



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

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

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Industrial Vehicles & Machinery Products Division  
11 Laurier St./11, rue Laurier  
7B1, Place du Portage, Phase III  
Gatineau  
Québec  
K1A 0S5

<b>Title - Sujet</b> R&O FOR MILITARIZED MHE FLEET	
<b>Solicitation No. - N° de l'invitation</b> W8486-173993/A	<b>Date</b> 2017-07-05
<b>Client Reference No. - N° de référence du client</b> W8486-173993	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HS-643-73079	
<b>File No. - N° de dossier</b> hs643.W8486-173993	<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 2017-08-15</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Chenier, Jeremy G.	<b>Buyer Id - Id de l'acheteur</b> hs643
<b>Telephone No. - N° de téléphone</b> (819) 420-0868 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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>	

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include Annex A - Statement of Work, Annex B - Mandatory Technical Evaluation Criteria, Annex C - Response to Mandatory Technical Evaluation Criteria, Annex D - Pricing, Annex E - Logistics Statement of Work, Annex F - Security Requirements Checklist, Annex G - Federal Contractors Program for Employment Equity - Certification, Annex H - Insurance Requirements, and Annex I - DND 626 Task Authorization Form.

### 1.2 Summary

The Department of National Defence has a requirement for repair and overhaul services, field service representatives, technical support, special investigations and technical studies (SITS), and technical investigation and engineering support (TIES) to inspect, repair, and maintain material handling equipment and its components in accordance with Annex A - Statement of Work and Annex E - Logistics Statement of Work.

The work under this requirement will be carried out for a three- (3-) year period from the effective date of the contract, with an option to extend the contract for two (2) additional periods of one (1) year each.

The work under this requirement will be completed on an "as and when required basis".

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to

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the [Industrial Security Program](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) (ISP) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

This procurement is subject to the Controlled Goods Program. The [Defence Production Act](#) defines Canadian Controlled Goods as certain goods listed in Canada's Export Control List, a regulation made pursuant to the Export and Import Permits Act (EIPA).

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 Annex G - 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) 2017-04-27 Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 150 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

For the purposes of this clause,

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

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or

- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

#### **Former Public Servant in Receipt of a Pension**

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

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

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

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

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;

- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

## **2.6 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least ten (10) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.



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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 (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (1 hard copy)

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

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

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

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

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

#### Section I: Technical Bid

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

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

Bidders should include a written narrative for each mandatory criterion described in Annex B - Mandatory Technical Evaluation Criteria. Responses consisting of a simple statement of compliance or lacking narrative, should be avoided.

Bidders should fully complete Annex C - Response to Mandatory Technical Evaluation Criteria. Bidders should provide additional explanation to support their technical compliance.

## **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment specified in Part 7 and at Annex D - Pricing. The total amount of Applicable Taxes must be shown separately.

### **3.1.1 Electronic Payment of Invoices – Bid**

Canada requests that Bidders complete option 1 or 2 below:

1. Electronic Payment Instruments will be accepted for payment of invoices. The following Electronic Payment Instrument(s) are accepted:

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

2. ☐ Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

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

### **3.1.2 Exchange Rate Fluctuation**

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

## **Section III: Certifications**

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

## **Section IV: Additional Information**

### **3.1.3 Bidder's Representatives**

Canada requests that Bidders provide information for the contact person responsible for:

#### **General enquiries**

Name:

Telephone No:

Facsimile No:

E-mail address:

#### **Project Management**

Name:

Telephone No:

Facsimile No:

E-mail address:

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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

Bidders must meet all mandatory technical evaluation criteria detailed in Annex B - Mandatory Technical Evaluation Criteria.

##### **4.1.2 Financial Evaluation**

Bids must be completed in full and provide all financial information in accordance with the bid solicitation and Annex D - Pricing to enable a full and complete evaluation.

##### **4.1.2.1 Mandatory Financial Criteria**

The prices of the bid must be in Canadian dollars, Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

##### **4.1.2.2 Aggregate Price Determination**

The aggregate price of the bid will be determined in accordance with Appendix D1 - Aggregate Evaluated Price of the Bid.

### **4.2 Basis of Selection**

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

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

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

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

##### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Status and Availability of Resources

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

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

#### 5.2.3.2 Education and Experience

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

#### 5.2.3.3 General Environmental Criteria Certification

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

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

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

Or

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

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

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	

Solicitation No. - N° de l'invitation  
W8486-173993/A  
Client Ref. No. - N° de réf. du client  
W8486-173993

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hs643. W8486-173993

Buyer ID - Id de l'acheteur  
hs643  
CCC No./N° CCC - FMS No./N° VME

All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Bidders' Authorized Representative Signature

\_\_\_\_\_  
Date

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

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

### 6.2 Controlled Goods Requirement

SACC Manual clause [A9130T](#) (2014-11-27) Controlled Goods Program

### 6.3 Insurance Requirements

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

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

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## 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 Department of National Defence has a requirement for repair and overhaul services, field service representatives, and technical support, special investigations and technical studies (SITS), and technical investigation and engineering support (TIES) to inspect, repair, and maintain material handling equipment and its components in accordance with Annex A - Statement of Work and Annex E - Logistics Statement of Work.

#### 7.1.1 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. The Work described in the Task Authorization must be in accordance with the scope of the Contract.

##### 7.1.1.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex I - DND 626 Task Authorization Form.
2. The Task Authorization 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 Task Authorization 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 (ten) 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 Task Authorization authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a Task Authorization has been received will be done at the Contractor's own risk.

##### 7.1.1.2 Task Pricing

Pricing for each task must be established as follows:

###### 7.1.1.2.1 Firm Lot Price

Where a firm lot price has been established, the Contractor must complete the work in accordance with the specified firm lot price. The firm lot price represents the total amount payable under the Task Authorization.

###### 7.1.1.2.2 Not to Exceed

A not to exceed is normally established when a requirement is not well defined or is of high risk and it is not practical to utilize a firm price or a ceiling price. The authorized amount in the Task Authorization represents the amount up to which the Contractor will be paid. The Contractor must not perform any work or services which would cause the total liability of Canada to exceed the authorized amount unless an increase is authorized by Canada.



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#### **7.1.1.2.3 Ceiling Price**

Where a ceiling price has been established, the Contractor must complete the work and the ceiling price represents the maximum amount payable under the Task Authorization. The ceiling price is subject to downward adjustment based on the actual cost reasonably incurred in the performance of the work.

#### **7.1.1.3 Task Authorization Limit**

The Procurement Authority may authorize individual task authorizations up to a limit of \$100,000 , Applicable Taxes included, inclusive of any revisions.

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

#### **7.1.1.4 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

“Maximum Contract Value” means the amount specified in the “Limitation of Expenditure” clause set out in the Contract; and

“Minimum Contract Value” means \$250,000.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **7.1.1.5 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

The data must be submitted on a quarterly basis, or as requested, to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;  
2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and  
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period or request.

#### **Reporting Requirement- Details**

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

For each authorized task:

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

For all authorized tasks:

- i. the number of hours by quarter, by fiscal year and since contract award, used for shop work, field service representatives, special investigations and technical studies (SITS), and technical investigation and engineering support (TIES);
- ii. the amount, exclusive of Applicable Taxes, by quarter, by fiscal year and expended to date for furnished material and spare parts and for subcontracting work;
- iii. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized Task Authorizations; and
- iv. the total amount, exclusive of Applicable Taxes, expended to date against all authorized Task Authorizations.

#### **7.1.1.6 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by (to be inserted by PWGSC). This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

#### **7.2 Standard Clauses and Conditions**

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

##### **7.2.1 General Conditions**

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

Delete: 2035 06 (2013-06-27) Subcontracts in its entirety

Insert:

1. Except as provided in subsection 2, the Contractor must obtain the Contracting Authority's written consent before subcontracting or permitting the subcontracting of any part of the Work. A subcontract includes a contract entered into by any subcontractor at any tier to perform any part of the Work.
2. The Contractor is not required to obtain consent for subcontracts specifically authorized in the Contract. The Contractor may also without the consent of the Contracting Authority:
  - (a) purchase "off-the-shelf" items and any standard articles and materials that are ordinarily produced by manufacturers in the normal course of business;
  - (b) subcontract any incidental services that would ordinarily be subcontracted in performing the Work;
  - (c) in addition to purchases and services referred to in paragraphs (a) and (b), subcontract any part or parts of the Work to one or more subcontractors up to a total value of 40 percent of the Contract Price; and
  - (d) permit its subcontractors at any tier to make purchases or subcontract as permitted in paragraphs (a), (b) and (c).
3. In any subcontract other than a subcontract referred to in paragraph 2 (a), the Contractor must, unless the Contracting Authority agrees in writing, ensure that the subcontractor is bound by conditions compatible with and, in the opinion of the Contracting Authority, not less favourable to Canada than the conditions of the Contract, with the exception of requirements under the Federal Contractors Program for employment equity which only apply to the Contractor.
4. Even if Canada consents to a subcontract, the Contractor is responsible for performing the Contract and Canada is not responsible to any subcontractor. The Contractor is responsible for any matters or things done or provided by any subcontractor under the Contract and for paying any subcontractors for any part of the Work they perform.

#### **7.2.2 Supplemental General Conditions**

4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information, applies to and forms part of the Contract.

4012 (2012-07-16), Goods - Higher Complexity, applies to and forms part of the Contract.

#### **7.3 Security Requirements**

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designation Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. This contract includes access to **Controlled Goods**. Prior to access, the contractor must be registered in the Controlled Goods Program of Public Works and Government Services Canada (PWGSC).
3. The Contractor/Offeror personnel requiring access to sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
4. Subcontracts which contain security requirement are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex F - Security Requirements Check List.
  - (b) Industrial Security Manual (Latest Edition).

#### 7.4 Term of Contract

##### 7.4.1 Period of the Contract

The period of the Contract is from the effective date of the Contract to **(to be inserted by PWGSC)** inclusive. The contractor must complete any vehicle repair and overhaul services requested before the contract expiry date.

##### 7.4.2 Option to Extend the Contract

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

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

##### 7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

#### 7.5 Authorities

##### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jeremy Chenier  
Supply Specialist

Solicitation No. - N° de l'invitation  
W8486-173993/A  
Client Ref. No. - N° de réf. du client  
W8486-173993

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hs643. W8486-173993

Buyer ID - Id de l'acheteur  
hs643  
CCC No./N° CCC - FMS No./N° VME

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Public Works and Government Services Canada  
Acquisitions Branch  
LEFTD – HS Division  
11 Laurier Street, PDP III, 7B1  
Gatineau, Quebec K1A 0S5  
Telephone: 819-420-0868  
E-mail address: jeremy.chenier@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 Procurement Authority**

The Procurement Authority for the Contract is:

**(To be inserted by PWGSC)**

DLP:  
National Defence Headquarters  
Mgen. George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
Telephone:  
E-mail address:

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority; however, the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

#### **7.5.3 Technical Authority**

The Technical Authority for the Contract is:

**(To be inserted by PWGSC)**

National Defence Headquarters  
Mgen. George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, Ontario K1A 0K2  
Telephone:  
E-mail address:

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

scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

#### **7.5.4 Contractor's Representative**

##### **General Enquiries**

Name: **(To be inserted by PWGSC)**

Telephone No.:

Facsimile No.:

E-mail address:

##### **Project Management**

Name: **(To be inserted by PWGSC)**

Telephone No.:

Facsimile No.:

E-mail address:

#### **7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

#### **7.7 Payment**

##### **7.7.1 Basis of Payment**

###### **7.7.1.1 Firm Lot Price Task Authorization**

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization, the Contractor will be paid the firm lot price, based on the firm all inclusive hourly rates for labour, at the actual laid down cost plus the firm markup for subcontracting work and contractor furnished material and spare parts, as detailed in Annex D - Pricing and as specified in the authorized Task Authorization. Customs Duties are included where applicable and the Applicable Taxes are extra.

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.

###### **7.7.1.2 Not-to Exceed Task Authorization**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization, as determined in accordance with the firm all inclusive hourly rates for labour, the actual laid down cost plus the firm markup for subcontracting work and contractor furnished material and spare parts, as detailed in Annex D - Pricing, to the limitation of expenditure specified in the authorized Task Authorization.

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

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

#### **7.7.1.3 Ceiling Price Task Authorization**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization, as determined in accordance with the firm all inclusive hourly rates for labour, the actual laid down cost plus the firm markup for subcontracting work and contractor furnished material and spare parts, as detailed in Annex D - Pricing, to the ceiling price specified in the authorized Task Authorization. Customs duties are included where applicable and the Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

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.

#### **7.7.1.4 For Overtime Work Authorization**

Emergency repairs/work which is specifically requested to be performed at other than normal working hours will be paid at the rate of 1.5 times normal time for overtime on normal days and weekends. Emergency repairs required on statutory holidays will be paid at two (2) times the normal rate. No premium overtime must be charged unless authorized in writing by the Procurement Authority.

#### **7.7.1.5 Travel and Living Expenses - National Joint Council Travel Directive**

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

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

All payments are subject to government audit.

#### **7.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations, inclusive of any revisions, must not exceed the sum of \$ **(to be inserted by PWGSC)**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

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

- (a) when it is 75 percent committed, or
  - (b) four (4) months before the contract expiry date, or
  - (c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized Task Authorization, inclusive of any revisions,
- whichever comes first.

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

#### **7.7.3 Electronic Payment of Invoices – Contract**

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

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

#### **7.7.4 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
C0307C	Cost Submissions – Repair and Overhaul	2014-06-26
C0705C	Discretionary Audit	2010-01-11
C0710C	Time and Contract Price Verification	2007-11-30
C0711C	Time Verification	2008-05-12
H1001C	Multiple Payments	2008-05-12

#### **7.8 Invoicing Instructions**

##### **7.8.1 Invoicing Instructions Per Task**

The Contractor must submit invoices in accordance with the section entitled “Invoice Submission” of the general conditions. Invoices cannot be submitted until all work identified in the task form is completed.

The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.



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The Contractor must submit invoices on its own form, and must include the following information:

- (a) Date;
- (b) Name and address of the consignee(s);
- (c) Contract number, serial number and DND financial coding;
- (d) Task Authorization Number;
- (e) Hourly Rate applicable to the labour hours;
- (f) Engineering or technical support categories;
- (g) Labour hours per labour category;
- (h) Cost of materials related to the task;
- (i) Approved travel and living expenses (receipts required);
- (j) Cost of subcontractor related to the task;
- (k) Applicable taxes;
- (l) Supporting documentation such as, but not limited to, detailed copies of subcontractor and material/parts invoices, copies of travel, hotel, car rental and airline receipts.

#### **7.8.2 Distribution of Invoices**

Invoices must be distributed as follows:

- (a) The original must be forwarded or e-mailed to the Procurement Authority identified under the section entitled "Authorities" of the Contract.
- (b) One (1) copy must be forwarded or e-mailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

Note: Any credit notes (spares, scrap material) with supporting documentation must be shown as a credit on the invoice.

#### **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 Ontario.

### 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 supplemental general conditions 4006 (2010-08-16), Contractor to Own Intellectual Property Rights in Foreground Information Complexity;
- (c) the supplemental general conditions 4012 (2012-07-16), Goods - Higher Complexity;
- (d) the general conditions 2035 (2016-04-04), General Conditions - Higher Complexity - Services;
- (e) Annex A - Statement of Work;
- (f) Annex D - Pricing;
- (g) Annex F - Security Requirements Check List;
- (h) Annex H - Insurance Requirements;
- (i) Annex E - Logistics Statement of Work
- (j) the signed Task Authorizations (including all of its annexes, if any);
- (k) the Contractor's bid dated (to be inserted by PWGSC), as clarified on (to be inserted by PWGSC).

### 7.12 SACC Manual Clauses

SACC Reference	Title	Date
A2000C	Foreign Nationals (Canadian Contractor)	2006-06-16
A2001C	Foreign Nationals (Foreign Contractor)	2006-06-16
A9006C	Defence Contract	2012-07-16
A9062C	Canadian Forces Site Regulations	2011-05-16
A9065C	Identification Badge	2006-06-16
A9131C	Controlled Goods Program - Contract	2014-11-27

B4060C	Controlled Goods	2011-05-16
C2800C	Priority Rating	2013-01-28
C2801C	Priority Rating - Canadian Contractors	2011-11-27
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
D2025C	Wood Packaging Materials	2013-11-06
D3010C	Delivery of Dangerous Goods/Hazardous Products	2016-01-28
D5510C	Quality Assurance Authority - (DND) - Canadian Based Contractor	2014-06-26
D5515C	Quality Assurance Authority (DND) - Foreign-based and United States Contractor	2010-01-11
D5540C	ISO 9001:2008 Quality Management Systems - Requirements (QAC Q) (refer to Appendix A2 - Material Handling Equipment Components List)	2010-08-16
D5545C	ISO 9001:2008 - Quality Management Systems - Requirements (QAC C) (refer to Appendix A2 - Material Handling Equipment Components List)	2010-08-16
D5604C	Release Document (DND) - Foreign Based Contractor	2008-12-12
D5605C	Release Documents (DND) - United States-based Contractor	2010-01-11
D5606C	Release Documents (DND) - Canadian-based Contractor	2012-07-16
D6010C	Palletization	2007-11-30
D9002C	Incomplete Assemblies	2007-11-30

### 7.13 Insurance – Specific Requirements

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

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

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

### 7.14 Inspection and Acceptance

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the

requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

#### **7.15 Shelf Life**

The Contractor must ensure that all items will contain 75 percent of the authorized shelf life as listed in CFTO D-05-001-001/SF-000 at date of delivery to the Department of National Defence.

#### **7.16 Tools and Loose Equipment**

For shipment verification, all items and tools, which are shipped loose with the vehicle/equipment must be listed on the Inspection Certificate (CF1280) or on an attached packing note.

#### **7.17 Technical Changes, Substitutes and Alternatives (for spare parts used for repair)**

Any technical changes, substitutes and alternatives proposed by the Contractor must be evaluated for acceptance by the Technical Authority. Any substitutes and alternatives must be equivalent in form, fit, function, quality and performance to what is being replaced and must be at no additional cost to Canada. Substitutes and alternatives that are offered as equivalent will only be acceptable once they are approved by the Technical Authority as an equivalent. As applicable, an approval e-mail, a contract amendment or a completed Design Change/Deviation form will be issued.

Should the Technical Authority not accept the substitute or the alternative and the Contractor is unable to meet the technical requirement, Canada may terminate the contract for default in accordance with the general conditions stated in the contract.

#### **7.18 Shipping Instructions (DND) – Canadian-based Contractor**

1. Delivery will be FCA Free Carrier at Contractor's facility Incoterms 2000. The Contractor must load the goods onto the carrier designated by the Department of National Defence (DND). Onward shipment from the delivery point to the consignee will be Canada's responsibility.

2. Before shipping the goods, the Contractor must contact the following DND Inbound Logistics Coordination Center by facsimile or e-mail, to arrange for shipment, and provide the information detailed at paragraph 3.

- (a) when the Contractor is located between Kingston inclusive and westward to the Ontario/Manitoba border:

Inbound Logistics Central Area (ILCA)  
Telephone: 1-866-371-5420 (toll free)  
Facsimile: 1-866-419-1627 (toll free)  
E-mail: [ILCA@forces.gc.ca](mailto:ILCA@forces.gc.ca)

OR

- (b) when the Contractor is located in Manitoba, Saskatchewan, Alberta, British Columbia and the National Capital Region inclusive to east of Kingston:

Inbound Logistics Co-ordination Center (ILCC)  
Telephone: 1-877-877-7423 (toll free)

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Facsimile: 1-877-877-7409 (toll free)

E-mail: [ILHQOttawa@forces.gc.ca](mailto:ILHQOttawa@forces.gc.ca)

OR

(c) When the Contractor is located in Quebec:

Inbound Logistics Quebec Area (ILQA)

Telephone: 1-866-935-8673 (toll free), or 1-514-252-2777, ext. 4673 or 2852

Facsimile: 1-866-939-8673 (toll free), or 1-514-252-2911

E-mail: [25DAFCTrafficQM@forces.gc.ca](mailto:25DAFCTrafficQM@forces.gc.ca)

OR

(d) When the Contractor is located in Atlantic (New-Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador):

Inbound Logistics Atlantic Area (ILAA)

Telephone: 1-902-427-1438

Facsimile: 1-902-427-6237

E-mail: [BlogILAA@forces.gc.ca](mailto:BlogILAA@forces.gc.ca)

3. The Contractor must provide the following information to the DND Inbound Logistics Coordination Center when arranging for shipment:

- (a) the Contract number;
- (b) consignee address (for multiple addresses, items must be packaged and labelled separately with each consignee address);
- (c) description of each item;
- (d) the number of pieces and type of packaging (i.e., carton, crate, drum, skid);
- (e) actual weight and dimensions of each piece type, including gross weight;
- (f) full details of dangerous goods/hazardous products, as required for the applicable mode of transportation, signed certificates for dangerous goods/hazardous products as required for shipment by the International Maritime Dangerous Goods Code, the International Air Transport Association regulations or the applicable [Canadian Transportation of Dangerous Goods Regulations](#), and a copy of the safety data sheet in English and French.

4. Following receipt of this information by Canada, Canada will provide the appropriate shipping instructions, which may include the requirement for specific consignee address labelling, and the marking of each piece with a Transportation Control Number.

5. The Contractor must not ship the goods before receiving shipping instructions from the DND Inbound Logistics contact.

6. If the Contractor delivers the goods at a place and time which are not in accordance with the given delivery instructions or fail to fulfill reasonable delivery instructions given by Canada, the Contractor must reimburse Canada any additional expenses and costs incurred.

7. If Canada is responsible for delays in delivering the goods, ownership and risk will be transferred to Canada upon expiry of either 30 days following the date on which a duly completed shipping application is received by Canada or by its appointed forwarding agent, or 30 days following the delivery date specified in the Contract, whichever is later.

#### **7.19 Release Documents - Distribution**

The Contractor must prepare the release documents in a current electronic format and distribute them as follows:

- (a) One (1) copy mailed to consignee marked: "Attention: Receipts Officer";
- (b) Two (2) copies with shipment (in a waterproof envelope) to the consignee;
- (c) One (1) copy to the Contracting Authority;
- (d) One (1) copy to:

National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A OK2  
Attention: **to be inserted by PWGSC**

- (e) One (1) copy to the Quality Assurance Representative;
- (f) One (1) copy to the Contractor;
- (g) For all non-Canadian contractors, one (1) copy to:

DQA/Contract Administration  
National Defence Headquarters  
Mgen George R. Pearkes Building  
101 Colonel By Drive  
Ottawa, ON K1A OK2  
E-mail: [ContractAdmin.DQA@forces.gc.ca](mailto:ContractAdmin.DQA@forces.gc.ca).

#### **7.20 Meetings**

##### **7.20.1 Post-Contract Award Meeting**

Within ten (10) calendar days from the effective date of the Contract, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Technical Authority after contract award to review technical and contractual requirements. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will

be held at the Contractor's facilities or at the Department of National Defence facility or via teleconference, at Canada's discretion at no additional cost to Canada, with representatives of the Contractor, the Department of National Defence and Public Works and Government Services Canada.

#### **7.20.2 Progress Meetings**

Progress meetings, chaired by the Contracting Authority, will take place at the Contractor's facility as and when required and at least once every calendar year. Interim meetings may also be scheduled. Contractor's attendees at these meetings will, as a minimum, be its Contract (Project) Manager, Production Manager (Superintendent) and Quality Assurance Manager. Progress meetings will generally incorporate technical meetings to be chaired by the Technical Authority. The Contractor shall be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held.

Progress meetings and interim meetings must be at no additional cost to Canada.

#### **7.21 Performance and Reliability**

Equipment repaired or overhauled must be in accordance with the terms of this Contract to meet the standards of the applicable DND specifications. When such standards are not described or when the standards described are considered by the Contractor to be inadequate, the Contractor must submit the standards of performance and reliability to which they propose to repair/overhaul equipment through the NDQAR who will forward the standards to the Technical Authority for approval.

#### **7.22 Quality Plan**

No later than sixty (60) days after the effective date of the Contract, the Contractor must submit for acceptance by the Department of National Defence (DND) a Quality Plan prepared according to the latest issue (at contract date) of ISO 10005:2005 "Quality management systems - Guidelines for quality plans". The Quality Plan must describe how the Contractor will conform to the specified quality requirements of the Contract and specify how the required quality activities are to be carried out, including quality assurance of subcontractors. The Contractor must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the Quality Plan.

The documents referenced in the Quality Plan must be made available when requested by Public Works and Government Services Canada or DND.

If the Quality Plan was submitted as part of the bidding process, the Contractor must review and, where appropriate, revise the submitted plan to reflect any changes in requirements or planning which may have occurred as a result of pre-contract negotiations.

Upon acceptance of the Quality Plan by DND, the Contractor must implement the Quality Plan. The Contractor must make appropriate amendments to the Quality Plan throughout the term of the contract to reflect current and planned quality activities. Amendments to the Quality Plan must be acceptable to DND.

#### **7.23 Vehicle Safety**

Each vehicle supplied pursuant to the Contract must meet the applicable provisions of the [Motor Vehicle Safety Act](#), S.C. 1993, c. 16, and the applicable regulations that are in force on the date of its manufacture.

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Buyer ID - Id de l'acheteur  
hs643  
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## ANNEX A - STATEMENT OF WORK



# **ANNEX A**

## **Statement of Work (SOW)**

### **Repair and Overhaul (R&O) of Material Handling Equipment (MHE)**

**Date: 13 June 2017**

Prepared by:

DSVPM 4-2-1  
National Defence Headquarters  
Major General George R. Pearkes Building  
Ottawa, Ontario  
K1A 0K2



**NOTICE**

This documentation has been reviewed by the Technical Authority and does not contain controlled goods.

**AVIS**

Cette documentation a été révisée par l'Autorité technique et ne contient pas de marchandises contrôlées.

## STATEMENT OF WORK FOR REPAIR AND OVERHAUL FOR MATERIAL HANDLING EQUIPMENT

### 1.0 SCOPE

The Department of National Defence (DND) has a requirement for Repair and Overhaul (R&O), Field Service Representatives (FSR), Technical Investigation and Engineering Services (TIES), Special Investigations and Technical Studies (SITS) and Technical Support to perform inspection, repair, and to maintain Material Handling Equipment (MHE) and its components.

#### 1.1 Objective

The objective of this Statement of Work (SOW) is to outline the work required by DND. The repairs to the in-service fleet of material handling equipment and its components will ensure a continuous supply of serviceable equipment to the Canadian Armed Forces (CAF).

#### 1.2 Background

The Material Handling Equipment replacement schedule is still several years away and as such, a repair and overhaul capability is required to sustain the militarized in-service MHE Fleets until replacement.

#### 1.3 List of Equipment

The equipment to be serviced includes, but is not limited to, the current militarized fleet of material handling equipment owned and operated by DND as follows:

- (a) Liftking: LK 35C: Qty 12 - 35,000 Lbs Capability (2004);
- (b) Liftking: CAN 10: Qty 20 – 10,000 Lbs Capability (2002/04/05);
- (c) Liftking: CAN 6: Qty 18 – 6,000 Lbs Capability (2004);
- (d) Liftking: LK 935I: Qty 38 – 9,000 Lbs Boom Type Capability (2004/16);
- (e) Omega Lift: ARM XLM: Qty 6 - 9,000 Lbs Boom Type Capability (2015);
- (f) CVS: Qty 2 -.CVS F16 – 36,000 Lbs (2015);
- (g) CVS: Qty 2 – F478 CVS Container Handler 99,000 Lbs (2013); and
- (h) Kalmar: Qty 2 – RT 240 Container Handler 53,000 Lbs (2014).

### 2.0 TERMINOLOGY, DEFINITIONS AND REFERENCES

#### 2.1 Terminology

CAF	Canadian Armed Forces
MHE	Material Handling Equipment
DND	Department of National Defence
FSR	Field Service Representatives

GSM	Government Supply Material
OEM	Original Equipment Manufacturer
R&O	Repair and Overhaul
SAE	Society of Automotive Engineers
SOW	Statement of Work

## 2.2 Definitions

The following definitions **must** be applied to the interpretation of this Statement of Work:

- (a) Mandatory requirements are identified by the word "**must**". Deviations will not be permitted;
- (b) "Workshop Capabilities" is defined as the tools, the labour and the materials required to provide the requested services; and
- (c) In this document "provided" **must** mean, "provided and installed".

## 2.3 Reference Documents

All technical manuals and related documents required to perform the work required in the SOW are available commercially from the Original Equipment Manufacturer (OEM). DND will be providing additional technical information where necessary to support specific militarized features and or accessories and a copy of the A-LM-184 Publication.

## 3.0 REQUIREMENTS

### 3.1 General

The Contractor must provide the following services on an as and when requested basis:

- (a) Repair and Overhaul;
- (b) Field Service Representatives;
- (c) Technical Investigation and Engineering Services (TIES); and
- (d) Special Investigations and Technical Studies (SITS).

### 3.2 Repair and Overhaul

3.2.1 Scope of Work: The scope of the repair and overhaul work includes the following:

- (a) The Contractor **must** provide workshop capabilities to inspect, repair and maintain equipment listed in paragraph 1.3 above when requested and as described in the Task Authorisation (DND 626);
- (b) The Contractor **must** provide workshop capabilities to inspect, repair and maintain major assemblies and components for the equipment listed in paragraph 1.3 above and Appendix A2 when requested and as described in the Task Authorisation (DND 626); and
- (c) The Contractor **must** provide workshop capabilities for body repairs and paint application as per Appendix A1 when requested and as described in the Task Authorisation (DND 626).



- 3.2.2 **Incoming Inspection:** During the incoming inspection, the Contractor must record the date and serial number and or licence plate number of every piece of equipment received. The Contractor must report any missing sub-components or CF 942 condition tags. The Contractor must notify the Technical Authority if any parts or items usually considered as part of the assembly are missing or damaged. This information must be submitted to the Technical Authority within 5 calendar days of receiving the equipment.
- 3.2.3 **Detailed Diagnostic Inspection:** The Contractor must perform a Detailed Diagnostic Inspection to determine labour, parts and costs associated with the repair. A copy of the Detailed Diagnostic Inspection Report must be provided to the Technical Authority no later than 20 calendar days after receipt of the equipment. The work recommended in the report must be in accordance with the OEM recommendations.
- 3.2.4 **Acceptance of Detailed Diagnostic Report:** DND will review and accept the Detailed Diagnostic Inspection Report within 10 working days. DND will amend the contents of the Task Authorization (DND 626) as necessary to proceed only with the authorized repairs.
- 3.2.5 **Standards and Certifications:** Where a standard or specification is specified and the contractor offers an equivalent, that equivalent specification standard must be provided upon request. Where equipment certification to a standard such as the Society of Automotive Engineers (SAE or other) is required, the contractor must provide the certification upon request.
- 3.2.6 **Militarized Portion of Equipment:** The militarized portion of the equipment is normally related to the lights and paint. Paint and coating details are provided in Appendix A1.
- 3.2.7 **Repair Parts:** All repair parts used for the repairs under that contract must be the same or equivalent in form, fit, function and quality as the original parts. The material or repair subject to shelf life must be new and the shelf life remaining cannot be less than 75 percent for items containing elastomeric material.

### 3.3 **Field Service Representatives**

The Contractor *must* provide Field Service Representative (FSR) services within five (5) working days in the eastern, central and western part of Canada when requested and as described in the Task Authorisation (DND 626). The scope of this work may include, but is not limited to:

- (a) Minor repair of less than a day of work;
- (b) Trouble shooting and diagnostic; and
- (c) Urgent repair in support to operations.

#### 4.0 SUPPORT

DND will provide additional technical information where necessary to support specific militarized features and or accessories. The Contractor can make a support request by contacting the Technical Authority.

#### 5.0 DELIVERABLES

5.1 The Contractor **must** complete and deliver all work defined in the Task Authorisation (DND 626).

5.2 A copy of the contractor's certification **must** be provided with each shipment and **must** be in accordance with paragraph 5.1 of Annex A - Statement of Work. The consignee task authorization number **must** be quoted. One (1) complete set (in envelope) **must** be attached to the inside top cover of one (1) case, which **must** be plainly marked "Packing Voucher Enclosed."

#### Appendix

Appendix A1 – BODY AND PAINT APPLICATION

Appendix A2 – MHE Components List

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File No. - N° du dossier  
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Buyer ID - Id de l'acheteur  
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## APPENDIX A1 - BODY AND PAINT APPLICATION

## BODY AND PAINT APPLICATION

### 1.0 General - The Contractor *must*;

- (a) Clean all equipment assemblies so that parts are thoroughly free of oil, grease, wax, dirt, salt, scale, rust and other foreign matter. The cleaning agent or process *must* not etch or degrade the base material;
- (b) All marking and instructions must be in English and French or International symbols as defined by SAE J1362;
- (c) Replace all decals, warning signs and non-skid surfaces;
- (d) Ensure that all lap joints and crevices are caulked;
- (e) Unless otherwise specified, all vehicle and/or components *must* be painted using paint as described in paragraph 3.0(c) or 4.0(d) depending on the original coating or unless otherwise requested. Tests *must* be performed to ensure compatibility between the old and new paint prior of applying the new paint; and
- (f) Vehicle and/or components *must* be completely stripped from its old paint if incompatibility is found between coatings before applying the new paint.

### 2.0 Body Repair - The contractor *must*;

- (a) Remove all paint, decals, corrosion, and non-skid surfaces from the parts/equipment;
- (b) Strip and sand blast all areas and return them to the bare surface; and
- (c) Inspect for distortion, welds, cracks, other damage and repair to a warrantable condition using metal. Plastic filler systems *must* not be used.

### 3.0 Commercial Painting - The application *must* comply with the following:

- (a) Prepare the parts/equipment for painting. All metal surfaces *must* be clean, free of impurities, corrosion and foreign matter, that might interfere with the application of any other process;
- (b) Ensure the parts/equipment is painted in accordance with the standard Industrial practice for good quality and workmanship, rendering a smooth appearance free of runs and sags, and surface roughness/dry spray;
- (c) Ensure the painting consists of as a minimum, a metal conditioner, an epoxy primer and at least two finished topcoats. Metal conditioner, primer and topcoats are all to be compatible and to be applied in accordance with the product manufacturers instructions;



## Appendix A1

Dated: 20 October 2016

- (d) Paint equipment/ vehicle using OEM Standard colour for commercial equipment or Technical Authority approved equivalent, for external and internal surface;
- (e) Protect all rubber, plastic components, hoses, electrical harnesses and connectors from over-spray;
- (f) Ensure that surfaces whose intended function would be impaired by painting *must* not be painted;
- (g) Ensure that components, which are bolted together or are to be bolted to major assemblies are undercoated and top-coated before assembly;
- (h) Ensure that chromed, polished and mill finished surfaces are not utilized in order to render the same color finish; and
- (i) Ensure that all exterior markings are applied using Dupont Black Flat Imron 5000 or a Technical Authority approved equivalent.

### 4.0 **Military Green Coating System** - Military Green Coating System *must* be provided. The primer, topcoat, preparations and application *must* comply with the following:

(a) **Coating Application Plan** - Prior to commencement of Military Green Coating System application, the equipment manufacturer and the coating applicator (if applicable) *must* meet with the coating manufacturer to determine the methods and materials to be used. The contractor *must* produce a Coating Application Plan including the following information:

- i Materials/suppliers to be used;
- ii Sequence and timing (where relevant) of primer and coating applications;
- iii Suitability assessment of contractor coating equipment;
- iv Surface preparation, primer and topcoat application techniques, thickness and timing;
- v Anti-corrosion preparations and coatings, including compatibility (if applicable);
- vi CARC coating system compatibility with:
  - 1. Non-skid surface products;
  - 2. Rock guard/surface protection coatings (if utilized);
  - 3. Corrosion prevention coatings (if utilized); and
  - 4. Sealant compounds (if utilized).
- vii Test sample (for every batch);
- viii Quality assurance plan; and
- ix Criteria for rejection.

(b) **Approval** - The contractor *must* submit the Coating Application Plan to the Technical Authority for approval within 30 days after contract award.



## Appendix A1

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(c) **Preparation and Primer Application** - The surface preparation and primer *must* be recommended by the selected topcoat manufacturer. The prime coat *must* be epoxy type for steel protection and compatible with the coating system. All visible exterior metal surfaces of the equipment *must* have one prime coat and two topcoats applied, in accordance with coating manufacturer's recommendation, leaving no metal surfaces unprotected. No surface visible from outside of the vehicle *must* expose a coating other than the military green coating. Machined and mating surfaces are exempted where coating would interfere with vehicle operation;

(d) **Topcoat** - The topcoats of the coating system *must* be a Water Dispersible Polyurethane Military flat green coating, which is a Chemical Agent Resistant Coating (CARC). The topcoat colour *must* be Green 383, 34094. Two topcoats *must* be applied following the recommendation of the Coating manufacturer. Topcoats for the coating system *must* be obtained from one of the following manufacturers:

- i Sherwin Williams Company;
- ii Hentzen Coatings, Inc;
- iii Spectrum Coatings, Inc;
- iv NCP Coatings, Inc;
- v MILSPRAY;
- vi Randolph Products Company; or
- vii Any other manufacturer given on the site: <http://quicksearch.dla.mil/> Typing "64159" in "Document Number" to find the document.

(e) **Sealing** - Crevices and gaps between non-welded and stagger welded components that could hasten corrosion should be sealed using a silicone sealant compatible with the topcoat selected. This should be applied after assembly, and *must* be painted;

(f) **Lettering and Symbols** - Lettering and symbols on the outside of the vehicle *must* be flat black using paint or coating compatible with the topcoat selected. The colour *must* be flat black 37030 in accordance with FED STD 595 or equivalent approved by technical Authority;

(g) **Workmanship** - When visually inspected, the coating *must* be a smooth, continuous, adherent film, which is free of such surface imperfections as runs, sags, blisters, orange peel, blushing, streaks, craters, blotches, brush marks, fish eyes, seediness or pinholes;

(i) **CARC Records** - The Technical Authority is required to maintain records of CARC used on vehicles. Consequently, the Contractor *must* provide the Technical Authority with form(s) describing the processes used for surface preparation, the priming coat(s) applied and the topcoat(s) applied. The form(s) *must* include manufacturer, product code(s) and batch number of products used, and also vehicle VIN numbers with dates of application. The form is available from the Technical Authority.

**Note:** Chemical Agent Resistant Coating is a controlled good until applied and cured or pot life expired. Access to controlled goods is subject to the Defence Production Act.

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## APPENDIX A2 - MATERIAL HANDLING EQUIPMENT COMPONENTS LIST



## Appendix A2

## Appendix A2

## MHE Components List/ MHE liste des composantes (RDMIS# 4511210)

Line Item #	NSC/	NIIN	Item Name	CFY	NYF	MRC	SNAP	SMC	IM Advisory	DMC	Stock Classification	UoI	Rprby	QA	Shelf Life	HAZMAT
1	2520	01-334-1618	TRANSMISSION HYDRAULIC VEHICULAR	1	1	\$26,577.50	Yes	66L	4N	A	A	EA	B	C	0	No
2	2520	01-334-2308	AXLE ASSEMBLY AUTOMOTIVE DRIVING	1	1	\$2,495.00	Yes	66L	4N	A	A	EA	F	Q	0	No
3	2520	01-334-2309	DIFFERENTIAL DRIVING AXLE	1	1	\$5,711.38	Yes	66L	4N	B	A	EA	F	Q	0	No
4	2520	01-334-2310	DIFFERENTIAL DRIVING AXLE	1	1	\$5,645.07	Yes	66L	4N	B	A	EA	F	Q	0	No
5	2520	01-354-8884	TRANSMISSION MECHANICAL VEHICULAR	1	1	\$33,000.00	Yes	66L	4N	A	A	EA	F	Q	0	No
6	2520	01-514-0890	TRANSMISSION MECHANICAL VEHICULAR	1	1	\$113,082.49	Yes	66L	1Z	A	A	EA	F	Q	0	No
7	2520	01-543-8060	AXLE ASSEMBLY AUTOMOTIVE DRIVING	1	1	\$120,729.39	Yes	66L	1Z	A	A	EA	F	Q	0	No
8	2520	01-543-8066	AXLE ASSEMBLY AUTOMOTIVE DRIVING	1	1	\$101,517.65	Yes	66L	1Z	A	A	EA	F	Q	0	No
9	2520	01-553-3825	AXLE ASSEMBLY AUTOMOTIVE DRIVING	1	1	\$8,465.00	Yes	66L	4N	A	A	EA	F	C	0	No
10	2520	01-553-3826	AXLE ASSEMBLY AUTOMOTIVE DRIVING	1	1	\$11,608.65	Yes	66L	4N	A	A	EA	F	C	0	No
11	2520	01-553-4841	TRANSMISSION HYDRAULIC VEHICULAR	1	1	\$19,196.38	Yes	66L	1Z	A	A	EA	F	C	0	No
12	2520	01-562-4275	TRANSMISSION HYDRAULIC VEHICULAR	1	1	\$18,124.00	Yes	66L	1Z	A	A	EA	F	Q	0	No
13	2520	01-562-5672	AXLE ASSEMBLY AUTOMOTIVE DRIVING	1	1	\$35,800.00	Yes	66L	1Z	A	A	EA	F	Q	0	No
14	2520	01-562-5673	AXLE ASSEMBLY AUTOMOTIVE DRIVING	1	1	\$34,600.00	Yes	66L	1Z	A	A	EA	F	Q	0	No
15	2520	01-562-8048	TRANSMISSION HYDRAULIC VEHICULAR	1	1	\$26,910.00	Yes	66L	1Z	A	A	EA	F	Q	0	No
16	2520	01-562-8049	TRANSMISSION HYDRAULIC VEHICULAR	1	1	\$21,570.00	Yes	66L	1Z	A	A	EA	F	Q	0	No
17	2520	01-562-8460	AXLE ASSEMBLY AUTOMOTIVE DRIVING	1	1	\$16,085.20	Yes	66L	1Z	A	A	EA	F	Q	0	No
18	2520	01-562-8461	AXLE ASSEMBLY AUTOMOTIVE DRIVING	1	1	\$15,614.63	Yes	66L	1Z	A	A	EA	F	Q	0	No
19	2520	15-013-7385	TRANSMISSION HYDRAULIC VEHICULAR	1	1	\$12,000.00	Yes	66L	4N	F	A	EA	N	C	0	No
20	2520	15-014-8513	AXLE ASSEMBLY AUTOMOTIVE DRIVING	1	1	\$9,285.00	Yes	66L	4N	F	A	EA	N	C	0	No
21	2520	15-014-8514	AXLE ASSEMBLY AUTOMOTIVE DRIVING	1	1	\$8,800.00	Yes	66L	4N	F	A	EA	N	C	0	No
22	2520	20-A0A-2802	AXLE ASSEMBLY AUTOMOTIVE	1	1	\$7,772.50	Yes	66L	1Z	A	A	EA	F	C	0	No
23	2520	20-A0A-2803	AXLE ASSEMBLY AUTOMOTIVE	1	1	\$7,772.50	Yes	66L	1Z	A	A	EA	F	C	0	No
24	2520	20-A0A-2804	AXLE ASSEMBLY AUTOMOTIVE	1	1	\$7,772.50	Yes	66L	1Z	A	A	EA	F	C	0	No
25	2520	20-A0A-2805	AXLE ASSEMBLY AUTOMOTIVE	1	1	\$7,772.50	Yes	66L	1Z	A	A	EA	F	C	0	No
26	2520	20-004-9258	CYLINDER HYDRAULIC ACCUMULATOR	1	1	\$1,377.57	Yes	66L	4N	A	A	EA	F	C	0	No
27	2540	01-480-4780	MOTOR HYDRAULIC	1	1	\$125.00	Yes	66L	4G	A	A	EA	B	C	0	No
28	2540	01-481-0295	MOTOR HYDRAULIC	1	1	\$1,580.65	Yes	66L	4G	A	A	EA	F	C	0	No
29	2540	01-520-7864	MOTOR HYDRAULIC	1	1	\$195.00	Yes	66L	4N	A	A	EA	F	C	0	No



30	2815	01-480-5358	ENGINE DIESEL	1	1	\$29,402.64	Yes	66L	1Z	A	A	Stock Classification	Uol	Rprby	QA	Shelf Life	No
Line Item #	NSC	NIIN	Item Name	CFY	NYF	MRC	SNAP	SMC	IM Advisory	DMC	A	n					HAZMAT
31	2815	01-537-9950	ENGINE DIESEL	1	1	\$63,984.64	Yes	66L	1Z	A	A	A	EA	F	C	0	No
32	2815	01-541-2397	ENGINE DIESEL	1	1	\$12,306.80	Yes	66L	4N	C	A	A	EA	F	Q	0	No
33	2815	01-553-6029	ENGINE DIESEL	1	1	\$7,736.70	Yes	66L	1Z	A	A	A	EA	F	C	0	No
34	2815	15-013-5944	ENGINE DIESEL	1	1	\$16,250.00	Yes	66L	4N	F	A	A	EA	N	Q	0	No
35	2815	99-846-2297	ENGINE DIESEL	1	1	\$16,000.00	Yes	66L	1Z	A	A	A	EA	F	Q	0	No
36	2815	99-877-8220	ENGINE DIESEL	1	1	\$12,000.00	Yes	66L	1Z	A	E	E	EA	F	Q	0	No
37	2910	01-484-6145	PUMP FUEL METERING AND DISTRIBUTING	1	1	\$1,656.00	Yes	66L	4G	A	A	A	EA	F	C	0	No
38	2910	01-539-0694	PUMP FUEL METERING AND DISTRIBUTING	1	1	\$2,230.39	Yes	66L	4N	A	A	A	EA	F	C	0	No
39	2910	99-371-9055	PUMP FUEL METERING AND DISTRIBUTING	1	1	\$2,765.59	Yes	66L	4N	A	A	A	EA	B	C	0	No
40	2930	01-392-2441	PUMP COOLING SYSTEM ENGINE	1	1	\$935.43	Yes	66L	4N	A	A	A	EA	N	C	0	No
41	2930	20-001-7560	RADIATOR ENGINE COOLANT	2	1	\$604.67	Yes	66L	4N	A	A	A	EA	F	C	0	No
42	2930	20-002-4389	RADIATOR ENGINE COOLANT	2	1	\$2,033.32	Yes	66L	4N	A	A	A	EA	F	C	0	No
43	2930	20-004-9066	RADIATOR ENGINE COOLANT	2	1	\$1,139.94	Yes	66L	4N	A	A	A	EA	B	C	0	No
44	3040	01-480-5350	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$913.00	Yes	66L	4N	A	A	A	EA	F	C	0	No
45	3040	01-480-5361	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$1,511.38	Yes	66L	4G	A	A	A	EA	F	C	0	No
46	3040	01-480-5363	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$1,557.33	Yes	66L	4G	A	A	A	EA	F	C	0	No
47	3040	01-528-2817	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$1,796.00	Yes	66L	4N	A	A	A	EA	F	C	0	No
48	3040	01-546-0707	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$14,327.00	Yes	66L	4N	F	A	A	EA	N	C	0	No
49	3040	01-550-5626	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$14,136.99	Yes	66L	4N	A	A	A	EA	N	C	0	No
50	3040	01-555-0985	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$1,325.54	Yes	66L	4N	A	A	A	EA	F	C	0	No
51	3040	20-001-9614	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$1,800.71	Yes	66L	4N	A	A	A	EA	F	C	0	No
52	3040	20-001-9617	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$1,845.00	Yes	66L	4N	A	A	A	EA	F	C	0	No
53	3040	20-003-3069	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$2,246.50	Yes	66L	4N	A	A	A	EA	N	C	0	No
54	3040	20-003-3558	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$1,195.43	Yes	66L	4N	A	A	A	EA	F	C	0	No
55	3040	20-003-3559	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$1,200.00	Yes	66L	4N	A	A	A	EA	F	C	0	No
56	3040	20-003-5157	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$1,495.00	Yes	66L	4N	A	A	A	EA	F	C	0	No
57	3040	20-003-5158	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$1,210.00	Yes	66L	4N	A	A	A	EA	F	C	0	No
58	3040	20-003-5159	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$1,635.00	Yes	66L	4N	A	A	A	EA	F	C	0	No
59	3040	20-003-5160	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$3,625.00	Yes	66L	4N	A	A	A	EA	F	C	0	No
60	3040	20-003-5161	CYLINDER ASSEMBLY ACTUATING LINEAR	2	1	\$2,915.00	Yes	66L	4N	A	A	A	EA	F	C	0	No



61	3040	20-003-5162	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$1,495.00	Yes	66L	4N	A	A	Stock Classification	Uol	Rprby	QA	C	0	No
Line Item #	NSC	NIIN	Item Name				CFY	NYF	MRC	SNAP	SMC	IM Advisory	DMC	A	A	Uol	Rprby	QA	C	0	HAZMAT
62	3040	20-003-5163	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$1,410.00	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
63	3040	20-003-5164	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$2,649.00	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
64	3040	20-003-5166	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$1,110.00	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
65	3040	20-003-5169	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$327.36	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
66	3040	20-003-5172	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$2,190.00	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
67	3040	20-003-5173	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$933.94	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
68	3040	20-003-5948	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$2,398.00	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
69	3040	20-006-7467	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$1,349.00	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
70	3040	20-009-7643	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$1,972.98	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
71	3040	21-907-6673	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$1,524.98	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
72	3040	21-907-6674	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$3,664.25	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
73	3040	21-907-6675	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$3,036.33	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
74	3040	21-907-6676	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$1,335.39	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
75	3040	21-907-6677	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$4,032.82	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
76	3040	21-907-6678	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$1,397.00	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
77	3040	21-907-6679	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$1,972.86	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
78	3040	21-907-6680	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$3,931.79	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
79	3040	21-920-4561	CYLINDER ASSEMBLY ACTUATING LINEAR				2	1	\$1,350.00	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
80	4810	20-009-0931	VALVE ASSEMBLY				1	1	\$4,000.00	Yes	66L	1Z	F	A	A	AY	B	C	C	0	No
81	4820	01-554-3636	VALVE ASSEMBLY				1	1	\$1,008.00	Yes	66L	4N	A	A	A	EA	F	Q	Q	0	No
82	4930	01-568-7912	REEL ASSEMBLY HOSE				1	1	\$1,101.26	Yes	66L	4N	A	A	A	EA	F	C	C	0	No
83	4930	17-124-5260	PUMP LUBRICANT TRANSFER				1	1	\$1,245.67	Yes	66L	4N	A	A	A	EA	G	C	C	0	No

## LEGEND

Line Item/Article

NSC/NNO - Nato Supply Classification/désignent la classification des approvisionnements OTAN

NIIN/ERN - Nato Item Identification number/numéro d'identification d'article OTAN

Item Name /Dénomination

CFY - Current Fiscal Year/Exercice financier en cours

NYF - Next Year Forecast/Prévisions de l'année prochaine

MRC/CRM - maximum repair cost/cout réparation maximum

SNAP/Selection notice priority summary/Avis de sélection rélection résumé prioritaire

SMC - Supply Manager/Gestionnaire d'approvisionnement

IM Advisory/Gestion des article

DMC - Defence Management Committee/Comité de gestion de la défense

Stock Classification/Classe d'inventaire

UoL - Unit of Issue/unité de dotation

Rprby - Repairability/code de réparation

QA - Quality Assurance/Assurance de la qualité

Shelf Life/Durée limite d'entreposage

HAZMAT/HAZMAT

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## ANNEX B - MANDATORY TECHNICAL EVALUATION CRITERIA



## **MANDATORY TECHNICAL EVALUATION CRITERIA**

1.0 **Instructions** - The following instructions are to be used in the interpretation of this part of the evaluation:

- (a) Bidders **must** address, in written narrative, all subjects covered under the Mandatory Technical Evaluation Criteria detailed below. Responses consisting of a simple statement of compliance or lacking narrative should be avoided;
- (b) Bidders should complete the "Annex C - Response to Mandatory Technical Evaluation Criteria", by checking the compliance block against each requirement; and
- (c) Bidders may refer to another portion of their bid if the details on the criteria are already referenced elsewhere in the bid.

2.0 **Company Profile**

- (a) The bidder **must** demonstrate having been in business for at least five (5) years working on the same equipment type reference herein and provide details of contracts related to inspection, repairs and maintenance on similar equipment and components listed at annex A Paragraph 2.0;
- (b) The bidders **must** provide at least five (5) copy of invoice and or copy of order for each of the last five (5) years. The copy of invoices **must** show the customer name and address; and
- (c) The bidder **must** demonstrate having access to all shop manuals, technical specification, and proprietary special tools (where applicable) required to perform the work on the equipment referenced herein for the duration of the contract. The answer **must** cover each fleet reference herein and **must** be provided with the bid.

3.0 **Facility**

- (a) The Bidder **must** demonstrate the ability (facility and staff) to work on two (2) or more pieces of equipment of minimum dimensions of 166 inch in height, 134 inch in width and 386 inch in length at a time and secure storage space for equipment awaiting repair or waiting return arrangements following completion of repairs;
- (b) The Bidder **must** be able to concurrently store, in a secure area, four (4) or more pieces of equipment of the same dimension as above;
- (c) The Bidder **must** demonstrate the ability (facility and staff) to paint at least one (1) piece of equipment of minimum dimensions of 108 inches in height, 100 inches in width and 192 inches in length;
- (d) The Bidder **must** provide a description of work areas and of the secure storage area that will be used in the performance of the work. The outside storage area **must** be fenced and lockable with control access during the day. The fence **must** be at least 8 feet high with barbed wire; and

## **Annex B**

**Dated: 13 June 2017**

- (e) The Bidder **must** provide a layout or line drawing of work areas and of the secure outside storage area that will be used in the performance of the work.

### **4.0 Personnel**

- (a) The Bidder **must** provide a list for all personnel expected to perform work under the contract including relevant details of qualification, training and experience in the area of technical expertise required;
- (b) The Bidder **must** provide a resume and work history for the lead mechanic involved in the specified work. The lead mechanic **must** have a valid provincial or territorial mechanic's licence in the Province or territory of the facility to work on the equipment listed in Annex A (Paragraph 2.0). The lead mechanic **must** have minimum of ten (10) years of technical experience working on the same equipment types referenced herein with at least three (3) years of supervisory experience;
- (c) The Bidder **must** provide a resume and work history for the welder (s) involved in the specified work. The welder **must** have a valid provincial or territorial licence in the Province or territory facility to work on the equipment listed in Annex A (Paragraph 2.0). The welder **must** have a minimum of five (5) years of welding experience working on the same equipment types referenced herein and **must** be certified to CSA standards W47.1 by the Canadian Welding Bureau (CWB);
- (d) The Bidder **must** provide a copy of current CWB letter of validation; and
- (e) The Bidder **must** provide a photocopy of valid licences and training certificates for the welder and lead mechanic.

- 5.0 **Sub-Contracting** - If applicable, the Bidder **must** provide details for their sub-contracting plan, including details of the work to be sub-contracted and monitoring procedures for quality and delivery. The Bidder **must** be responsible to ensure that subcontractors meet specified requirements of this contract.

- 6.0 **Quality Assurance** - The Bidder **must** demonstrate having a quality assurance plan including corrective and follow-up procedures. A copy of the quality assurance plan **must** be provided with the bid.

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## ANNEX C - RESPONSE TO MANDATORY TECHNICAL EVALUATION CRITERIA



**RESPONSE TO MANDATORY TECHNICAL EVALUATION CRITERIA**

The bidder *should* complete the following questionnaire and return it with the bid.

**Note:** Each of the following points relate to the paragraph in Annex B.

**Reference Proposal Page**

**2.0 Company Profile**

- |     |                   |       |
|-----|-------------------|-------|
| (a) | Work experience   | _____ |
| (b) | Copy of invoices  | _____ |
| (c) | Technical support | _____ |

**3.0 Facility**

- |     |  |       |
|-----|--|-------|
| (a) | Ability to work                                  | _____ |
| (b) | Ability to house in a secure area                | _____ |
| (c) | Ability to paint                                 | _____ |
| (d) | Description of the work area and secured storage | _____ |
| (e) | Layout of work areas and of the storage area     | _____ |

**4.0 Personnel**

- |     |  |       |
|-----|--|-------|
| (a) | List of personnel with relevant details        | _____ |
| (b) | Resume and work history of lead mechanic       | _____ |
| (c) | Resume and work history of certified welder(s) | _____ |
| (d) | Copy of current CWB letter of validation       | _____ |
| (e) | Copy of licences and certificates              | _____ |

**5.0 Sub-Contracting**

Sub-contracting plan. (If applicable, specify)	_____
--	-------

**6.0 Quality Assurance**

Copy of the Quality Assurance Plan	_____
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## ANNEX D - PRICING

### Initial Period

The initial period of the contract is the period from the date of the contract to **(to be inserted by PWGSC)** inclusive.

### Extended Periods

The first extended period of the contract is the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)** inclusive.

The second extended period of the contract is the period from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)** inclusive.

### Firm all inclusive Hourly Rate

Firm all inclusive hourly rate means a firm all inclusive hourly rate to be charged for each hour worked and prorated for any period less than an hour.

### Laid-Down Cost

Laid-down cost is the cost incurred by a Contractor to acquire a specific product or service for resale to the government. This includes the Contractor's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage, and applicable taxes are extra.

### Mark-up

Mark-up includes applicable purchasing expense, internal handling and general and administrative expenses plus profit.

### Labour Rates

The Contractor will be paid firm all inclusive hourly labour rates for the work performed in accordance with paragraph 7.7.1 Basis of Payment, as follows:

	Initial Period			Extended Period	
	Year 1	Year 2	Year 3	Year 1	Year 2
Shop Rate	\$	\$	\$	\$	\$
Field Service Representative	\$	\$	\$	\$	\$
Special Investigations and Technical Studies (SITS)	\$	\$	\$	\$	\$
Technical Investigation and Engineering Studies (TIES)	\$	\$	\$	\$	\$

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The Contractor will be paid the firm all inclusive hourly rate at the time the work is authorized regardless of when it is performed.

**Furnished Material and Parts – Mark-up**

The Contractor will be paid at the Contractor's actual laid-down cost plus a firm mark-up of \_\_\_\_\_% in accordance with paragraph 7.7.1 Basis of Payment.

**Subcontracting Work – Markup**

The Contractor will be paid at the actual laid-down cost plus a firm mark-up of \_\_\_\_\_% in accordance with paragraph 7.7.1 Basis of Payment.

## APPENDIX D1 - AGGREGATE EVALUATED PRICE OF THE BID

The estimated hours reflected herein are estimates only for evaluation purposes.

The aggregate price of the bid will be determined as follows:

### Firm All-Inclusive Hourly Rate Evaluation

The firm all inclusive hourly rate proposed by the bidder for all years and all categories will be multiplied by the estimated number of hours, as detailed in the table below, to determine the evaluated price per category and per year. The sum of all evaluated prices per category and per year will determine the evaluated price for the labour.

	Initial Period			Extended Period	
	Year 1	Year 2	Year 3	Year 1	Year 2
<b>Shop</b> Mechanic – 6000 hrs/year Welder – 2000 hrs/year Body shop – 2000 hrs/year	10,000 HRS	10,000 HRS	10,000 HRS	10,000 HRS	10,000 HRS
<b>Field Service Representative</b>	50 HRS	50 HRS	50 HRS	50 HRS	50 HRS
<b>Special Investigations and Technical Studies (SITS)</b>	35 HRS	35 HRS	35 HRS	35 HRS	35 HRS
<b>Technical Investigation and Engineering Studies (TIES)</b>	25 HRS	25 HRS	25 HRS	25 HRS	25 HRS

### Furnished Material and Parts

The firm mark-up proposed by the bidder will be multiplied by the estimated amount of \$20,000.00 to determine the evaluated price for furnished material and spare parts.

### Subcontracting Work Evaluation

The firm mark-up proposed by the bidder will be multiplied by the estimated amount of \$10,000.00 to determine the evaluated price for subcontracting work.

The sum of the evaluated price for the labour, the furnished material and spare parts and the subcontracting work will determine the aggregate evaluated price of the bid.



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## ANNEX E - LOGISTICS STATEMENT OF WORK

**LOGISTICS**  
**STATEMENT OF WORK**

*For*

**Repair and Overhaul Contracts**

**Including**

**In and Out of Country Repair**

*Issued on authority of the Assistant Deputy Minister (Material) (ADM(Mat))*

OPI: DMPP 9 30-09-2015

### **Record of Changes**

Identification of changes		Date Entered	Signature
CH #.	Date		
2.1	07/08/2016	07/08/2016	Sharon Rideout
Update Table of Contents	16/08/2016	16/08/2016	Kyla Rafuse
Re-align with ALM-184	25/08/16	25/08/16	Kyla Rafuse
Update table of contents	30/08/16	30/08/16	Kyla Rafuse

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## **1.0 GENERAL INTRODUCTION**

### **1.1 AIM**

This is a common LOG SOW which will entail contract conditions for Repair and Overhaul contracts for:

**In and Out of country:** For step by step instruction on in and out of country repair process refer to Annex B in the A-LM-184-001/JS-001. This model will describe the roles and responsibilities in the end to end repair process.

**Accountable Advance Spares** For complete instruction on AAS, refer to Chapter 8.2.7 in the A-LM-184-001/JS-001

**This LOG SOW is to be read in conjunction with the A-LM-184-001/JS-001 for additional information. It is to be noted that the following chapters are mandatory when using the LOGSOW and must not be removed from the LOGSOW. They are as follows:**

**The following Chapters will be identified as mandatory or as applicable.**

It is important to understand the system of record (DRMIS) being used in DND and the various account structures in place. All of this information is located in Chapter 1.1 of the A-LM-184-001/JS-001.

### **1.2 EXTENT OF WORK/TYPES OF EQUIPMENT**

Refer to Chapter 1.2 of A-LM-184-001/JS-001 for further information on the different types of DND Equipment that are authorized for repair and the category types.

## **2.0 RECEIPT**

Refer to Ch. 2.0 of the A-L-M 184 for complete instruction on how to process receipts

### **2.1 DISCREPANCIES IN SHIPMENTS**

The Contractor must action discrepancies in shipments in accordance with Chapter 2.1 of A-LM-184-001/JS-001.



### **3.0 WORK CONTROL**

The Contractor must ensure that the repair of all DND equipment is controlled by a serial numbered work order IAW Chap 3 of A-LM-184-001/JS-001.

#### **3.1 COMPLETION OF WORK**

Refer to Chapter 3.1 of A-LM-184-001/JS-001.

#### **3.2 STOP REPAIR ACTION**

The Contractor must comply immediately with all stop repair instructions. Detailed procedures are contained in Chapter 3.2 of A-LM-184-001/JS-001.

### **4.0 ANNUAL REPAIR FORECAST – SNAPS**

Refer to Chapter 4 of the A-LM-184-001/JS-001 for more information.

### **5.0 COST CONTROL**

Refer to Chapter 5.0 of the A-LM-184-001/JS-001 for more information

### **6.0 COSTING RECORDS**

The Contractor must prepare forms and maintain records IAW Chapter 6.0 of the A-LM-184-001/JS-001.

#### **6.1 INVOICE / CLAIMS FOR PAYMENT (AAS SPARES)**

The Contractor must submit monthly invoices for AA spare parts, IAW Chapter 6.1 of the A-LM-184-001/JS-001.

### **7.0 MAINTENANCE SUPPORT-MINOR REPAIRS**

Refer to Chapter 7.0 of the A-LM-184-001/JS-001 for more information

#### **7.1 EQUIPMENT TURN AROUND TIME (TAT)**

Refer to Chapter 7.2 of the A-LM-184-001/JS-001 for more information

#### **7.2 PRIORITY REPAIR REQUEST (PRR)**

Refer to Chapter 7.3 of the A-LM-184-001/JS-001 for more information

### **7.3 SPECIAL INVESTIGATIONS & TECHNICAL STUDIES (SITs)**

Refer to Chapter 7.4 of the A-LM-184-001/JS-001 for more information

### **7.4 TECHNICAL INVESTIGATIONS & ENGINEERING STUDIES (TIES)**

Refer to Chapter 7.5 of the A-LM-184-001/JS-001 for more information

### **7.5 TERMINATION OF CONTRACT**

Refer to Chapter 7.6 of A-LM-184-001/JS-001.

## **8.0 SUPPLY SUPPORT/SUSTAINMENT SUPPORT**

### **8.1 TRANSACTION DOCUMENTATION**

Refer to Chapter 8.1 of A-LM-184-001/JS-001 for more information

### **8.2 CONTRACTOR SUPPLY ACCOUNTING**

Refer to Ch. 8.2. For explanation of CRPA/CIS

#### **8.2.3 CONTRACTOR ISSUE SPARES (CIS) MATERIEL RECEIVED OFF CONTRACT/PROCUREMENT**

Refer to Chapter 8.2.3 of A-LM-184-001/JS-001 for more information

#### **8.2.4 SHORTAGE OF CONTRACT ISSUE SPARES (CIS)**

Refer to Section 8.2.4 of A-LM-184-001/JS-001.

#### **8.2.5 ORDERING/RECEIVING CATALOGUED CIS IN DRMIS**

Refer to Section 8.2.5 of A-LM-184-001/JS-001.

#### **8.2.6 ACCOUNTABLE ADVANCE SPARES (AAS)**

Refer to Section 8.2.7 for further explanation and detail.

### **8.3 MANAGEMENT OF DND-OWNED SPARES**

Refer to Chapter 8.3.1 of A-LM-184-001/JS-001 for more information

### **8.4 SPARES REVIEW**

Refer to Chapter 8.4 of A-LM-184-001/JS-001 for more information

## **8.5 STOCKTAKING**

Refer to Section 8.5 for further explanation and detail

## **8.6 LOSS OR DAMAGE TO DND MATERIEL**

Refer to section 8.8 of A-LM-184-001/JS-001 for further explanation and detail.

## **8.7 SCRAP - CUSTODY & DISPOSAL**

Refer to section 8.9 of A-LM-184-001/JS-001 for further explanation and detail.

## **8.8 PACKAGING**

Refer to section 8.10 of A-LM-184-001/JS-001 for further explanation and detail.

## **8.9 REUSABLE CONTAINER**

Refer to Chapter 8.11 of the A-LM-184-001/JS-001.

## **8.10 TRANSPORTATION/SHIPMENT IDENTIFICATION/MODE OF SHIPMENT/LOSS OR DAMAGE IN TRANSIT/ GENERAL CLAIMS PROCEDURES**

Refer to Chapter 8.12 of the A-LM-184-001/JS-001 for more information

## **9.0 WARRANTY CONSIDERATION**

Refer to Chapter 9.0 of the A-LM-184-001/JS-001 for more information.

## **10.0 MINUTES OF MEETINGS**

Refer to Ch. 13 of A-LM-184-001/JS-001 for further explanation.

## **11.0 PLANT SHUTDOWN/VACATION PERIOD**

Refer to Ch. 14 of A-LM-184-001/JS-001 for further explanation.

## **12.0 REPORTS**

Refer to Ch. 15 of A-LM-184-001/JS-001 for complete list of reports available to contractors.



Solicitation No. - N° de l'invitation  
W8486-173993/A  
Client Ref. No. - N° de réf. du client  
W8486-173993

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hs643. W8486-173993

Buyer ID - Id de l'acheteur  
hs643  
CCC No./N° CCC - FMS No./N° VME

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## ANNEX F - SECURITY REQUIREMENTS CHECK LIST





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W8486-173993

Security Classification / Classification de sécurité  
Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada



FEB 21 2017

Government  
of CanadaGouvernement  
du Canada

Contract Number / Numéro du contrat

W8486-173993

Security Classification / Classification de sécurité  
Unclassified

## SECURITY REQUIREMENTS CHECK LIST (SRCL)

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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada





Government of Canada  
Gouvernement du Canada

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Security Classification / Classification de sécurité  
Unclassified

**PART A (continued) / PARTIE A (suite)**

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

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

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

Document Number / Numéro du document:

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

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

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

Special comments:

Commentaires spéciaux:

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

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

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☒ No ☐ Yes

If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☐ Yes

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

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Unclassified

Canada





Government of Canada  
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Unclassified

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

☒ No  
Non

☐ Yes  
Oui

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



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

Requisition W8486-173993

Security Classification / Classification de sécurité  
None

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées)

Claude Couture

Title - Titre

DSVPM 4-2-1

Signature

Telephone No. - N° de téléphone  
819 939-6546

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel  
claudc.couture@forces.gc.ca

Date  
09 February 2017

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

Name (print) - Nom (en lettres moulées)

Sasa Medjovic - DSSO - Industrial Security  
Senior Security Analyst

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

Tel: 613-996-0280

E-mail address - Adresse courriel  
E-mail: sasa.medjovic@forces.gc.ca

Date  
2017-Feb 21

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No ☐ Yes ☒  
Non Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)

EVELYNE  
BISSON

Title - Titre

DLP 4-3-1

Signature

Telephone No. - N° de téléphone

Facsimile No. - N° de télécopieur

E-mail address - Adresse courriel

Date  
Feb 9/2017

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

Erin O'Neill

Agente à la Sécurité des contrats | Contract Security Officer  
Secteur de la Sécurité industrielle | Industrial Security Sector  
erin.o'Neill@tpsgc-pwgsc.gc.ca  
Téléphone : 613 957-1298

Signature

E-mail address - Adresse courriel

Date  
MAR 9 2017



---

## ANNEX G - 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**

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
hs643. W8486-173993

Buyer ID - Id de l'acheteur  
hs643  
CCC No./N° CCC - FMS No./N° VME

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( ) 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)

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## ANNEX H - INSURANCE REQUIREMENTS

### 1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
  - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
  - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.



- 
- (m) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

## **2. Bailee's Customer Goods Insurance**

The Contractor must obtain Bailee's Customer's Goods insurance while Government Property is under its care, custody or control for repair or servicing, and maintain it in force throughout the duration of the Contract, in an amount of not less than \$1,000,000.00. Government Property must be insured on a Replacement Cost (new) basis.

1. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.
2. The Bailee's Customer's Goods must include the following:
  - (a) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - (b) Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
  - (c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of National Defence and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

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**ANNEX I - DND 626 TASK AUTHORIZATION FORM**

## ANNEX F

**TASK AUTHORIZATION**  
**AUTORISATION DES TÂCHES**

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

## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

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

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

### Ne s'applique qu'aux contrats de TPSGC

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

### Nota :

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