.2m Handbook (42SR Series Tower)

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CFTO/DRAWINGS	REMARKS
	Used with 25KW 137 KHz Low Frequency Transmitter
C-63-289-000/MS-000	Technical Manual for HF Spiral Antenna SPQ230/SS
C-63-291-000/MS-001	Technical Manual for HF Spiral Antenna SPQ 230-43/1
C-63-293-000/MS-001	Instruction Manual TCI Model SSO Single Tower
C-63-294-000/MS-001	Technical Manual for HF Spiral Antenna SPQ 330-A
C-63-297-000/ME-001	Beverage Antenna Generic
C-63-298-000/ME-001	Operating & Servicing Manual Granger Model 3065 Series HF Broadband Dipole Antenna
C-63-300-000/MS-001	Granger Model 747 CD Transportable Antenna
C-63-317-000/MS-001	Max Tower Self Support 60 ft and 100 ft
C-63-313-000/MS-001	Antenna MAS-1
C-63-314-000/MS-001	Antenna MPS-10M/2A
C-63-315-000/MS-001	Antenna TA-103
Dwg Pkg as per DDL 821577	Canadian Forces Antenna Site Layouts
Dwg Pkg as per DDL C68F250064-1	HF Broadband Double Doublet Ant
RCAF Dwg 50471	Typical Rock and Earth Anchors
RCAF Dwg 50472	Typical Mast Base and Pole Sitting Methods
RCAF Dwg 05-001-00	3 Wire Tilted Dipole
RCAF Dwg C64F25651	Dipole, 3 Wire Folded

ACRONYMS

AWA	Additional Work Assignment
CF	Canadian Forces
CFAO	Canadian Forces Administrative order
CFB	Canadian Forces Base
CFM	Contractor Furnished Material
CFTO	Canadian Forces Technical order
CFQAR	Canadian Forces Quality Assurance Region
CFSS	Canadian Forces Supply System
CRA	Contract Requisitioning System
DTSES	Directorate Telecommunications and Spectrum Engineering and Support
DGQA	Director General Quality Assurance
DND	Department of National Defence
DPGS	Department of Publishing and Graphics Services
DQAO	Director Quality Assurance Operations
EAC	Equipment Applicability Code
ECP	Engineering change Proposal
GSC	Government Services Canada
GFE	Government Furnished Equipment
GSM	Government Supplied Material
GPTE	General Purpose Test Equipment
HF	High Frequency
IAW	In Accordance With
IC	In Command/Charge (of)
ISO	International Standards organization
LF	Low Frequency
MCN	Material Change Notice
MF	Medium Frequency
MRC	Maximum Repair Cost
MRP	Mobile Repair Party
NDHQ	National Defence Headquarters
NATO	North Atlantic Treaty organization
NS	Non-serviceable
NSN	NATO Stock Number
OEM	Original Equipment Manufacturer
OPI	Office of Prime Interest
PCB	Printed Circuit Board
QA	Quality Assurance
QC	Quality Control
RA	Requisitioning Authority
RMR	Repair Material Request
R&O	Repair and overhaul
R&Q	Rations & Quarters
RR	Repairable Reserves
SI	Special Investigation

APPENDIX 6 to ANNEX A to W8484-178689

SITS	Special Investigation and Technical Studies
SN	Serial Number
SOP	Standard operating Procedure
SOW	Statement of Work
SS	Self Supporting
STD	Standard
TA	Technical Authority
TSD	Technical Services Detachment
UCR	Unsatisfactory Condition Report
U/S	Unserviceable
WO	Work order

ANNEX « B » - Evaluation Criteria

W8484-178689/A

Mandatory Technical Evaluation Criterion		Where it can be find in the bid Page no.
<p>1. CONTRACTOR EXPERIENCE</p> <p>a. The bidder must provide a Descriptive Background of the company that must adequately addresses 80% of the following:</p> <ul style="list-style-type: none"> • President/CEO • Engineering Group (Structural, Electrical, and Mechanical) • Telecommunications/Ground Group • Familiarity in HF/MF/LF • Service Head (Project Division) • Quality Assurance/Inspection • Comptroller • Manager - R&O Facility • Manager - Field Ops • Manager – Logistics • Manager - Equipment (vehicles/Test Equipment • Personnel availability i.e. employees or subcontractors • Regional Offices (Canada-wide or Centralized) • TE Calibration • In-house calibration of equipment • In-house training 		
<p>b. The bidder must provide an Organization Chart that shows permanency of positions i.e. definite positions, -- positions not developed just for this RFP.</p>		
<p>c. The Bidder must provide proof by bid closing that they have a Quality Management System that is ISO 9001:2008 or latest edition, certified by providing a copy of their signed certificate.</p>		
<p>d. R&O Experience on Antenna Systems and Past Performance</p>		

ANNEX « B » - Evaluation Criteria

W8484-178689/A

Mandatory Technical Evaluation Criterion		Where it can be find in the bid Page no.
<p>The Bidder must provide a narrative describing the firm's corporate profile. The profile must demonstrate or contain the following:</p> <ul style="list-style-type: none"> i) the Bidder has previous experience in administering at least one antenna repair contract of \$500,000 value or greater during the last three years; ii) The bidder must demonstrate experience at maintaining similar typical HF/LF Antenna System. Bidder could also demonstrate his experience with microwave, broadcast, and/or Satellite Communications system. iii) Bidder must demonstrate previous experience in conducting emergency Repair and Overhaul on similar high power HF/LF Antenna Systems. Bidder could also indicate his experience on microwave, broadcast, Satellite Communications system. <p>To substantiate this, the bidder must provide a summary of the relevant contract(s) including their duration, the dollar value, the nature of the work, type of antenna systems involved, description of at least two emergency response situations and description of resolution, the client for whom the work was performed.</p>		
2. CONTRACTOR MRP PERSONNEL		
<ul style="list-style-type: none"> a. The bidder must provide a Org Chart of Field Crew(s) which must show Crew Chief/foreman and subordinates including trade i.e. rigger/electronics technician/electrician. b. The Crew Chief must have a minimum of six (6) years experience in the last eight (8) years including the last three (3) as Crew 		

ANNEX « B » - Evaluation Criteria

W8484-I78689/A

Mandatory Technical Evaluation Criterion		Where it can be find in the bid Page no.
<p>Chief in maintenance/repair/installation of similar antenna systems in the microwave, broadcast, LF MF HF fields.</p> <p>To demonstrate compliance the bidder must provide the resume for the Crew Chief.</p> <p>e. The bidder must provide a detailed description of the field crew that must address a minimum of 80% of the following items:</p> <ul style="list-style-type: none"> - crew composed of riggers and technicians, - explanation of crew size i.e. why 2/3/4 etc, - composition of crew (skills) with explanation , - accessibility to additional personnel if required, - explanation of how crew interacts (this quantifies composition), - additional information that provides explanation for crew work efficiency, - number of crews immediately available, - regional crews, - response time: notification-to-site reporting and emergencies, - what tradespersons and corresponding qualifications will do initial and final testing, - actual employees or subcontractually available - whether crew chief is always on site or not - any innovations i.e. intra site communications when high rigging 		
<p>f. The electronics technician must have a Diploma from a recognized Teaching Facility and 5 years of related experience in electronics testing. Specifically the electronics technician must have 4 years</p>		

ANNEX « B » - Evaluation Criteria

W8484-178689/A

Mandatory Technical Evaluation Criterion		Where it can be find in the bid Page no.
<p>experience in the last 8 years on antenna systems in the LF and HF range, microwave, satellite and broadcast fields.</p> <p>To demonstrate compliance the bidder must provide a copy of the electronics technician's diploma and resume</p>		
<p>3. CONTRACT MRP SUPPORT PROCEDURES AND POLICIES SUPPORT</p> <p>a. Project Management Process -- Project Management Organization</p> <p>The Bidder must provide an example of their project management process to demonstrate the process that is followed from Task Authorization Request to final invoice. The process must address how the bidder plans to ensure timely cost controlled completion of Task.</p>		
<p>b. The bidder must provide a copy of their proposed Antenna Test and Inspection Checklist.</p> <p>The detailed (individual) checklists for similar HF/LF antennas must include a minimum of 80% of the following items:</p> <ul style="list-style-type: none"> i) the grounding system, ii) guys, iii) anchors and base(s), iv) transmission line(s). 		

ANNEX « B » - Evaluation Criteria

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Mandatory Technical Evaluation Criterion		Where it can be find in the bid Page no.
<p>v) control line(s), vi) lightning protection and vii) lightning kit.</p> <p>In addition the Checklist must included details on a minimum of 80% of the following testing:</p> <ul style="list-style-type: none"> i) VSWR, ii) TDR, iii) guy tensions, iv) torques, v) temperatures, and vi) environmental conditions. <p>In addition, the checklist must include details on tools and test equipment required to perform task.</p>		
<p>c) Bidder must provide a sample or copy of Repair and Overhaul Records of a recent(within the last three years) R&O action on a similar antenna system in the microwave, broadcast, LF MF HF field.</p> <p>The records shall include a minimum of 80% of the following:</p> <ul style="list-style-type: none"> i) daily time sheets showing: number of personnel and hours worked; ii) materiel used consistent with cost; iii) vehicles or special equipment used consistent with cost; iv) project number, job site, date; v) description of work completed; vi) sign-off for control, inspection, and quality i.e. foreman, QC 		

ANNEX « B » - Evaluation Criteria

W8484-178689/A

Mandatory Technical Evaluation Criterion		Where it can be find in the bid Page no.
and vii) Records controls.		
<p>d. Bidder must provide a copy or a sample of a Final Report as outlined in para 3.7 of SOW for an R&O activity on a DND or similar antenna systems in the microwave, broadcast, LF MF HF field .The report must at minimum 80 % of the following items:</p> <ul style="list-style-type: none"> i) introduction; ii) summary of each antenna's condition; iii) pictures of each antenna; iv) general information for each antenna; v) Test Equipment used for each antenna; vi) test results for each antenna; vii) antenna inspection for each antenna; viii) test and inspection for each antenna; ix) materiel used for each antenna; and x) recommendations and materiel requirements for future work. 		
4. R & O FACILITY		
<p>a. The Bidder must have in plant repair, and overhaul capability.</p> <p>To demonstrate compliance, the bidder shall provide a detailed description of its in-house R & O facility. The description shall</p>		

ANNEX « B » - Evaluation Criteria

W8484-178689/A

Mandatory Technical Evaluation Criterion		Where it can be find in the bid Page no.
<p>include the plants' dimensions and photos of the plants' interior. In addition, the bidder shall describe its in-plant capability to design, fabricate prototypes, embody and produce/reproduce documents of approved modifications. To demonstrate this capability the bidder shall provide two examples of design work and two examples of printing capability.</p>		
<p>b. Test Equipment</p> <p>The bidder must provide a detailed list (by model number) of General Purpose Test Equipment (GPTE) that is readily available and used on a site. The list shall include a minimum of:</p> <ul style="list-style-type: none"> i) RF Wattmeter; ii) RF Wave Analyzer; iii) Megger; iv) VOM; v) Matching Pads; vi) Signal Generator; and vii) Tensiometer. <p>In addition the bidder shall provide a description of how the bidder assures that crew(s) are familiar with the equipment and assures only qualified personnel operate the equipment.</p>		
<p>c. Source and Availability of Common Pole Line Hardware and Rigger Kits</p> <p>The bidder shall provide a description plan of their understanding of "Pole Line Hardware" and "Rigger Kits" (Tower Tools and Equipment)</p>		

ANNEX « B » - Evaluation Criteria

W8484-178689/A

Mandatory Technical Evaluation Criterion		Where it can be find in the bid Page no.
<p>The description shall include at minimum how the bidder plans to maintain an in-plant inventory of common pole line hardware, and how the bidder plans to replace no longer available parts with original parts, or engineer, design and fabricate a better than-original substitute.</p>		
<p>d. Safety Program and Equipment</p> <p>Bidder must have a Safety training program that emphasizes CSA S37-10 and CSA Z259 or latest edition from a Tower Inspection and Rigging perspective.</p> <p>To demonstrate compliance the Bidder must provide a copy of their safety record and must describe the following:</p> <ul style="list-style-type: none"> i) the bidder's safety policy; ii) the bidder's provision of the minimum safety equipment ; iii) how the Bidder maintains inventory state of equipment; and iv) how the Bidder maintains its safety program. 		
<p>e. Environmental Practices</p> <p>Bidder must provide environmental awareness training to MRP crews.</p> <p>To demonstrate compliance the bidder shall address:</p> <ul style="list-style-type: none"> i) how it describes environmental requirements to employees; 		

ANNEX « B » - Evaluation Criteria

W8484-178689/A

Mandatory Technical Evaluation Criterion		Where it can be find in the bid Page no.
<ul style="list-style-type: none"> ii) how it provides or assists employees with ascertaining requirement; iii) if the Bidder revisits employees to ensure adherence; and iv) how the Bidder adheres to current provincial and /or regional standards. 		
5. ENGINEERING SUPPORT		
<p>a. The Bidder must have the ability to design and fabricate unique parts in plant.</p> <p>To demonstrate compliance the Bidder shall provide a description of their Engineering Support and the resumes of at least one Mechanical and one Electrical Professional Engineer.</p>		
<p>b. The Bidder must have the ability to provide engineering support in the field. To demonstrate compliance the Bidder shall attest that the in-plant personnel are willingly and available to travel.</p>		
<p>c. Emergency repairs</p> <p>The Bidder must have the ability to provide Emergency Repairs in a timely manner. The bidder shall describe how it will meet this requirement of providing a response to any site in Appendix 1 in 48 hours or less. The description shall address the following:</p> <ul style="list-style-type: none"> i) (regional) availability of tools; ii) (regional) availability of vehicles; 		

ANNEX « B » - Evaluation Criteria

W8484-178689/A

Mandatory Technical Evaluation Criterion		Where it can be find in the bid Page no.
<ul style="list-style-type: none"> iii) (regional) availability of crews; iv) Attestation of meeting the response time to any Site identified in Appendix 1 in 48hrs or less; v) resume of previous experience; vi) (regional) availability of Material; and in-house inventory from which to draw to respond to urgent situations. 		
<p>d. Field Repair and Overhaul</p> <p>The Bidder must have the ability to carry out field repairs and overhaul.</p> <p>To demonstrate compliance the Bidder shall attest that personnel, tools, and vehicles will be available at a site when requested.</p>		
<p>Training, instructional support:</p> <p>The bidder must have the ability, the instructor(s) and the lesson plans and training aids required to demonstrate an ability to instruct fall protection, and rigging of structures similar to common DND antennas</p> <p>To demonstrate compliance bidder must provide instructors name and resume along with lesson plan and training aids for teaching fall protection and rigging of antenna(s) similar to those in appendix 2</p> <p>The bidder must have the ability to instruct DND on Low Frequency antenna, antenna tuning unit (ATU) functionality and initial setup. To demonstrate compliance the bidder must provide a description of how they would initially set up an LF ATU and why the contractor chose that process</p>		

ANNEX « B » - Evaluation Criteria

W8484-I78689/A

Mandatory Technical Evaluation Criterion		Where it can be find in the bid Page no.
<p>The bidder must have the ability to instruct DND on HF frequency antennas, matching units and baluns</p> <p>To demonstrate compliance the bidder must explain the reason for baluns and matching units and how to test for serviceability</p> <p>The bidder must have the ability to instruct DND on Antenna and Satellite control systems</p> <p>To demonstrate compliance the bidder must give an explanation of the antenna control systems for an HF Rotatable Log Periodic and a typical Satellite Antenna (Dish) control system</p>		

ANNEX "C" PRICE LIST

Note :Bidders must provide a price for every items listed in this Annex, for both the firm and the optional years, in order to be found compliant

Item 1 R&O LABOUR COST AT THE CONTRACTOR PLANT

For pre-Authorized in Plant Repairs – at the firm hourly rates specified below:

Item	DESCRIPTION (Labour categories)	Year 1	Year 2	Year 3	Option year 1	Option year 2
001-001	Foreman					
001-002	QA/Technician					
001-001	Electronic Technician					
001-001	Quality control specialist					
001-001	Rigger					
Average rate= sum column / 5						
001-TOT	Evaluation price = Average rate X 1000 Hrs (To be reported to page 7)					

Item 2 TECHNICAL INVESTIGATION ENGINEERING SUPPORT LABOUR COST (TIES)

When pre-Authorized – for Technical Investigations and Engineering Support – at firm hourly rates specified below.

Item	DESCRIPTION (Labour categories)	Year 1	Year 2	Year 3	Option year 1	Option year 2
002-001	Engineer					
002-002	Technician					
002-003	Draftsman					

002-004	Rigger								
002-005	Typist/Clerical								
002-006	QC Inspector								
002-007	Tech/Foreman								
Average rate= sum column / 7									
002-TOT	Evaluation price = Average rate X 500 Hrs (To be reported to page 7)								

Item 3	MRP LABOUR COST DURING REGULAR FIELD HOURS								
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When pre-Authorized – for Mobile Repair Parties (see SOW paragraph 3.3.1 and 3.3.2) during normal business hours, normal business hours being 10.00 hrs a day at 6 days/week, at firm hourly rates specified below. The rate include but is not limited to general test equipment, general work tools, trucks local transportation.

Item	DESCRIPTION (Labour categories)	Year 1	Year 2	Year 3	Option year 1	Option year 2
003-001	Crew Foreman					
003-002	Rigger					
003-003	Rigger/Electronic Technician					
003-004	Quality Control Specialist					
Average rate= sum column /4						
003-TOT	Evaluation price = Average rate X 5000 Hrs (To be reported to page 7)					

Item 4	MRP LABOUR COST OUTSIDE REGULAR FIELD HOURS								
--------	--	--	--	--	--	--	--	--	--

When pre-Authorized – for Mobile Repair Parties (see SOW paragraph 3.3.1 and 3.3.2) outside normal business hours, at firm hourly rates specified below. The rate include but is not limited to general test equipment, general work tools, trucks local transportation.

Item 4	DESCRIPTION (Labour categories)	Year 1	Year 2	Year 3	Option year 1	Option year 2
004-001	Crew Foreman					
004-002	Rigger					

004-003	Rigger/Electronic Technician								
004-004	Quality Control Specialist								
004-TOT		Average rate= sum column /4							
		Evaluation price = Average rate X 300 Hrs (To be reported to page 7)							

Item 5	MRP, LABOUR COST FOR DELAYS
---------------	------------------------------------

When pre-authorized – Mobile Repair Parties loss of time due to factors over which the contractor has no control, the contractor shall be paid at firm hourly rates specified below. The rate include but is not limited to general test equipment, general work tools, trucks local transportation.

Item	DESCRIPTION (Labour categories)	Year 1	Year 2	Year 3	Option year 1	Option year 2
005-001	Crew Foreman					
005-002	Rigger					
005-003	Rigger/Electronic Technician					
005-004	Quality Control Specialist					
005-TOT		Average rate= sum column /4				
		Evaluation price = Average rate X 300Hrs (To be reported to page 7)				

Item 6	Travel cost
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When pre-authorized – for travel during normal business hours, normal business hours being 10.00 hrs a day at 6 days/week, at firm hourly rates specified below. The rate include but is not limited to general test equipment, general work tools, trucks local transportation. The bidder must quote a travel cost by hour and quote a number of hour by location from a pre-determined contractor site. These rates for labour and travel duration (one way) will be used for each categories used when traveling.

Item	DESCRIPTION (Labour categories) Cost / hour	Year 1	Year 2	Year 3	Option year 1	Option year 2
006-001	Crew Foreman					
006-002	Rigger					

005-TOT	MRP, PAYMENT FOR DELAYS						
006-TOT	TRAVEL COST						
007-TOT	CONTRACTOR FURNISHED MATERIAL, SUB-CONTRACTED WORK AND SPECIAL EQUIPMENT RENTAL MARK-UP						

	i)	ii)	iii)	iv)	v)
--	----	-----	------	-----	----

CUMULATIVE YEARLY EVALUATION COST

TOTAL BID PRICE (TOTAL OF ALL FIVE (5) CUMULATIVE
YEARLY EVALUATION COST = i+ii+iii+iv+v

\$

Note :Bidders must provide a price for every items listed in this Annex, for both the firm and the optional years, in order to be found compliant

ANNEX D



Government
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OCT 18 2016

Contract Number / Numéro du contrat W8484-178689
Security Classification / Classification de sécurité UNCLAS

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 Adm Im	2. Branch or Directorate / Direction générale ou Direction DJSCS-3
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 Strategic Antenna R&D National Communications Infrastructure
--

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
--	--

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
--	--

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
--	--

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
---	--

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
---	--

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès
Canada <input type="checkbox"/> NATO / OTAN <input type="checkbox"/> Foreign / Étranger <input type="checkbox"/>

7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:

7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité

UNCLAS

Canada



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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?

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

☒ No ☐ Yes
Non Oui

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?

Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?

☒ No ☐ Yes
Non Oui

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

Document Number / Numéro du document :

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

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



RELIABILITY STATUS
COTE DE FIABILITÉ



CONFIDENTIAL
CONFIDENTIEL



SECRET
SECRET



TOP SECRET
TRÈS SECRET



TOP SECRET - SIGINT
TRÈS SECRET - SIGINT



NATO CONFIDENTIAL
NATO CONFIDENTIEL



NATO SECRET
NATO SECRET



COSMIC TOP SECRET
COSMIC TRÈS SECRET



SITE ACCESS
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux : Electronics Technologist will require level 11

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?

If Yes, will unscreened personnel be escorted?

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

☒ No ☐ Yes
Non Oui

☐ No ☐ Yes
Non Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?

Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?

Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?

☒ No ☐ Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?

Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?

☒ No ☐ Yes
Non Oui

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?

Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?

☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?

☒ No ☐ Yes
Non Oui

TBS/SCT 350-103(2004/12)

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

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

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET COMSEC 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 Electronique																

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 indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Greene Martin I	DJSCS 3-5-2-2	<i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
		<i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

15. Are there additional Instructions (e.g., Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p.ex., Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

☐ No / Non ☒ Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
Anna Kulycka		<i>[Signature]</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel
		Date

Tel/Tel - 613-957-1258 / Fax/telec - 613-954-4171



Task Authorization		Autorisation de 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. No du contrat Task No. No de la tâche	
Amendment No. - No de la modification 00:00:00	Increase/Decrease - Augmentation/Réduction	Previous Value/Valeur précédente	
To: - A:	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. Invoice/progress claims shall be prepared in accordance with the instructions set out in the contract. 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 délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.		
DELIVERY LOCATION - EXPÉDIF À			
DELIVERY/COMPLETION DATE DATE DE LIVRAISON/D'ACHÈVEMENT Y/M/D/J	Date _____ for the Department of National Defence pour le ministère de la Défense nationale		
Contract Item No. No d'article du contrat	Services		Cost/Prix
	<u>REQUIREMENT/BESOIN</u> Reason for order		
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale de la DND626 est supérieure au seuil précisé dans le contrat. _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et Services gouvernementaux			

ANNEX F

W8484-178689 Strategic National Communications Infrastructure Repair and Overhaul Contract

Annual report on employment of indigenous business or employee on settlement area.

[illegible]

[illegible]