



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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

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

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

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

**Comments - Commentaires**

<b>Title - Sujet</b> CHARS Facility Management Services	
<b>Solicitation No. - N° de l'invitation</b> EV385-172530/A	<b>Date</b> 2017-05-05
<b>Client Reference No. - N° de référence du client</b> INAC EV385-172530	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWZ-050-10213	
<b>File No. - N° de dossier</b> PWZ-6-39309 (050)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2017-06-20</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> McRuer, Dan	<b>Buyer Id - Id de l'acheteur</b> pwz050
<b>Telephone No. - N° de téléphone</b> (204) 295-6634 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> SEE HEREIN	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

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

Solicitation No. - N° de l'invitation

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**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

**IMPORTANT NOTICE TO BIDDERS**

**THIS PROCUREMENT IS SUBJECT TO THE FOLLOWING COMPREHENSIVE LAND CLAIMS AGREEMENT: THE AGREEMENT BETWEEN THE INUIT OF THE NUNAVUT SETTLEMENT AREA AND HER MAJESTY THE QUEEN IN RIGHT OF CANADA**

**SUPPORT THE USE OF APPRENTICES**

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex E.

**CONTRACTING AUTHORITY EMAIL:**

dan.mcruer@pwgsc-tpsgc.gc.ca

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**TITLE: FACILITY MANAGEMENT FOR THE CANADIAN HIGH ARCTIC RESEARCH STATION (CHARS)****PART 1 - GENERAL INFORMATION****1.1 Introduction**

The bid solicitation is divided into seven parts plus 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, if applicable, 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 Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Task Authorization Form 572, the Voluntary Certification to Support the Use of Apprentices and other annexes.

**1.2 Summary**

- 1.2.1. Construction of the Canadian High Arctic Research Station (CHARS) campus in Cambridge Bay, NU is nearing completion and will be the home of a new organization, Polar Knowledge Canada (POLAR). Canada has a requirement for a Service Provider to provide Facility Management and other services for the CHARS Campus to provide a bridge between the end of construction and a long-term, yet-to-be-defined operational model.

The CHARS Campus will provide POLAR with a headquarters for their Departmental Corporation, an office area, various science laboratories for both POLAR and visiting scientists from around the world, field support storage and service locations, and a multipurpose public space for community members from the Hamlet of Cambridge Bay.

The Service Provider is required to plan, operate, and maintain the campus using their own forces and sub-contracts so that POLAR can focus on its mandate to deliver cutting-edge science and technology research in Canada's north, while ensuring the campus is maintained to an appropriate standard, provides a healthy and safe working environment, and is in line with Treasury Board Policies.

The Service Provider will deliver a range of services including: building operation and maintenance, warranty-related services, grounds upkeep and landscaping, janitorial requirements, hoteling requirements, environmental management, coordination of utilities, security, inventory management, and minor repairs; as more fully described in the Statement of Work.

The duration of the contract will be until March 31, 2019, with the possibility of three options for six additional months each.

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- 1.2.2. "There is a security requirement 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".
- 1.2.3. "The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT)."
- 1.2.4. "This procurement is subject to the following Comprehensive Land Claims Agreement(s):  
The Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada"
- 1.2.5. "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 C titled Federal Contractors Program for Employment Equity - Certification."

### **1.3 Debriefings**

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

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

- The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:  
Delete: sixty (60) days  
Insert: one hundred twenty (120) days

### **2.2 Submission of Bids**

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

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

### **2.3 Former Public Servant**

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

#### **Definitions**

For the purposes of this clause,

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

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

YES ( ) NO ( )

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

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

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

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES ( ) NO ( )

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

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

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



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nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## **2.5 Applicable Laws**

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

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

## **2.6 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site.

Arrangements have been made for the site visit to be held at Cambridge Bay, Nunavut, on Wednesday, May 24 and Thursday, May 25, 2017.

The site visit will begin at 2:00 PM MDT on May 24, and at 9:00 AM MDT on May 25. Meeting locations for both days will be announced by solicitation amendment prior to the site visit.

Bidders must communicate with the Contracting Authority, Dan McRuer (email: dan.mcruer@pwgsc-tpsgc.gc.ca), no later than Friday, May 19, 2017, at 2:00 PM CDT, to confirm attendance and provide the name(s) of the person(s) who will attend.

An agenda will be issued by solicitation amendment prior to the site visit.

Bidders will be required to sign an attendance sheet for each day.

Bidders should confirm in their bid that they have attended the site visit.

Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive.

Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

The Bidders will need to provide and wear their own personal protective equipment (a hardhat, safety footwear, protective eyewear, and reflective vest) for onsite access.

## 2.7 Nunavut Agreement

### Nunavut Agreement

In this requirement, it is not mandatory for Bidders to include the Inuit Benefit Plan (IBP) as part of their proposal. This procurement is subject to the Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

Bidders are requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve local, regional and Inuit businesses, in carrying out the work under this project.

The Nunavut Agreement contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles, and subject to Canada's international trade agreement obligations. These socio-economic bid criteria are often referred to as Inuit Benefits Criteria, and bidders propose Inuit benefits in their bid submission via an Inuit Benefits Plan.

The provisions that apply to this procurement are contained in Part 6 – Bid Criteria of Article 24 – Government Contracts of the Nunavut Agreement. <http://nlca.tunngavik.com/>

24.6.1 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area:

- (a) the existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area;
- (b) the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
- (c) the undertaking of commitments, under the contract, with respect to on-the- job training or skills development for Inuit.

### INUIT FIRM

"Inuit firm" means an entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area, and which is

- (a) a limited company with at least 51% of the company's voting shares beneficially owned by Inuit,
- (b) a cooperative controlled by Inuit, or
- (c) an Inuk sole proprietorship or partnership;

"Inuit" shall be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1. of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

### INUIT BENEFITS PLAN (IBP)

#### Evaluation and Assessment of IBP Guarantee

For a bid to be assigned points for representations made in respect of any IBP bid criteria, the bidder must provide proof with their bid to demonstrate how they will meet the objective of each criterion. Bidders may use the attached GUARANTEE TABLES to supplement the IBP submission provided in their bid.

Proof of efforts and/or guarantees made by Bidders should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Bidders must ensure their IBP documentation demonstrates sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation. Bidders must include all reference material to be considered. Only material and/or documents submitted as part of the bid proposal will be considered. URL links to website will not be considered.

Canada reserves the right to verify any information provided in the IBP and that untrue statements may result in the tender being declared non-responsive.

ITEM	CATEGORY	Available Points												
1.0	This procurement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada. Canada reserves the right to confirm validity of all declarations / guarantees.													
1.1	<b>HEAD OFFICE:</b> Bidders are requested to demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.	/5												
1.2	<p><b>TRAINING:</b> Bidders will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job training and apprenticeship programs for Inuit from the Nunavut Settlement Area at no additional cost under this Contract. "Training and Apprenticeship" is considered delivered when the receiving individuals have acquired certifiable work skills. This is typically achieved through an independent third party certification process.</p> <p>To establish the training score, each responsive bid will be prorated against the bidder proposing the highest number of total Inuit training hours, with the proposal committing to the highest number of training hours receiving full points.</p> <table border="1" data-bbox="191 1024 1338 1180"> <thead> <tr> <th></th> <th>Bidder 1</th> <th>Bidder 2</th> <th>Bidder 3</th> </tr> </thead> <tbody> <tr> <td>Total number of Inuit training hours proposed</td> <td>20 hours</td> <td>35 hours</td> <td>60 hours</td> </tr> <tr> <td>Calculation of points</td> <td>20/60 = 33% of total points available</td> <td>35/60 = 58% of total points available</td> <td>60/60 = 100 % of total points available</td> </tr> </tbody> </table> <p>*** Penalty Conditions will apply to this criterion</p>		Bidder 1	Bidder 2	Bidder 3	Total number of Inuit training hours proposed	20 hours	35 hours	60 hours	Calculation of points	20/60 = 33% of total points available	35/60 = 58% of total points available	60/60 = 100 % of total points available	/15
	Bidder 1	Bidder 2	Bidder 3											
Total number of Inuit training hours proposed	20 hours	35 hours	60 hours											
Calculation of points	20/60 = 33% of total points available	35/60 = 58% of total points available	60/60 = 100 % of total points available											
1.3	<p><b>LABOUR:</b> The employment of onsite Inuit in carrying out the work of the contract. Bidder will be evaluated on their firm guarantee to use onsite Inuit from the Nunavut Settlement Area in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or Sub-contractor staff. Percentages should be supported by list of specific positions that may or will be staffed by onsite Inuit. Onsite Inuit employment will be confirmed during activities based on supporting documentation provided by the Contractor and review of Departmental Representative statistics records on Inuit labour on site.</p> <p>0 - 25% - of total labour hours      0 - 10 points  26 - 50% - of total labour hours      11- 20 points  51 - 75% - of total labour hours      21 – 30 points  76 - 100% - of total labour hours      31 – 40 points</p> <p>*** Penalties and Incentives Conditions will apply to this criterion.</p>	/40												

1.4	<p><b>SUB-CONTRACTORS/SUPPLIERS:</b> The use of sub-contractors or suppliers that are Inuit in carrying out the contract. Bidder will be evaluated on their firm guarantee to use Inuit Sub-Contractors for services or the procurement of supplies and equipment from Inuit from the Nunavut Settlement Area associated with the Contract.</p> <p>Note: if the Prime Contractor is an Inuit owned business, the total dollar value of the Inuit contracting shall also include the contractor's share of the contract. If Contractor is an Inuit firm, the entire value of the contract, LESS any non-Inuit sub-contracting for both goods and services, would apply to the total of line (A) below.</p> <table data-bbox="207 688 831 814"> <tr> <td>0 - 25% - of total cost</td> <td>0 - 10 points</td> </tr> <tr> <td>26 - 50% - of total cost</td> <td>11 - 20 points</td> </tr> <tr> <td>51 - 75% - of total cost</td> <td>21 - 30 points</td> </tr> <tr> <td>76 - 100% - of total cost</td> <td>31 - 40 points</td> </tr> </table> <p>*** Penalties and Incentives Conditions will apply to this criterion.</p>	0 - 25% - of total cost	0 - 10 points	26 - 50% - of total cost	11 - 20 points	51 - 75% - of total cost	21 - 30 points	76 - 100% - of total cost	31 - 40 points	<b>/40</b>
0 - 25% - of total cost	0 - 10 points									
26 - 50% - of total cost	11 - 20 points									
51 - 75% - of total cost	21 - 30 points									
76 - 100% - of total cost	31 - 40 points									
1.5	<b>TOTAL POINTS AVAILABLE</b>	<b>/100</b>								

**BIDDER GUARANTEE AND CERTIFICATION**

1. At time of bid submission - The tables below may be used by bidders to submit their proposals.
2. Information provided may be subject to verification.

**TABLE 1 – Head Office**

<b>Provide Current Business address</b>
Bidders are requested to demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the area of the Nunavut Settlement Area.

**TABLE 2 – Guarantee of Inuit Training**

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Inuit Employee</b>	<b>Non-Inuit Employee</b>
Bidders to include type of training and hours of training.		

**TABLE 3 – Guarantee of onsite Inuit Labour Content**

Total No. Of onsite Inuit Employee Hours for This Contract =  
Total No. Of onsite Employee Hours for This Contract

A/B = \_\_\_\_\_%

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Onsite Inuit Employee Hours</b>	<b>Non-Inuit Employee Hours</b>
Bidders to include the # of hours to be worked.		

**TABLE 4 – Guarantee of Inuit Content for Sub-Contracting/Suppliers Content:**

Total Estimated Cost for Supplies/Materials, Equip And Services Procured From Inuit Companies for This Contract

Total Bid Price = \_\_\_\_\_%

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Inuit Company</b>	<b>Non-Inuit Company</b>
Bidder to include the value of work to be Sub-Contracted.		

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## Bidder Certification

The Bidder must submit the following certification if a guarantee of IBP is being provided, either **at time of bid submission, or prior to contract award.**

### INUIT BENEFITS PLAN CERTIFICATION:

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**The bidder certifies its IBP guarantee for contracting submitted with its bid is accurate and complete.**

**CONTRACTOR ACHIEVEMENT REPORTING AND CERTIFICATION**

1. For successful Contractor only - If an IBP guarantee is provided as part of the bid, the successful Contractor must provide a summary of activities undertaken to meet the guarantees made as part of the IBP portion of their bid. The following table must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the contractor on a quarterly basis. The Contractor must indicate if any objectives were not met, identify why not, explain how the situation will be remedied and within what timeframe.
2. Information provided may be subject to verification.
3. The IBP Certification and IBP Achievement Reports must be submitted prior to final payment with details how the Contractors met its' IBP guarantee.
4. Failure to comply with the request to submit the certification and report within 15 business days may result in a full 1% penalty.

**Return Reports to:**

Contracting Authority Name: Dan McRuer, Procurement Specialist

Email: dan.mcruer@pwgsc-tpsgc.gc.ca

**TABLE 1 – Head Office**

<b>Provide Current Business address</b>
Contractors are requested to demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the area of the Nunavut Settlement Area.

**TABLE 2 – Achievement of Inuit Training**

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Inuit Employee</b>	<b>Non-Inuit Employee</b>
Contractor to include type of training, hours, and % complete		

**TABLE 3 – Achievement of onsite Inuit Labour Content**

Total No. Of onsite Inuit Employee Hours for This Contract = \_\_\_\_\_ %  
Total No. Of Employee Hours for This Contract

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Onsite Inuit Employee Hours</b>	<b>Onsite Non- Inuit Employee Hours</b>
Contractor to include the # of hours worked		

Solicitation No. - N° de l'invitation

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

EV385-172530/A

pwz050

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

INAC EV385-172530

PWZ-6-39309

**TABLE 4 – Achievement of Inuit Content for Sub-Contracting/Suppliers Content:**

Total Cost For Supplies/Materials, Equipment And Services Procured From Inuit Companies for This Contract

Final Contract Value: = \_\_\_\_\_%

Company Name	Inuit Company	Non-Inuit Company
Contractor to include the value of Sub-Contracted work		

**Contractor Certification**

<b>INUIT BENEFITS PLAN ACHIEVEMENT CERTIFICATION:</b>		
_____	_____	_____
<b>PRINT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<p>The Contractor certifies the information contained in the <b>ACHIEVEMENT TABLES</b> is accurate and complete.</p>		



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**INUIT BENEFITS PLAN INCENTIVE AND PENALTY CONDITIONS**

1. Under the provisions of the proposed contract, where the contractor meets the guarantees specified and certified in his bid, the contractor will be paid the agreed contract price.
2. If the contractor fails to fulfill their certified training guarantee, an amount of up to .33% of the final contract value may be deducted from the final payment. The Contractor will not be evaluated on their achievements. (Table 2A).
3. If the contractor does not meet the certified percentage of onsite Inuit employee hours worked on the Contract and fails to fulfill their onsite Inuit employment guarantees, an amount of up to .33% of the final contract value may be deducted from the final payment. (Table 2B)
4. If the contractor does not meet the certified percentage of Inuit Sub-contractors/Suppliers, and fails to fulfill their Inuit sub-contractors/suppliers guarantees, an amount of up to .33% of the final contract value may be deducted from the final payment. (Table 2C)
5. If the contractor hires additional onsite Inuit resources above the established employment guarantees that were certified in the bid, which results in Inuit employment, subject to the approval of the Departmental Representative, the contractor may be eligible to request an incentive bonus of up to .5% of the final contract value that may be paid to the contractor at the end of the project. (Table 1A)
6. If the contractor exceeds the percentage of Inuit Sub-contractors/Suppliers guarantees that were certified in the bid, subject to the approval of the Departmental Representative, the contractor may be eligible to request an incentive bonus of up to .5% of the final contract value that may be paid to the contractor at the end of the project. (Table 1B)
7. Contractors who exceed the IBP guarantee under one criterion but fall short on the other may be evaluated for a penalty and an incentive. The Inuit Incentive and Penalty Conditions as specified above will be assessed based on the formulas identified herein.
8. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any penalties owing and unpaid under this section.
9. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.
10. Canada reserves the right, at their sole discretion, to reduce or eliminate penalties if it can be clearly demonstrated that significant efforts were made to meet the IBP guarantee and the minimum requirements could not be met due to circumstances out of the Contractor's control.

NOTE: "FINAL CONTRACT VALUE" for the purposes of the incentive and penalty calculation the final contract value includes all amendments to the original award amount unless identified as being excluded from the IBP calculation at the time of change order or amendment negotiation.

**INUIT EMPLOYMENT INCENTIVE AND PENALTY  
CHECKLIST**

**CONTRACTOR:** \_\_\_\_\_

STEP#	FINAL STATISTICS	% PROPOSED	% ACHIEVED
1	Percentage of On-site Inuit Labour Person Hours		
2	Percentage of Inuit Sub-Contracting/Supplier costs		
3	Final Contract Value (no GST)	\$	
4	<p><b>Certified Inuit training guarantee met or fell short?</b></p> <p><b>Met</b> - No applicable penalty.</p> <p><b>Shortfall</b> - Contractor may be penalized up to .33% of the final contract value</p> <p><b>Proceed to Table 2A</b></p>		
5	<p><b>Certified Onsite Inuit employment guarantee met, exceeded or fell short?</b></p> <p><b>Met</b> - No applicable penalty or bonus.</p> <p><b>Exceeded</b> - Contractor may be eligible to request an incentive bonus of up to .5% of the final contract value, that may be paid to the contractor at the end of the project;</p> <p><b>Proceed to Table 1A</b></p> <p><b>Shortfall</b> - Contractor may be penalized up to .33% of the final contract value</p> <p><b>Proceed to Table 2B</b></p>		
6	<p><b>Certified Inuit Sub-contracting/Supplier guarantee met, exceeded or fell short?</b></p> <p><b>Met</b> - No applicable penalty or bonus.</p> <p><b>Exceeded</b> - Contractor may be eligible to request an incentive bonus of up to .5% of the final contract value that may be paid to the contractor at the end of the project;</p> <p><b>Proceed to Table 1B</b></p> <p><b>Shortfall</b> - Contractor may be penalized up to .33% of the final contract value</p> <p><b>Proceed to Table 2C</b></p>		
7	<b>COMMENTS:</b>		

**TABLE 1A - ASSESSMENT OF ONSITE INUIT  
LABOUR INCENTIVE BONUS**

ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p><b>INCREASED ONSITE INUIT LABOUR:</b></p> <p><b>Note:</b> Inuit participation for training that has been accounted and paid for within and external to the contract shall be considered ineligible for the incentive process and will be excluded as such. Calculate the percentage increase of Onsite Inuit labour for the Contract based on the following:</p> <p>% Increase = <math>\frac{\text{Actual} - \text{Proposed}}{100\% - \text{Proposed \%}} * 60\%</math></p>	<b>60</b>	
2	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to increase the onsite Inuit labour guarantees.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to increase the guarantees.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to increase the Inuit guarantees.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to increase the Inuit guarantees.</p>	<b>40</b>	
503	<b>TOTAL ASSESSED SCORE</b>	<b>100</b>	
4	<b>RECOMMENDED INUIT LABOUR INCENTIVE BONUS</b> (final contract value) x .5% x (total assessed score/100)	\$	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		
6	<b>SIGNATURE OF EVALUATION PANEL:</b>		
	<p><b>Departmental Representative:</b> _____</p> <p><b>Project Authority:</b> _____</p> <p><b>Contracting Officer (PWGSC):</b> _____</p>		

**TABLE 1B - ASSESSMENT OF INUIT  
SUB-CONTRACTING/SUPPLIER INCENTIVE BONUS**

ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p><b>INCREASED INUIT SUB-CONTRACTING/SUPPLIER GUARANTEE:</b></p> <p>Calculate the percentage increase of Inuit Sub-Contracting/Supplier costs for the Contract based on the following:</p> $\% \text{ Increase} = \frac{\text{Actual} - \text{Proposed}}{100\% - \text{Proposed}\%} * 60\%$	60	
2	<p><b>CONTRACTOR DUE DILIGENCE:</b> Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to increase sub-contracting/supplier guarantees.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to increase the guarantees.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to increase the Inuit guarantees.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to increase the Inuit guarantees</p>	40	
3	<b>TOTAL ASSESSED SCORE</b>	100	
4	<p><b>RECOMMENDED INUIT SUB-CONTRACTING/SUPPLIER INCENTIVE BONUS</b> (final contract value) x .5% x (total assessed score/100)</p>	\$	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		
6	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p><b>Departmental Representative:</b> _____</p> <p><b>Project Authority:</b> _____</p> <p><b>Contracting Officer (PWGSC):</b> _____</p>		

**TABLE 2A - ASSESSMENT OF INUIT  
TRAINING PENALTY**

ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve their <b>Inuit Training</b> guarantees.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP training guarantee.            14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP training guarantee.            28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP training guarantee.</p>	40	
3	<b>TOTAL ASSESSED SCORE</b>	40	
4	<p><b>TOTAL CALCULATED PENALTY:</b>            (40 - total assessed score)% x (Final contract value) x .33%</p>	\$	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		
6	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p><b>Departmental Representative:</b> _____</p> <p><b>Project Authority:</b> _____</p> <p><b>Contracting Officer:</b> _____</p>		

**TABLE 2B - ASSESSMENT OF ONSITE INUIT  
LABOUR PENALTY**

ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p><b>Calculate the percentage of guarantee achieved for Onsite Inuit content based on the following formula, where:</b></p> <p>Guarantee percentage = <math>\frac{\text{Achieved}}{\text{Proposed}} = \frac{\quad}{\quad} \% * 60\%</math></p> <p><b>Notes:</b> percentage of 50% or less receives zero points</p>	<b>60</b>	
2	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Onsite <b>Inuit</b> employment guarantees.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP employment guarantee.  14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP employment guarantee.  28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP employment guarantee.</p>	<b>40</b>	
3	<b>TOTAL ASSESSED SCORE</b>	<b>100</b>	
4	<p><b>TOTAL CALCULATED PENALTY:</b>  <math>(100 - \text{total assessed score})\% \times (\text{Final contract value}) \times .33\%</math></p>	\$	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		
6	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p><b>Departmental Representative:</b> _____</p> <p><b>Project Authority:</b> _____</p> <p><b>Contracting Officer (PWGSC):</b> _____</p>		

**TABLE 2C - ASSESSMENT OF INUIT  
SUB-CONTRACTING/SUPPLIER PENALTY**

ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p><b>Calculate the percentage of guarantee achieved for Inuit content based on the following formula, where:</b></p> <p>Guarantee percentage = <math>\frac{\text{Achieved}}{\text{Proposed}} = \frac{\quad}{\quad} \% \quad * 60\%</math></p> <p><b>Note:</b> Guarantee percentage of 50% or less receives zero points.</p>	60	
2	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit sub-contracting / supplier guarantees.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP sub-contracting/supplier guarantees.</p> <p>14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p> <p>28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p>	40	
3	<b>TOTAL ASSESSED SCORE</b>	100	
4	<p><b>TOTAL CALCULATED PENALTY:</b></p> <p><math>(100 - \text{total assessed score})\% \times (\text{Final contract value}) \times .33\%</math></p>	\$	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		
6	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p><b>Departmental Representative:</b> _____</p> <p><b>Project Authority:</b> _____</p> <p><b>Contracting Officer (PWGSC):</b> _____</p>		

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### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **3.1 Bid Preparation Instructions**

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

- Section I Technical Bid (6 hard copies);
- Section II Financial Bid (1 hard copy); and
- Section III Certifications (1 hard copy)

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

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

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

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

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

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

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

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



**Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below.

**IDENTIFICATION**

**PROJECT: FACILITY MANAGEMENT FOR THE CANADIAN HIGH ARCTIC RESEARCH STATION (CHARS)**

**BUSINESS NAME AND ADDRESS OF BIDDER**

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ PBN: \_\_\_\_\_

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

Industrial Security Program Organisation Number (ISP ORG#) \_\_\_\_\_

The Bidder offers to Her Majesty the Queen in right of Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the **TOTAL BID AMOUNT** of

\$ \_\_\_\_\_ excluding applicable tax(es)  
(to be expressed in numbers)

The **TOTAL BID AMOUNT** represents the **sum of items (a) + (b) + (c) below**, all excluding applicable tax(es)

(a) Mobilization and Training. A fixed fee of \$ \_\_\_\_\_;

(b) Operations and Maintenance (Refer to Services in Section 2 & 3 in the Statement of Work).

(b.1) A fixed monthly fee of \$ \_\_\_\_\_ x 19 months = \$ \_\_\_\_\_;

(b.2) A fixed monthly fee of \$ \_\_\_\_\_ x 6 months = \$ \_\_\_\_\_; (option period 1)

(b.3) A fixed monthly fee of \$ \_\_\_\_\_ x 6 months = \$ \_\_\_\_\_; (option period 2)

(b.4) A fixed monthly fee of \$ \_\_\_\_\_ x 6 months = \$ \_\_\_\_\_; (option period 3)

This includes all salary, licenses, subcontracts, material procurement, freight, permits, and overhead and profit on all items

(c) Project Close-out and Handover (Refer to Services in Section 5 in the Statement of Work)

A fixed fee of \$ \_\_\_\_\_.



**Section III: Certifications**

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

**PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION****4.1 Evaluation Procedures**

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

**4.1.1 Mandatory Technical Criteria**

The Contractor must have a team that is comprised of experts in the various fields relevant to the scope of this requirement. Bidders may take the form of a group, for instance, a consortium, joint venture or partnership, to enable them to meet the requirements of this Contract.

- a. The Bidder's Proposal must meet all of the mandatory criteria in order for its Proposal to be considered for further evaluation. Failure on the part of the Bidder to meet any of these criteria will result in its Proposal being deemed non-compliant, with the Proposal being given no further consideration.
- b. Bidders must include the following table in their Technical Bid, indicating that it meets the mandatory criteria, and providing the bid page number or section that contains information to verify the criteria has been met.

ITEM	MANDATORY CRITERIA	CROSS REF PAGE #
<b>M1</b>	<b>Professional Team Identification</b>	
	<p>It is mandatory the Bidder demonstrates the qualifications of the following resources as described in the Statement of Work.</p> <p>* A detailed listing of relevant academic and professional attainments of the proposed resource in relation to the requirements must be included.</p>	
<b>M1.1</b>	<p>The Bidder's Company/Joint Venture must be designated through an association such as Building Owners and Managers Association (BOMA) and/or International Facilities Management Association (IFMA).</p> <p>Association Name: _____</p> <p>Certification #: _____</p>	

<b>M1.2</b>	<p><b>Facility Management Professional</b></p> <p>Must have a minimum of <u>three (3) years</u>' experience as a Facility Management Professional.</p> <p>AND</p> <p>Must have one or more of the following:</p> <ol style="list-style-type: none"> <li>a. Certified Facility Manager (CFM) in good standing with International Facility Management Association (IFMA);</li> <li>b. Facilities Management Certificate (FMC) from the Building Owner Manager's Institute (BOMI); and/or</li> <li>c. Property Management Financial Proficiency Certificate (PMFJP) from BOMI</li> </ol> <p>Name: _____</p> <p>Association Name: _____</p> <p>Certification #: _____</p>	
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#### 4.1.2 Point Rated Technical Criteria

- a. Bids meeting all mandatory criteria will be evaluated on the following point rated evaluation criteria.
- b. Bidders must obtain a minimum score of 60% for each criteria number R1, R2, and R3 to be considered compliant. Bids which fail to attain at least 60% in each of these categories will be considered technically non-responsive and no further evaluation will be conducted.
- c. The maximum score for the Point Rated Criteria is 100 points.
- d. The maximum number of pages (including text and graphics) to be submitted for the Point Rated Criteria under this section is **thirty (30) pages**.

The following are not part of the page limitation mentioned above:

- i. Covering letter
- ii. Certification/Registration/ Designation/University degree/Post Graduate degree documents
- iii. Table of contents
- iv. Front page
- v. Front page of revision(s) to RFP
- vi. Financial Bid
- vii. Insurance Certificates
- viii. Inuit Benefits Plan

***Consequence of non-compliance: any pages which extend beyond the above limitation and any other attachments will be extracted from the proposal and will not be forwarded to the Evaluation Board members for evaluation.***

- e. The Point Rated Criteria will be evaluated using the outline below. Points will be rounded using standard mathematical methods to two (2) decimal places, when required.

Rated Criteria		Total Possible Points	Minimum Pass Mark
R1	Comparable Projects	30	18
R2	Core Project Team	40	24
R3	Supporting Project Team	20	12
<b>Total Possible Points</b>		<b>90 points</b>	
<b>Minimum Pass Mark</b>			<b>54 points</b>

**Bidders must clearly demonstrate in their bid how they meet the following Point-Rated Criteria:**

ITEM	POINT RATED CRITERIA	MAX. POINTS
R1	Comparable Projects (pass mark 18 pts)	30 points
	<p>a. Through the description of up to three (3) recently completed (in the past seven years from RFP closing date) Facility Management projects worked on by Bidder's Firm/Joint Venture.</p> <p>b. The Bidder must provide evidence that they have comparable experience to effectively provide services outlined in the SOW. Proposal must include project description and intent narrative, including demonstration of:</p> <ul style="list-style-type: none"> <li>i. How the project supports the Bidder in demonstrating that they are qualified to provide turnkey <i>Facilities Management Services for the Canadian High Arctic Research Station</i> in Cambridge Bay, Nunavut.</li> <li>ii. Comparable constraints and challenges complete with approach to address constraints and challenges and resulting supporting resolutions to the project Constraints and Challenges. Assessment will consider innovation, development of appropriate and cost effective solutions that support providing demonstrate-able value to the project.</li> <li>iii. Outline of Quality Management approach to ensure project is effective, comprehensive, considers the inter-related components and support decision making.</li> <li>iv. Lessons learned and challenges in the application of Facilities Management services.</li> </ul> <p>(As an example comparable Facilities Management projects could be located in the Arctic climate (above 60 degrees latitude) or for campuses of buildings that support multiple occupancies.)</p>	30 points (based upon grid table 1)

	<p>Bidders will be evaluated on the following points:</p> <ul style="list-style-type: none"> <li>• How the comparable project supports this project (maximum 5 points for each relevant project to a maximum of 15 pts)</li> <li>• Comparable constraints and challenges (maximum 5 pts)</li> <li>• Quality management approach (maximum of 5 pts)</li> <li>• Applicability of Lessons Learned to this project (maximum 5 pts)</li> </ul>	
<b>R2</b>	<b>Core Project Team</b> (pass mark 24 pts)	<b>40 points</b>
	<p>a. Demonstration of working as an interdisciplinary team in the delivery of Facilities Management services. The assessment will consider, at a minimum, the following:</p> <ul style="list-style-type: none"> <li>• Identification of the Core Project Team members (minimum four team members) complete with explanation of: <ul style="list-style-type: none"> <li>○ Roles within the project team on previous, comparable projects.</li> <li>○ Proposed role within this project.</li> <li>○ Demonstration of experience working together as a part of the same interdisciplinary project team.</li> </ul> </li> </ul> <p>Bidders will be evaluated on the following points:</p> <ul style="list-style-type: none"> <li>• Identification of Core Team experience and appropriateness of comparable facility. (maximum of 20 pts)</li> <li>• Listing of trade qualifications required to support daily and preventative maintenance operations (maximum of 20 pts)</li> </ul>	<p>40 points (based upon grid table 1)</p>

R3	Supporting Project Team (pass mark 12 pts)	20 points
	<p><b>Identify key personnel within your project team that can demonstrate individually or collectively (3) years previous experience in providing the following services in similar locations or facilities, including their relevancy of location, size and primary function.</b></p> <p><b>1. Janitorial/Hoteling Management</b> (max of 5 pts)</p> <p>(i) Demonstrate experience in office and accommodations janitorial and accommodation hoteling services.</p> <p><b>2. Data Control (CMMS) Management</b> (max of 5 pts)</p> <p>(i) Demonstrate experience in using a CMMS.  (ii) Demonstrate experience using a work control process.  (iii) Demonstrate experience maintaining and updating a BIM system.  (iv) Demonstrate experience of reporting Monthly Work Activity Reports.</p> <p><b>3. Logistics Management</b> (max of 5 pts)</p> <p>(i) Demonstrate experience in inventory management.  (ii) Demonstrate experience in shipping and logistics management into the Arctic (multi-mode, i.e. Sealift, Air, etc.).</p> <p><b>4. Security Management</b> (max of 5 pts)</p> <p>(i) Demonstrate experience of monitoring of alarm and security camera systems.  (ii) Demonstrate experience in physical presence patrol.  (iii) Demonstrate experience in client service.  (iv) Demonstrate experience in operation of security software.  (v) Demonstrate experience in management of access control (keys and swipe cards).</p>	<p>Each supporting project team is rated on 5 points each – 20 points total (based upon grid table 1)</p>

Total Technical Evaluation Rating	9.0		0 - 90
Total Inuit Benefits Evaluation Rating	1.0		0 -10
<b>Total Combined Technical &amp; Inuit Benefits Evaluation Criterion Points Rating</b>	<b>10.0</b>		<b>0-100</b>

## EVALUATION RATING GRID GUIDLELINES

**Grid Table 1**

<b>INADEQUATE</b>	<b>POOR</b>	<b>WEAK</b>	<b>ACCEPTABLE</b>	<b>VERY GOOD</b>	<b>EXCELLENT</b>
<b>0 point</b>	<b>1.0 points</b>	<b>2 points</b>	<b>3 points</b>	<b>4.5 points</b>	<b>5 points</b>
<ul style="list-style-type: none"> <li>• Did not submit information which could be evaluated</li> <li>• Absolutely inadequate</li> <li>• Weaknesses can't be corrected</li> <li>• Proponent lacks qualification and experience</li> <li>• Team proposed is not likely able to meet requirements</li> <li>• Sample projects not related to this projects needs</li> <li>• Extremely poor, insufficient to meet performance requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Below the desirable minimum</li> <li>• Generally doubtful that weaknesses can be corrected</li> <li>• Proponent generally lacks qualifications and experience</li> <li>• Team is weak – either missing components or overall experience is weak</li> <li>• Sample projects not related to this project's needs</li> <li>• Little capability to meet performance requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Just fails to meet the desirable minimum</li> <li>• Weaknesses can be corrected</li> <li>• Proponent just below minimum qualifications and experience</li> <li>• Team not quite capable of fulfilling requirements as presented</li> <li>• Sample projects only marginally related to this projects needs</li> <li>• Just below acceptable capability</li> </ul>	<ul style="list-style-type: none"> <li>• Meets the desirable minimum</li> <li>• No significant weaknesses</li> <li>• Proponent is qualified and experienced</li> <li>• Team covers all components and will likely meet requirements</li> <li>• Sample projects generally related to this projects needs</li> <li>• Average capability should be adequate for effective results</li> </ul>	<ul style="list-style-type: none"> <li>• More than satisfies desirable minimum</li> <li>• No apparent weaknesses</li> <li>• Proponent is highly qualified and experienced</li> <li>• Strong team – some members have previously worked together</li> <li>• Sample projects directly related to this projects needs</li> <li>• Superior capability, should ensure effective results</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptionally strong proposal</li> <li>• No apparent weaknesses</li> <li>• Proponent is exceptionally qualified and experience</li> <li>• Exceptional team – has worked well together before on comparable work</li> <li>• Sample projects directly related to this projects needs</li> <li>• Exceptional capability, should ensure extremely effective results</li> </ul>

### 4.2 Basis of selection

1. To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and

c. obtain the required minimum points specified for each criterion for the technical evaluation, and

d. obtain the required minimum of 54 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 100 points.



2. Bids not meeting (a) or (b) or (c) and (d) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60% for the technical merit and 40% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

#### Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>		83.84	75.56	80.89
<b>Overall Rating</b>		1st	3rd	2nd

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

#### **5.2 Certifications Precedent to Contract Award and Additional Information**

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

##### **5.2.1 Integrity Provisions – Required Documentation**

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

##### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

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

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

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

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Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

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

#### **5.2.3.1 Status and Availability of Resources – A3005T (2010-08-16)**

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

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

#### **5.2.3.2 Education and Experience - A3010T (2010-08-16)**

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

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## **PART 6 - SECURITY REQUIREMENT**

### **6.1 Security Requirement**

1. At the date of bid closing, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement 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. For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.1 Replacement of Specific Individuals**

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

#### **7.1.2 Task Authorization**

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

### 7.1.2.1 Task Authorization Process

- 1.The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex D.
- 2.The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
- 3.The Contractor must provide the Technical Authority, within 10 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
- 4.The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### 7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$30,000.00, Applicable Taxes included, inclusive of any revisions.

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

### 7.1.2.3 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.

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

2035 (2016-04-04), General Conditions - Services, apply to and form part of the Contract.

## 7.3 Security Requirement

7.3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE N° EV385-172530 Revise 1

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), 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, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required

by this Contract has been completed satisfactorily by CISD, PWGSC, the Contractor personnel **MAY NOT ENTER** sites without an escort.

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 B;
  - b. Industrial Security Manual (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ inclusive.

### 7.4.2 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional six (6) month period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Dan McRuer  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Acquisition Branch  
Suite 100 – 167 Lombard Ave.  
Winnipeg, MB R3B 0T6  
Telephone: 204-295-6634  
Facsimile: 204-983-7796  
E-mail address: dan.mcruer@pwgsc-tpsgc.gc.ca

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

## 7.5.2 Technical Authority

*"TO BE PROVIDED AT CONTRACT AWARD"*

The Technical Authority for the Contract is:

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

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

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

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

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

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

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

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

## 7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

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

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

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

Cellular: \_\_\_\_\_

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

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$300,000.00. Customs duties are excluded and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### 7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1.

- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Applicable Taxes are extra, if applicable.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. 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) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

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.

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

### 7.7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

### 7.8 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly work activity report described in the Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:



- (a) The original and two (2) copies of the invoices and monthly work activity reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

### 7.9.2 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.

### 7.10 Applicable Laws

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

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the General Conditions 2035 (2016-04-04);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) the Contractor's proposal dated \_\_\_\_\_ (*insert date of bid*)

## 7.12 Insurance

### 7.12.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.12.2 Commercial General Liability Insurance**. 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.

### 7.12.2 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

### 7.13 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

### 7.14 Government Site Regulations

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

### 7.15 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

### 7.16 Voluntary Reports for Apprentices Employed during the Contact

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority six months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)

Solicitation No. - N° de l'invitation

EV385-172530/A

Client Ref. No. - N° de réf. du client

INAC EV385-172530

Amd. No. - N° de la modif.

File No. - N° du dossier

PWZ-6-39309

Buyer ID - Id de l'acheteur

pwz050

CCC No./N° CCC - FMS No./N° VME

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**ANNEX A**

**STATEMENT OF WORK**

**(Attached)**

Solicitation No. - N° de l'invitation

EV385-172530/A

Client Ref. No. - N° de réf. du client

INAC EV385-172530

Amd. No. - N° de la modif.

File No. - N° du dossier

PWZ-6-39309

Buyer ID - Id de l'acheteur

pwz050

CCC No./N° CCC - FMS No./N° VME

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**ANNEX B**

**SECURITY REQUIREMENT CHECK LIST**

**(Attached)**

**ANNEX C****FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION**

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

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

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

Complete both A and B.

A. Check only one of the following:

- ( ) A1. The Bidder certifies having no work force in Canada.
- ( ) A2. The Bidder certifies being a public sector employer.
- ( ) A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ( ) A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ( ) A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

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

B. Check only one of the following:

- ( ) B1. The Bidder is not a Joint Venture.

**OR**

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

Solicitation No. - N° de l'invitation

EV385-172530/A

Client Ref. No. - N° de réf. du client

INAC EV385-172530

Amd. No. - N° de la modif.

File No. - N° du dossier

PWZ-6-39309

Buyer ID - Id de l'acheteur

pwz050

CCC No./N° CCC - FMS No./N° VME

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**ANNEX D**

**TASK AUTHORIZATION FORM PWGSC-TPSGC 572**

**(Attached)**

## ANNEX "F"

### Voluntary Certification to Support the Use of Apprentices

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

*In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes.*

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

*Name:*

*Signature:*

*Company Name:*

*Company Legal Name:*

*Solicitation Number:*

*Optional information to provide:*

*Number of apprentices planned to be working on this contract:*

*Trades of those apprentices:*

<sup>1</sup> The journeyman-apprentice ratio is defined as the number of qualified/certified journeymen that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.