



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

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> Crane Inspection and Certification	
<b>Solicitation No. - N° de l'invitation</b> EZ108-171530/A	<b>Date</b> 2017-07-18
<b>Client Reference No. - N° de référence du client</b> EZ108-171530	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$VIC-251-7269	
<b>File No. - N° de dossier</b> VIC-6-39129 (251)	<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 2017-08-28</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<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> Fletcher, Erin	<b>Buyer Id - Id de l'acheteur</b> vic251
<b>Telephone No. - N° de téléphone</b> (250) 415-6020 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA Esquimalt Graving Docks 825 Admirals RD VICTORIA British Columbia V9A 2P1 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

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

<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>

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT / DOCUMENT CONTIENT DES  
EXIGENCES RELATIVES À LA SÉCURITÉ**

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Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-6-39129

Buyer ID - Id de l'acheteur  
VIC 251  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, PWGSC 572 Task Authorization Form, Reporting Requirements, the Electronic Payment Instruments, and any other annexes.

### **1.2 Summary**

Public Works and Government Services Canada (PWGSC) has a requirement for scheduled annual inspection and certification services and maintenance and repair on an "as and when requested" basis for six cranes at the Esquimalt Graving Dock located in Victoria, B.C. The requirement is for a one year task authorization contract with the option to extend for up to three additional one-year option periods.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).

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

Bidders intending to submit bids should obtain solicitation documents from the Government Electronic Tendering System (GETS) at <https://buyandsell.gc.ca/procurement-data/tenders>. Addenda, when issued, will be available on GETS. Bidders basing their submissions on solicitation documents obtained from other sources do so at their own risk.

For further information, please refer to the solicitation documents.

This PWGSC office provides procurement services to the public in English.

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

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 120 days

#### 2.1.1 SACC Manual Clauses

##### Canadian General Standards Board – Standards

A copy of the CSA standards referred to in the bid solicitation is available and may be purchased from:

Canadian General Standards Board  
Place du Portage III, 6B1  
11 Laurier Street  
Gatineau, Québec  
Telephone: (819) 956-0425 or 1-800-665-CGSB (Canada only)  
Fax: (819) 956-5740  
E-mail: [ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca](mailto:ncr.cgsb-ongc@pwgsc-tpsgc.gc.ca)  
CGSB Website: [Canadian General Standards Board](#)

##### List of Proposed Subcontractors

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are

ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

## 2.2 Submission of Bids

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

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required 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 **TEN/10** calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

### 2.5 Applicable Laws

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

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

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## 2.6 Optional Site Visit

**It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a site visit to be held at the Esquimalt Graving Dock, 825 Admirals Road, Esquimalt, BC V9A 2P1 on August 10, 2017.** The site visit will begin at **10:00 a.m.** at the Entrance Gate.

Bidders are requested to communicate with the Contracting Authority no later than **August 4, 2017** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

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

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

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

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

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

### Section I: Technical Bid

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

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

## **Section II: Financial Bid**

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Applicable Taxes must be shown separately.

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

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

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

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

### **3.1.3 Exchange Rate Fluctuation**

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

## **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical 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**

See Annex A1.

#### **4.1.2 Financial Evaluation**

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection – Mandatory Technical Criteria**

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

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

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

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

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

### **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 website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?ga=1.229006812.1158694905.1413548969#afed) ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?ga=1.229006812.1158694905.1413548969#afed)).

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

## 5.2.3 Additional Certifications Precedent to Contract Award

### 5.2.3.1 Status and Availability of Resources

A3005T (2010-08-16), Status and Availability of Resources

### 5.2.3.2 Education and Experience

A3010T (2010-08-16), Education and Experience

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

### 6.2 Insurance – Proof of Availability Prior to Contract Award

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 "D".

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 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 (TA). The Work described in the TA must be in accordance with the scope of the Contract.

#### 7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "PWGSC 572, Task Authorization Form" specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### 7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of **\$50,000.00**, Applicable Taxes included, inclusive of any revisions.

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

#### 7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

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

#### 7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

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

The quarterly periods are defined as follows:

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

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

### **Reporting Requirement – Details**

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

#### **For each authorized task:**

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

#### **For all authorized tasks:**

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

#### **7.1.2.5 Limitation of Expenditure – Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. 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 in all authorized TAs, inclusive of any revisions, whichever comes first.

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

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

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

## 7.3 Security Requirements

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to PROTECTED information, assets or sensitive work site(s) must **EACH** hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the Canadian Industrial Security Directorate, the Contractor personnel **MAY NOT HAVE ACCESS to PROTECTED** information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.
3. The Contractor **MUST NOT** remove any **PROTECTED** information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
  - (b) Industrial Security Manual (Latest Edition).

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is for a one (1) year period from Contract award.

### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the

Solicitation No. - N° de l'invitation  
EZ108-171530/A  
Client Ref. No. - N° de réf. du client  
EZ108-171530

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-6-39129

Buyer ID - Id de l'acheteur  
VIC 251  
CCC No./N° CCC - FMS No./N° VME

extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.

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

## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Erin Fletcher  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch, Pacific Directorate  
1230 Government Street, Suite 401  
Victoria, B.C. V8W 3X4  
Telephone: 250-415-6020  
E-mail address: erin.fletcher@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.

In the event that you are unable to contact the above noted Authority, please contact:  
[PAC.VICCA@pwgsc-tpsgc.gc.ca](mailto:PAC.VICCA@pwgsc-tpsgc.gc.ca).

### 7.5.2 Technical Authority

The Technical Authority for the Contract is: *(to be provided at Contract award)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

### 7.5.3 Contractor's Representative

*(Bidder must complete this section)*

	Name	Telephone & Address	E-mail
Contract Enquiries			
Technical Enquiries			
Invoicing Enquiries			

## 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 – Firm Unit Price(s) or Firm Lot Price – Task Authorizations

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

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

### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_.  
Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. 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 Multiple Payments

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Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract. Canada will pay the Contractor upon completion and delivery of the work described in each individual DND 626 Task Authorization Form units in accordance with the payment provisions of the Contract, if:

- (a) an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- (b) all such documents have been verified by Canada;
- (c) the Work performed has been accepted by Canada.

#### **7.7.4 Time Verification**

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

#### **7.7.5 T1204 – Direct Request by Customer Department**

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

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

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

***(as specified by the Bidder in Annex G)***

- 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)

#### **7.8 Invoicing Instructions**

##### **Invoicing Instructions - Maintenance Services**

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

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

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

One (1) copy of the invoice and monthly maintenance report must be forwarded to the Technical Authority identified under the section entitled "Authorities" of the Contract.

##### **Invoicing Instructions**

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

Each invoice must be supported by (as applicable):

- a) a copy of the release document and any other documents as specified in the Contract;
- b) a copy of the invoices, receipts, vouchers for all direct expenses;
- c) a copy of the monthly maintenance report;
- d) a copy of time sheets to support the time claimed.

2. Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment.

PWGSC/TPSGC  
Engineering Assets  
Esquimalt Graving Dock  
825 Admirals Rd  
Victoria, BC V9A 2P1  
Canada

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

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

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

### **7.9.2 SACC Manual Clauses**

B1501C (2006-06-16), Electrical Equipment

#### **Status of Work Area**

All work areas shall be left clean and tidy at the completion of the project. All debris and waste materials are to be removed from site by the Contractor.

B1505C (2016-01-28), Shipment of Dangerous Goods/Hazardous Products

### **7.10 Applicable Laws**

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

### 7.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2035 (2016-04-04) General Conditions – Higher Complexity – Services;
- c) Annex “A” Statement of Work;
- d) Annex “B” Basis of Payment;
- e) Annex “C” Security Requirements Checklist;
- f) Annex “D” Insurance Requirements;
- g) Annex “F” Periodic Usage Reports;
- h) the signed Task Authorizations;
- i) the Contractor’s bid dated \_\_\_\_\_.

### 7.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex “D”. 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.

**ANNEX "A" – STATEMENT OF WORK  
CRANE INSPECTION AND CERTIFICATION**

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  - 1.1 Summary of Work
  - 1.2 General
  - 1.3 Definitions
  - 1.4 Codes, Standards and Regulations
2. Work Included
  - 2.1 General
  - 2.2 Personnel Requirements
  - 2.3 Inspections
    - 2.3.1 Scheduled Annual Inspection
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  - 2.4 Record Keeping and Deliverables
    - 2.4.1 General
    - 2.4.2 Lifting Device List
    - 2.4.3 Inspection Documentation
    - 2.4.4 Invoices
  - 2.5 Classification Survey
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### 3. Work Excluded / Work by Others

#### 3.1 Frequent Inspections

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Table 1: Codes, Standards and Regulations

Table 2-1: Scope Summary

Table 2-2: Inspections and Testing Frequency

Table 2-3: Emergency Call-Out Response Time

Table 2-4: Deliverables and Documentation

#### **LIST OF ANNEXES**

Annex A1 Lifting Device List

Annex A2 Mandatory Technical Evaluation Criteria

## **1. GENERAL (DESCRIPTION OF WORK)**

### **1.1 Summary of Work**

1.1.1 To provide scheduled Annual Inspection Certification Services "as and when requested" for 6 cranes and other lifting devices at the Esquimalt Graving Dock operation of Public Services and Procurement Canada.

### **1.2 General**

1.2.1 The Work is to be in SI or Metric units as per Manufacturers Recommendations.

1.2.2 The Contractor must follow site health and safety policies.

1.2.3 The Contractor must follow site Environmental policies.

1.2.4 EGD operations take precedence over Work.

1.2.5 Where replacement consumables, components or parts are required, only new materials must be used.

1.2.6 The following order of precedence must be used for sourcing parts:

1.2.6.1 Use new Original Equipment Manufacturers' (OEM) parts.

1.2.6.2 Where OEM parts are no longer available, parts from reputable suppliers must be used as recommended by the OEM.

1.2.6.3 Where OEM parts are no longer available and the OEM is no longer operating, parts of equal quality from reputable suppliers must be used.

1.2.7 The Contractor must provide a safe work procedure to the Site Authority, including lock-out and fall protection procedures.

### **1.3 Definitions**

1.3.1 The following is a list of definitions and acronyms relating to this Contract:

1.3.1.1 Accessory Gear: Any cargo gear that is designed to be used with a lifting device, such as spreaders, container frames, probes, grabs, vacuum discs, friction clamps and hook blocks. It does not include rings, hooks, shackle, chains and wire pennants that are not permanently attached to the lifting device.

1.3.1.2 Certification: The written determination of a person with qualifications defined by the relevant codes, standard and regulations, that a piece of equipment meets the requirements of the relevant codes, standards regulations for safe use.

1.3.1.3 Finding: A deficiency requiring repair or modification.

1.3.1.4 NDT: Non-Destructive Testing. This includes, but is not limited to, magnetic particle testing and ultrasonic testing, liquid penetrant testing.

1.3.1.5 OEM: Original Equipment Manufacturer.

- 1.3.1.6 Periodic Inspections: Equipment inspections at intervals as defined by CSA B167 for cranes and hoists, and defined by other relevant codes standards and regulations.
- 1.3.1.7 SWL: Safe Working Load
- 1.3.1.8 SI: International System of Units (Metric units)
- 1.3.1.9 WLL: Working Load Limit.

#### **1.4 Codes, Standards and Regulations**

- 1.4.1 This Specification must be carried out in accordance with the codes, standards and regulations listed in Table 1, where applicable. The Contractor must meet the requirements of the most current version of the codes, standards and regulations included in Table 1. The publication dates noted in Table 1 are current at the time of preparation of this Specification and are provided for reference.

**Table 1: Codes, Standards and Regulations**

ITEM NO.	DOCUMENT NO.	TITLE	PUBLICATION DATE (1)
1	ASME B30.4	Portal, Tower and Pillar Cranes	2015
2	ASME B30.10	Hooks Safety Standard for Cableways, Cranes, Derricks, Hoists, Hooks, Jacks, and Slings	2014
3	ASME B30.20	Below-the-Hook Lifting Devices	2010
4	ASTM A 275M	Standard Practice for Magnetic Particle Examination of Steel Forgings	2015
5	ASTM E1417M	Standard Practice for Liquid Penetrant Testing	2013
6	---	BC Electrical Code Regulations Safety Standards Act: Electrical Safety Regulation	Latest amendment B.C. Reg. 134 / 2009
7	CanLII	Canada Labour Code Part II	---
8	CSA C22.1	Canadian Electrical Code, Part I (21 <sup>st</sup> Edition), Safety Standard for Electrical Installations	2012
9	CAN CGSB 48.9712	Non-Destructive Testing - Qualification and Certification of Personnel	2014
10	CSA B167	Overhead Travelling Cranes - Design, inspection, testing, maintenance, and safe operation.	2015
11	CSA C22.2 No. 33	Construction and Test of Electric Cranes and Hoists	2014
12	CSA W47.1	Certification of Companies for Fusion Welding of Steel	2009
13	CSA W59	Welded Steel Construction (Metal Arc Welding)	2013
14	CSA W 178.2	Certification of Welding Inspectors	2008
15	CSA-Z248	Code for Tower Cranes	2014

ITEM NO.	DOCUMENT NO.	TITLE	PUBLICATION DATE (1)
16	CSA-Z256	Safety Code for Material Hoists	2016
17	ISO 4301:1	Cranes and lifting appliances - Classification - Part 1: General	1986
18	ISO 4309	Cranes - Wire Ropes - Care, Maintenance, Installation, Examination and Discard	2008
19	BCBC	BC Building Code	2006
20	---	WorkSafe BC Regulations, in particular Part 12: Tools, Machinery and Equipment, and Part 14: Cranes and Hoists	---

Notes:  
 (1) Refer to Clause 1.4.1

1.4.2 The Contractor must identify to the Site Authority any updates of the codes, standards and regulations listed in Table 1, or new codes relevant to this Contract and the effect of the updates and new codes on this Contract.

1.4.3 In event of conflict between or within this Specification and the codes, standards and regulations in Table 1-1 or between the codes, standard and regulations in Table 1-1, the more stringent provision must be followed.

## 2. WORK INCLUDED

### 2.1 General

2.1.1 The Work must include scheduled inspection and certifications of lifting devices with compilation of associated documentation and maintenance and repair "as and when requested" as shown in Table 2-1.

**Table 2-1: Scope Summary**

ITEM NO.	TASK	CRANES AND HOISTS	
		CRANE NOS. 1, 2, 3, 4, 5, 6	Lifting Devices
1	<b>Scheduled Annual Certification Inspections</b>		
1.1	Scheduled Periodic Inspections	X	
1.2	Scheduled Annual Inspections	X	X

Notes:  
 (1) Certifications may follow misadventure as defined by WorkSafe BC Section 14, if a modification has been made to the lifting device that affects the rated load capacity or safe operation of the lifting device or if the lifting device is out of service for prolonged period of time.

## **2.2 Personnel (Inspection Team) Requirements**

- 2.2.1 The Contractor must provide the following personnel as required by codes, standards and regulations to complete the maintenance, inspections, testing and certification of the lifting devices:
- 2.2.1.1 **Professional Engineer**
    - 2.2.1.1.1 Must be **registered in the Province of BC**;
    - 2.2.1.1.2 Must have a minimum of 10,000 hours experience relating to the inspection, maintenance, repair, and modification of lifting devices;
    - 2.2.1.1.3 Must have a minimum 200 hours experience in the inspection of Portal Level Luffing and Mobile Cranes;
  - 2.2.1.2 **Certified NACE Engineer**
    - 2.2.1.2.1 National Association of Corrosion Engineers – Minimum Level II Certification;
    - 2.2.1.2.2 As defined by CSA B167;
  - 2.2.1.3 **Non-Destructive Testing (NDT) Technicians**
    - 2.2.1.3.1 Minimum Level II;
    - 2.2.1.3.2 Must meet the requirements of CAN / CGSB-48.9712;
  - 2.2.1.4 **Applicable Trades Person(s)**
    - 2.2.1.4.1 Electricians, mechanics, millwrights and other trades people as required for the Work;
    - 2.2.1.4.2 All trades persons must be qualified to the BC Provincial trade requirements for a trade relevant to the Work, carrying the associated valid and current trade license or certificate for the duration of the Work;
- 2.2.2 Contractor's personnel who maintain and inspect the lifting devices must have proof of experience with the types of lifting devices they are maintaining or inspecting. They must have training on the safe operation of lifting devices. They must be knowledgeable about safe working procedures including, but not limited to, confined spaces lock-out and fall protection procedures.
- 2.2.3 The Contractor's personnel that operate the lifting devices must meet the codes, standards and regulations including, but not limited to, the following:
- 2.2.3.1 Relating to Mobile Cranes, a person who meets WorkSafe BC Part 14-Operator Certification.
- 2.2.4 The Contractor must provide the qualifications of Contractor's employees' and any subcontractors' employees used for the Work to the Site Authority for approval. The Contractor must maintain and provide an electronic spreadsheet of personnel qualifications. Refer to Table 2-4 for deliverable requirements.

2.2.5 Where a minimum amount of experience is required, sufficient detail must be provided to support each employee's experience including the following:

- 2.2.5.1 Employee name.
- 2.2.5.2 Education, training courses or other relevant courses completed by the employee, including date of course and, where applicable, expiration date of the course or training.
- 2.2.5.3 Employee work history to support number of years of experience. Employee history must include the name of the employer, duration of employment with each employer, and a brief job description highlighting the activities that are relevant to the employee's position (e.g., crane inspector). For the purposes of this Work, duration is considered the period employed in each position, not specifically the time completing each specific activity. For example, it is possible for a person who completes maintenance on cranes to have field time, shop time, office time and a percentage of down time between repairs; the total of this time would be considered for the experience duration.

## 2.3 Inspections

### 2.3.1 Scheduled Annual Inspections

- 2.3.1.1 Annual Inspections must consist of scheduled inspections.
- 2.3.1.2 Annual Inspections must be provided as a lump sum cost covering the duration of this Contract
- 2.3.1.3 Periodic Inspections must be scheduled based on the durations in the following regulations:
  - 2.3.1.3.1 Portal Cranes ASME B30.4 and Mobile Cranes WorkSafe BC Regulations, Section 14.
  - 2.3.1.3.2 All other cranes and hoists must be inspected on a periodic basis as defined by CSA B167.
- 2.3.1.4 The following Table 2-2 is provided as a general guideline of inspections and testing frequencies. Each lifting device must be inspected and tested as required by the most stringent code, regulation or standard relevant to the lifting device.

**Table 2-2: Inspection and Testing Frequency**

ITEM NO.	DESCRIPTION	PERIOD	DESCRIPTION	BY
1	<b>EGD Portal Level Luffing and Mobile Cranes</b>			
1.1	EGD Cranes	1-year	Inspection	Professional Engineer <sup>(3)</sup> and Inspection Team members as applicable
1.2	EGD Cranes	1-year	Load Limiting Device Test <sup>(2)</sup>	Professional Engineer <sup>(3)</sup> and Inspection Team members as applicable

				applicable
1.3	Below the Hook Lifting Devices	1-year	Inspection, Testing and Certification <sup>(4)</sup>	Professional Engineer <sup>(3)</sup> and Inspection Team members as applicable
Notes: (1) Cranes must meet the requirements of the CSA B167 ASME B30.4, WorkSafe BC Regulations and, where applicable, CSA Z248. (2) To meet NAVFAC P-307 requirements. (3) Qualified according to CAN CGSB 48.9712. (4) To meet ANSI / ASME/WorkSafe Regulations				

2.3.1.5 The first inspection of each lifting device completed under this Contract must be the more stringent of the inspections.

2.3.1.5.1 Maintenance requirements of the OEM.

2.3.1.5.2 Calibration of load weighing devices or overload prevention systems, where applicable.

2.3.1.5.3 Inspection requirements of the OEM.

2.3.1.5.4 Motion testing.

2.3.1.5.5 Load testing as required by relevant codes, standards and regulations.

2.3.1.5.6 Inspection requirements of *Frequent Inspections* and *Periodic Inspections* as defined by CSA B167, at the *Periodic Inspection* frequency as defined by CSA B167.

2.3.1.5.7 Inspection requirements of *Annual Inspections* as defined by ASME B 30.4 Portal cranes and WorkSafe Part 14 Mobile Cranes

2.3.1.5.8 NDT as required by the codes, standards and regulations including, but not limited to, the following:

2.3.1.5.9 Load Limiting Device Testing:

2.3.1.5.9.1 Unless required on a more frequent basis by the relevant codes, standards and regulations, the Contractor must complete 1-year testing of the load limiting devices

2.3.1.5.9.2 The Contractor must connect to the crane a test weight equivalent to the overload setting of the crane and slowly attempt to raise the load. If the load limiting device functions properly, the crane lifting operation must stop before the test weight is lifted off the ground. If the load limiting device is functioning incorrectly, the test weight should not be raised more than 25 mm above the ground.

2.3.1.5.10 All other Inspection requirements of relevant codes, standards and regulations.

2.3.1.6 Certification:

2.3.1.6.1 General: the Contractor must complete certification of any lifting device that requires certification on a periodic basis under the codes, standards and regulations.

2.3.1.6.2 Tower Cranes: the Contractor must provide annual certification of the tower cranes as required by WorkSafe BC Regulations, Section 14.

2.3.1.7 The Contractor must have on site at the time of inspections all tools, materials and consumables required for Annual Inspections.

2.3.1.8 The Contractor must provide a record of each inspection and maintenance of each lifting device including the items listed in Table 2-4.

## 2.3.2 Maintenance

2.3.2.1 Maintenance must consist of Work Orders generated by the Technical Authority as a result of first line inspections, as well as equipment life-cycling, failure and breakdowns.

2.3.2.2 Maintenance must only be completed after the contractor receives an approved Task Authorization from the Site Authority.

2.3.2.3 The Contractor must have on site at the time of the maintenance or repair, all tools and consumables that are required for repairs.

2.3.2.4 The Contractor must provide a record of the Maintenance composed of the deliverables listed in Table 2-4.

2.3.2.4.1 Call-out Inspection and re-certification of lifting devices following *misadventure* as defined by WorkSafe BC, overloading of the lifting device or other inappropriate use of the cranes, as indicated by the Technical Authority.

2.3.2.4.1.1 Inspection and recertification following this type of call-out must involve a professional engineer as per the requirements of WorkSafe BC and other relevant codes, standards and regulations.

2.3.2.4.2 Inspection and, if required, re-certification of lifting devices that has been out of service or decommissioned.

2.3.2.4.2.1 The Site Authority must inform the Contractor of the duration the lifting device has been out of service. The Contractor must inform the Site Authority if the lifting device requires inspection, re-certification or re-commissioning based on the relevant codes, standards and regulations. The Contractor must refer to the relevant code, standard or regulation in the estimate.

2.3.2.4.3 Emergency call-outs.

2.3.2.5 Estimates must be presented to the Site Authority for any Maintenance or Repair items. Refer to Table 2-4.

- 2.3.2.6 Estimates must include re-certification of the lifting device as required by codes, standards and regulations. Generally, re-certification is required if the repair affects the rated capacity or the safe operation of the lifting device.

**Table 2-3: Emergency Call-Out Response Time**

Item No.	Response Duration	Location
1	4 hours	EGD

- 2.3.2.7 The response times in Table 2-4, Item 3 apply 24 hours per day, 7 days per week.

## **2.4 Record Keeping and Deliverables**

### 2.4.1 General

- 2.4.1.1 The Contractor must provide documentation identified in Items 1 to 9 of Table 2-4.

- 2.4.1.2 Deliverables must be provided in MS Office or Adobe Acrobat format and meet the requirements outlined in Items 1 to 9 of Table 2-4.

- 2.4.2 Lifting Device List - The Lifting Device List included in Annex A1 must be maintained and updated by the Contractor when equipment is removed or brought into service. Refer to Item 4 Table 2-4.

### 2.4.3 Inspection Documentation

- 2.4.3.1 A complete record of inspections, and re-certification documentation must be provided. Refer to Items 2 and 3 Table 2-4.

- 2.4.3.2 The number and format of the records must meet the requirements of Items 2 and 3 of Table 2-4.

- 2.4.4 Invoices - Copies of original invoices from the Contractor's suppliers or service providers for all materials, equipment and consumables purchased or rented by the Contractor in the course of Maintenance and Call-Out Inspections must be maintained in binders. Invoices from suppliers must be submitted to Site Authority upon request. Refer to Items 2 and 3 in Table 2-4.

## **2.5 Classification Survey**

- 2.5.1.1 The Contractor must confirm the existing classification survey of the lifting devices including the cranes and hoists, is accurate and correct. Refer to Table 2-4, Item 5.

- 2.5.1.2 Incorrect information or classification will be updated by the Contractor. New lifting devices that are not in the existing classification survey will be added by the Contractor. Separate classification survey must be completed for each lifting device. Use of surveys or photos indicative of one type of lifting device for multiple devices is not acceptable.

### 2.5.1.3 Cranes and Hoists:

- 2.5.1.3.1 The existing classification survey must be reviewed by the contractor to confirm it meets CSA B167 and to determine periods for inspection.

- 2.5.1.3.2 The Contractor must inform the Site Authority of any lifting devices that require periodic inspection under CSA B167 more frequent than outlined in Table 2-2.

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The Contractor must confirm that all lifting devices on the existing survey and any new devices added have the following information:

2.5.1.3.2.1 Capacity (tons, tonnes or kg).

2.5.1.3.2.2 Frequency of use (approximate number of lifts per day).

2.5.1.3.2.3 Hours of use (approximate number of hours per day).

2.5.1.3.2.4 Service (percent of time the lifting device is used at or near its capacity).

2.5.1.3.3 Cranes and Hoists: required inspection period based on CSA B167 (e.g., annual, semi-annual, etc.). If a more stringent inspection period is required under a different standard, code or regulation, the more stringent inspection period must be noted as well as the originating code, standard or regulation.

2.5.1.3.4 Photograph(s) clearly showing the entirety of each lifting device, major subcomponents of each lifting device, and each lifting device in its location. Photos must be oriented to maximize size of photos. Components must be labelled for clarity. Additional pages of photos must be added as necessary for clarity.

## **2.6 Supply of Codes, Standards and Regulations**

2.6.1 The Contractor must provide and compile two copies of each of the current codes, standards and regulations listed in Table 1. This compilation includes print-outs of the relevant free, publically available codes, standards and regulations as well as codes standards and regulations that need to be purchased. Refer to Item 7 of Table 2-4.

2.6.2 If during the duration of the Contract, a standard, code, or regulation is updated or superseded, provide the Site Authority with the cost of two copies of the updated or new standard. Upon written approval of the Site Authority, provide the updated or new standards, codes or regulations.

## **2.7 Additional Requirements**

### **2.7.1 General**

2.7.1.1 In all cases, inspection and certification of lifting devices also includes the inspection, maintenance and certification of the accessory gear.

2.7.1.2 The Contractor must supply and operate equipment required to carry out this Contract. Equipment includes, but is not limited to man lifts, scaffolding and vehicles used to transport test loads. Contractor personnel must provide documentation indicating training of personnel with the equipment.

### **2.7.2 Test Loads**

2.7.2.1 The Contractor must provide test loads as required.

2.7.2.2 The Contractor must transport test loads as required to and from the various locations.

### **2.7.3 Inspection and Certification Tags and Records**

2.7.3.1 The Contractor must complete an entry in the lifting device log book, where applicable, upon completion of the inspection, repair or certification.

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- 2.7.3.2 The Contractor must provide inspection tags and, where applicable, certification tags to be placed on the lifting device upon completion of the inspection or certification. Stickers that meet the requirements described herein are acceptable.
- 2.7.3.3 The tags must include the following:
- 2.7.3.3.1 Company name of Contractor.
  - 2.7.3.3.2 Contact information of Contractor.
  - 2.7.3.3.3 Date of inspection / certification completion.
  - 2.7.3.3.4 Name of Contractor's employee who completed the Work.
  - 2.7.3.3.5 Other information as required by codes, standards and regulations.
- 2.7.3.4 Tags must be securely fastened to the lifting devices.
- 2.7.3.5 The tags and writing on tags must be of UV resistant and weatherproof material and ink. The information on the tag written on Site must be with UV resistant indelible ink. The information on the tags must remain legible for a minimum of two years in the Site environment, including rain and sun exposure.
- 2.7.3.6 The tags must be a minimum of 50 mm by 100 mm in size. Text on the tags must be minimum 10 mm in height.
- 2.7.4 Proprietary Software - Cranes that use proprietary software are identified on the lifting device list in Annex A1 in the column labelled "Proprietary Software". The Contractor must subcontract to the Site Authority approved OEM of the proprietary software any repairs that affect the controls of lifting devices using proprietary software.
- 2.7.5 Operation and Access to Lifting Devices
- 2.7.5.1 The Contractor must operate the lifting device as required for the performance of the duties stated in this Contract. EGD will supply operators.
  - 2.7.5.2 PWGSC/EGD personnel must have access to the Work and lifting devices at all times and must be given notice and opportunity to witness any testing of the lifting devices.
- 2.7.6 Operational Requirements and Scheduling
- 2.7.6.1 The Contractor must provide and maintain a schedule of the Annual Inspection. The schedule must include dates and details of call-out repairs, inspections and certifications. Refer to Items 2 and 3 of Table 2-4.
  - 2.7.6.2 EGD operations must take priority over all maintenance and repairs. All steps will be taken while scheduling to avoid conflicts between Contractor work and EGD operations.
  - 2.7.6.3 Notification: the Contractor must provide ten working days' notice to the Technical Authority prior to commencing Work at a location. Notification must be by e-mail.
  - 2.7.6.4 The Contractor must confirm scheduling within three working weeks for each scheduled inspection.
  - 2.7.6.5 The Contractor must follow WorkSafe BC, EGD and the Contractor's safe work procedures including, but not limited to, lock-out and fall protection procedures. No

additional costs are permitted above those provided in the Schedule of Prices for compliance with safe work procedures.

- 2.7.6.6 The Contractor must provide allowances in the set firm cost for Inspections, Maintenance, the time required for additional security measures required for the locations or lifting devices.
- 2.7.6.7 All Work on lifting devices including, but not limited to, inspections and tests, must be coordinated with the Technical Authority and the Crane Supervisor for the relevant area or building.
- 2.7.6.8 Operation and testing of the lifting device that involves activation of any components of the equipment must only commence upon approval of the Crane supervisor.
- 2.7.6.9 Shop Contacts:
  - 2.7.6.9.1 The Contractor must maintain a list of contacts with phone numbers solely for scheduling purposes. Refer to Item 9 of Table 2-4.

**Table 2-4: Deliverables and Documentation**

ITEM NO.	DELIVERABLE	SECTION REF.	FORMAT	DELIVERY	INITIAL SUBMITTAL DATES	ADDITIONAL SUBMITTAL DATES	ADDITIONAL COMMENTS
<b>1.</b>	<b>Personnel Qualifications</b>						
1.1	Qualifications Spreadsheet	2.2.4	MS Excel	E-mail	Within 2 weeks of Contract award	<ul style="list-style-type: none"> <li>At the addition or deletion of personnel</li> <li>At the renewal of a trade ticket or other relevant qualification</li> <li>Upon request</li> </ul>	<p>At a minimum, the spreadsheet must include</p> <ul style="list-style-type: none"> <li>The names of the Contractor's employees completing the Work.</li> <li>The employees' qualifications.</li> <li>The expiry date of the qualifications where applicable.</li> <li>The employees' number of years of experience.</li> </ul> <p>The subsequent submittals must be updated to include any new or re-new qualifications and the associated expiry dates.</p>
1.2	Copies of Personnel Qualification Documents	2.2.4	Hardcopies or PDFs of scanned documents	E-mail or Regular Mail	Within 2 weeks of Contract award	<ul style="list-style-type: none"> <li>At the addition or deletion of personnel</li> <li>At the successful completion or renewal of a trade ticket, operator certification or other relevant qualification</li> <li>Upon request</li> </ul>	<p>Qualification documents include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>Provincial trade licences and certificates.</li> <li>OEM training course completion certificates.</li> <li>Operator training.</li> </ul> <p>Qualifications are also required for subcontractors including NDT technicians.</p>
1.3	Experience Summary	2.2.4	MS Excel, MS Word, or PDF	E-Mail	Upon Technical Authority's Request	<ul style="list-style-type: none"> <li>Upon request</li> <li>At the addition or deletion of personnel</li> </ul>	<ul style="list-style-type: none"> <li>To be provided where a minimum number of years or hours of experience is required as part of personnel qualifications.</li> </ul>

									<ul style="list-style-type: none"> <li>At a minimum, the summary must include relevant employment history with job descriptions demonstrating the required hours or years of experience.</li> </ul>
<b>2.</b>	<b>Scheduled First Line Inspection Deliverables</b>								
2.1	Completed Checklist(s)	2.3.1.11	PDF	<ul style="list-style-type: none"> <li>E-mail for individual lifting inspections</li> <li>Electronic disk for multiple inspections</li> </ul>	<ul style="list-style-type: none"> <li>The checklists for the lifting devices at one location within 3 weeks of completing the periodic inspection and/or testing at that location or within 5 weeks of completion of the inspection, whichever is sooner</li> </ul>	<ul style="list-style-type: none"> <li>The Contractor must add items to the checklists based on the Contractor's experience and requirements of codes, standards and regulations.</li> <li>Include list of maintenance completed.</li> <li>Include the signature and type-written name of the person(s) who completed the inspection of the lifting device.</li> <li>Checklists must be typed or hand written and legible.</li> <li>The checklists must note motion and load limiting device checks completed, including the test weight (where applicable) and if the lifting device passed or failed the test.</li> </ul>			<ul style="list-style-type: none"> <li>Provided where NDT has been performed.</li> <li>The reports must:</li> <li>Be attached to the checklists.</li> <li>Reference the CE or EGD No. of the lifting device.</li> </ul>
2.2	NDT Reports	2.3.1.11	PDF	As required for Item No. 2.1	As required for Item No. 2.1				

2.3	Certification Documents, if applicable	2.3.1.8, 2.3.1.11	<ul style="list-style-type: none"> <li>PDF</li> <li>Hardcopy where required</li> <li>Regular mail</li> </ul>	As required for Item No. 2.1	As required for Item No. 2.1	<ul style="list-style-type: none"> <li>Clearly identify which components have been tested, including photographs and/or sketches as necessary.</li> <li>Include labelled photographs of components with visual damage.</li> </ul>
<b>3. Call-Out First Line Inspection</b>						
3.1	Estimate	2.3.2.2	<ul style="list-style-type: none"> <li>MS Word, MS Excel or Adobe Acrobat.</li> <li>Followed by hardcopy.</li> </ul>	<ul style="list-style-type: none"> <li>E-Mail.</li> <li>Regular Mail.</li> </ul>	<ul style="list-style-type: none"> <li>E-mail within 2 weeks of call-out request.</li> <li>Hardcopy to follow within 48 hours of e-mail.</li> </ul>	<p>Estimate to include the following:</p> <ul style="list-style-type: none"> <li>CE and EGD equipment identification number of the lifting device.</li> <li>Location, crane and or lifting device.</li> <li>Type of inspection, e.g., annual, monthly, 2-year periodic, 5-year periodic, etc.</li> <li>Description of the inspection including if load testing, NDT, professional engineer's review, etc.</li> <li>Cost of inspection. (2)</li> <li>Duration of inspection.</li> <li>Proposed schedule for inspection.</li> </ul>
3.2	Scheduled First Line Inspection Deliverables	2.3.2.4	As required for Item No. 2.1	As required for Item No. 2.1	Within 3 weeks from completion of inspection	See items under Item No. 2 Scheduled First Line Maintenance inspections
3.3	Invoice Documentation and Information	2.3.2.5			With invoice	<p>The following is to be provided with or identified on the invoice:</p> <ul style="list-style-type: none"> <li>Actual cost of inspection. (2)</li> <li>Dates of inspection commencement and completion.</li> <li>CE or EGD equipment identification number.</li> </ul>

3.4	Location, Crane and Location Details (4)	2.3.3.8	As required for Item No. 2.1	As required for Item No. 2.1	As required for Item No. 2.1			<ul style="list-style-type: none"> <li>EGD work order number.</li> <li>PWGSC/EGD requisition number.</li> </ul> <p>Attached to the Annual or periodic Inspection Checklist if applicable</p>
<b>4.</b>	<b>Lifting Device List</b>							
4.1	Lifting Device List	2.4.2	MS Excel	E-mail	2 Months after award	<ul style="list-style-type: none"> <li>Addition or removal of a lifting device</li> <li>Modification to a lifting device classification</li> <li>Every anniversary of the contract award and at Contract Close-Out</li> <li>Upon request</li> </ul>	<p>Changes to each revision of the Lifting Device List must be yellow highlighted. As part of updating and maintaining the list, the Contractor must:</p> <ul style="list-style-type: none"> <li>Add a new line for each lifting device added into service and strike-through lines for decommissioned lifting devices. Do not delete decommissioned lifting devices</li> <li>Record the date (day, month and year) and type of each inspection, testing and certification by adding columns to the MS Excel file</li> <li>Update lifting device classifications based on the results of the Classification Survey</li> <li>Update the equipment identification numbers of the lifting devices based on EGD identification numbers provided by the Site Authority</li> <li>Fill in the "Installation Date" column of the lifting device list based on the results of the Lifting Device Survey</li> </ul>	
<b>5.</b>	<b>Classification Survey</b>							
5.1	Confirmation of existing Classification Survey and addition of any new devices	2.5	<ul style="list-style-type: none"> <li>2 Hardcopies.</li> <li>PDF.</li> </ul>	<ul style="list-style-type: none"> <li>Email or Hand Delivery.</li> <li>Subsequent updates of individual</li> </ul>	Within 2 months of installation of new lifting device or a device not	<ul style="list-style-type: none"> <li>At the addition or removal of lifting devices from service.</li> <li>Upon change of standards,</li> </ul>		<p>The hardcopy or electronic copy must be completed similar to the existing survey organized to be easily inserted.</p>

				lifting devices must be e-mailed.	listed in Annex A1	codes or regulations that govern inspection frequency.	
<b>6. Lifting Device Manuals</b>							
6.1	OEM Operations and Maintenance Manuals (O&M Manuals) for the Non-EGD Lifting Devices	2.6	1 Electronic Copy	As Requested	See comments	Where available O&M Manuals must be provided by the contractor to reference maintenance requirements and schedules that conflict with relevant codes and standards.	
<b>7. Codes, Standards, and Regulations</b>							
7.1	Codes, Standards and Regulations listed in Table 1-2	2.7	2 Hardcopies or Digital copies	Mail or hand delivery	Within 3 months of Contract Award.	Each set of the codes, standards and regulations must be provided in binder(s) or on disc	
7.2	Codes, Standards and Regulations listed in Table 1-2 revised in the duration of the Contract	2.7	2 Hardcopies or Digital copies	Mail or hand delivery	Within 6 weeks of written approval.	Each set of the codes, standards and regulations must be provided in binder(s) or on disc	
<b>8. Inspection Schedule</b>							
8.1	Schedule	2.8.6.1	MS Excel or other format approved by the Site Authority	E-mail	Within 2 months of Contract Award	<ul style="list-style-type: none"> <li>The schedule must: <ul style="list-style-type: none"> <li>Be for the duration of the Contract.</li> <li>Be by lifting device.</li> <li>Identify the planned and actual completion dates of inspections and certifications.</li> </ul> </li> </ul>	

							<ul style="list-style-type: none"> <li>Where applicable, identify the different inspection requirements, i.e., annual and 2-year NAVFAC inspections.</li> <li>The updated 2-monthly schedule must include dates and information of call-out inspections and repairs completed in the previous period as well as actual completion dates of schedule first line maintenance inspections, by lifting device.</li> <li>Updates must be yellow highlighted.</li> </ul>
<b>9. Shop Contacts</b>							
9.1	Shop Contact List	2.8.6.7	MS Excel	E-mail	One year anniversary of the Contract Award	Each anniversary of the Contract Award and at Contract Close-Out	The list of shop contacts is solely for scheduling purposes
<p>Notes:</p> <p>(1) Where dates indicate "upon request" deliverables must be provided within two weeks of request unless otherwise stated in the specification.</p> <p>(2) A breakdown of costs must be provided as follows: hours per occupation, materials by component and rental by equipment and rental rates. Where a cost has been provided on the Schedule of Prices for a task, the estimate use the cost provided in the Schedule of Prices and make reference to the Schedule of Prices. Estimates must be accurate to ± 10%. The Contractor must provide and identify allowances in the estimates for the time required for additional security measures required for the locations or lifting devices indicated as "Escort" or "Key Access" in the "Access" column of the lifting device list in Annex A1.</p> <p>(3) Where multiple types of delivery are stated, the Contractor must provide each type of delivery unless otherwise stated. Unless otherwise stated, regular mail must be post-dated within 2 working days of the submittal date if following an e-mail of the same information or post-dated the day of the submittal date if the hardcopy is the sole format required.</p> <p>(4) Location, Crane name and location details must be as per Annex A1 - Lifting Device List Columns "Area," "Bldg" and "Occupant."</p>							

Solicitation No. - N° de l'invitation  
EZ108-171530/A  
Client Ref. No. - N° de réf. du client  
EZ108-171530

Amd. No. - N° de la modif.  
File No. - N° du dossier  
VIC-6-39129

Buyer ID - Id de l'acheteur  
VIC 251  
CCC No./N° CCC - FMS No./N° VME

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### **3. WORK EXCLUDED / WORK BY OTHERS**

#### **3.1 Frequent Inspections**

3.1.1 Includes pre-use inspections and weekly inspections except as required herein.

Solicitation No. - N° de l'invitation  
EZ108-171530/A  
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EZ108-171530

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File No. - N° du dossier  
VIC-6-39129

Buyer ID - Id de l'acheteur  
VIC 251  
CCC No./N° CCC - FMS No./N° VME

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### **ANNEX A1 – LIST OF CRANES AND LIFTING DEVICES**

1. EBCO 30t Level Luffing Crane (1984)- Proprietary Software
2. Krupp Level Luffing Crane (1980) – Proprietary Software
3. KONE 30t Level Luffing Crane ( 2010)- Proprietary Software
4. Grove 530E RT Mobile Crane – (2004)
5. Shuttlelift CD7725 Mobile Crane – (2009)
6. Hyster Bullmoose Pick and Carry Crane –

### **ANNEX A2 – DETAILED TASK LISTS**

- Available upon request from the Contracting Authority listed in Section 7.5.1 of the Solicitation.

**ANNEX A3 – MANDATORY EVALUATION CRITERIA**

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

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.

Item	Mandatory Technical Evaluation Criteria	Complies	Does not comply	Bid Reference Pg. #
	<p><b>Bidders must submit the following technical information with their bid.</b></p> <p><b>Failure to provide this information with the bid will render the bid non-responsive.</b></p>			
<p><b>M1</b></p>	<p><b><u>Corporate Experience</u></b></p> <p>Bidders must provide details of 2 contracts completed within the last 5 years, which are similar in scope and value to the Inspection of Rail Mounted and Mobile Cranes requirement detailed in Annex A.</p> <p>Each contract reference <b><u>must include</u></b> the following details:</p>			
<p><b>M1.1</b></p>	<p><b><u>Contract Reference No. 1</u></b></p> <ul style="list-style-type: none"> <li>• Description of the Work:</li> <li>• Start/End Dates:</li> <li>• Contract Value \$:</li> <li>• Client/Company name and contact information whom Canada may contact directly to verify the information provided, if required.</li> </ul>			
<p><b>M1.2</b></p>	<p><b><u>Contract Reference No. 2</u></b></p> <ul style="list-style-type: none"> <li>• Description of the Work:</li> <li>• Start/End Dates:</li> <li>• Contract Value \$:</li> <li>• Client/Company name and contact information whom Canada may contact directly to verify the information provided, if required.</li> </ul>			

Item	Mandatory Technical Evaluation Criteria	Complies	Does not comply	Bid Reference Pg. #
<b>M2</b>	<p><b><u>Personnel (Inspection Team) Requirements</u></b></p> <p>The Contractor must provide the following personnel as required by codes, standards and regulations to complete the maintenance, inspections, testing and certification of the lifting devices:</p>			
<b>M2.1</b>	<p><b>Professional Engineer</b></p> <ul style="list-style-type: none"> <li>• Must be <b>registered in the Province of BC</b>;</li> <li>• Must have a minimum of 10,000 hours experience relating to the inspection, maintenance, repair, and modification of lifting devices;</li> <li>• Must have a minimum of 200 hours experience in the inspection of Portal Level Luffing and Mobile Cranes</li> </ul> <p><b>Bidders must provide:</b></p> <ul style="list-style-type: none"> <li>• Proof of certification</li> <li>• Description of experience</li> </ul>			
<b>M2.2</b>	<p><b>Certified NACE Engineer</b></p> <ul style="list-style-type: none"> <li>• National Association of Corrosion Engineers – Minimum Level II Certification</li> </ul> <p><b>Bidders must provide:</b></p> <ul style="list-style-type: none"> <li>• Proof of certification</li> </ul>			
<b>M2.3</b>	<p><b><u>Non-Destructive Testing (NDT) Technicians</u></b></p> <ul style="list-style-type: none"> <li>• NDT technicians must meet the requirements of CAN / CGSB-48.9712</li> <li>• Minimum Level II</li> </ul> <p><b>Bidders must provide:</b></p> <ul style="list-style-type: none"> <li>• Proof of certification</li> </ul>			

Item	Mandatory Technical Evaluation Criteria	Complies	Does not comply	Bid Reference Pg. #
<b>M2.4</b>	<p><b><u>Applicable Trades Person(s)</u></b></p> <ul style="list-style-type: none"> <li>Electricians, mechanics, millwrights and other trades people as required for the Work.</li> <li>All trades persons must be qualified to the BC Provincial trade requirements for a trade relevant to the Work, carrying the associated valid and current trade license or certificate for the duration of the Work.*</li> </ul> <p>*Qualification documents required within 2 weeks of Contract award.</p>			
<b>M3</b>	<p><b><u>Emergency Response</u></b></p> <ul style="list-style-type: none"> <li>In the case of an emergency call out, the Contractor must be able to respond on-site within 4 hours.</li> </ul>			
<b>M4</b>	<p><b><u>Safety Requirements</u></b></p> <ul style="list-style-type: none"> <li>The Contractor must be able to provide within 2 weeks of contract award, all personnel training and certification documents including Fall Protection, Confined Space Entry and Lock-Out Procedures.</li> </ul>			

## ANNEX B – BASIS OF PAYMENT

Only a PWGSC 572 Task Authorization Form can be used for requesting work against this Contract. Part of this Contract will be firm priced, scheduled inspections. Call out Inspections and Maintenance work shall be on an 'as and when' requested basis in accordance with the Terms and Conditions of the Contract.

Esquimalt Graving Dock, PWGSC will issue a PWGSC 572 Task Authorization as follows:

- i. The Technical Authority prepares a Statement of Work (SOW) describing the task using the PWGSC 572 Task Authorization (TA) form;
- ii. The Esquimalt Graving Dock Technical Authority submits the PWGSC 572 TA form containing the SOW to the Contractor;
- iii. The Contractor reviews the Task SOW and provides a Quote, using the PWGSC 572 TA form on the level of effort (LOE) to complete the task to the Esquimalt Graving Dock Technical Authority, using the rates established in the Contract.
- iv. The Esquimalt Graving Dock Technical Authority reviews the LOE Quote with DND Financial Authority and seeks approval to proceed;
- v. If the Quote is within the Esquimalt Graving Dock task approval financial ceiling limitation, the Esquimalt Graving Dock Technical Authority signs the PWGSC 572 TA form and forwards a copy to the Contractor and to the Contracting Authority. The Contractor can begin work after receipt of an authorized PWGSC 572 TA form.
- vi. If the Quote exceeds the Esquimalt Graving Dock task approval financial ceiling limitation, the PWGSC Contracting Authority must also sign prior to DND releasing it to the Contractor.
- vii. Amendments to the PWGSC 572 TA form require completion of a PWGSC 572 amendment form. The Esquimalt Graving Dock Technical Authority will approve tasks where the amended value is within the threshold established in the Contract. The PWGSC Contracting Authority must sign any amendment that exceeds the threshold before the Esquimalt Graving Dock Technical Authority releases it to the Contractor.
- viii. The Contractor may not begin work before receiving the approved PWGSC 572 TA form.

The list below identifies the requirements of the Esquimalt Graving Dock, PWGSC. All rates shall remain firm for the complete period of the Contract. Estimated usage provided, is only an approximation of the requirement given in good faith. Canada shall not be bound to accept services in the quantity specified, but only for those hours actually required and used by the Consignee on an as and when requested basis.

**Materials**

Material and replacement parts (except any free issue items) shall be charged at laid down cost (which includes invoice cost, transportation costs, exchange, customs and brokerage charges as applicable) plus a firm **Mark-up %** excluding Goods and Services Tax (GST) which must be shown as a separate item on the invoice for payment. Verification by providing copies of receipts attached to invoices, or at time of payment, will be requested by the Consignee.

<b>TABLE 1 – MATERIALS</b>					
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>	<b>Option Year 4</b>	<b>Extension (A+B+C+D)</b>
Estimated \$ per year	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
Mark-up %	+ _____ %	+ _____ %	+ _____ %	+ _____ %	
Subtotal	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____ <b>(TABLE 1 TOTAL – MISC MATERIALS)</b>

**ROUTINE MAINTENANCE, INSPECTION and CERTIFICATION SERVICES**

All prices quoted below shall be in accordance with Annex A1 – List of Cranes and Lifting Devices and shall include all **Labour, Supervision, Transportation** to and from the Site, and **Equipment and Materials** to complete the work. Prices will remain firm throughout the complete period of the Contract. Goods and Services Tax (GST) is to be charged as a separate item on the invoice.

Provide firm all inclusive Lot Prices for the following:

<b>TABLE 2 – ANNUAL INSPECTIONS</b>					
<b>EGD CRANES</b>					
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>	<b>Option Year 4</b>	<b>Extension (A+B+C+D)</b>
Annual Inspection and Certification and Load Limiting Device Test	\$ _____/Lot	\$ _____/Lot	\$ _____/Lot	\$ _____/Lot	\$ _____

<b>BELOW THE HOOK LIFTING DEVICES</b>						
Annual Inspection, Testing and Certification	\$ _____/Lot	\$ _____/Lot	\$ _____/Lot	\$ _____/Lot	\$ _____	
<b>TABLE 2 TOTAL – ANNUAL INSPECTIONS</b>					\$ _____	

**CALL-OUT RATES**

Service Calls: Service calls can be charged at a firm Call-out Rate, when authorized by the EGD Project Authority.

Call-out rates do not apply to regular routine inspections above, but only for miscellaneous repairs and other miscellaneous related work in conjunction with EGD Cranes and Lifting Devices. Call-out rates from the Contractor's site to the Esquimalt Graving Dock shall include Travel Time to the job site, plus one (1) hour of productive labour in the performance of the work. Call-out rates can only be charged once for each individual authorized PWGSC 572 Task Authorization.

<b>TABLE 3 – CALL-OUT RATES</b>						
Personnel	Estimated # of Calls per Year	Firm Rate per Call-out				Extension A* x (B+C+D+E)
		Year 1	Option Year 2	Option Year 3	Option Year 4	
	A	B	C	D	E	F
Professional Engineer	3	\$ _____/Call	\$ _____/Call	\$ _____/Call	\$ _____/Call	\$ _____
Certified NACE Engineer	1	\$ _____/Call	\$ _____/Call	\$ _____/Call	\$ _____/Call	\$ _____
NDT Technician	3	\$ _____/Call	\$ _____/Call	\$ _____/Call	\$ _____/Call	\$ _____
Trades Person	2	\$ _____/Call	\$ _____/Call	\$ _____/Call	\$ _____/Call	\$ _____
Labourer	2	\$ _____/Call	\$ _____/Call	\$ _____/Call	\$ _____/Call	\$ _____
<b>TABLE 3 TOTAL – CALL OUT RATES</b>						\$ _____

**Labour**

The rates below shall include all Labour, Supervision, Transportation and Equipment to the site. These rates shall remain firm for the complete period of the Contract and shall exclude any applicable taxes, such as Goods and Services Tax, which must be shown as a separate item on the invoice for payment. No mark-up will be permitted on labour.

- **Regular Hours:** Regular Working Hours, Monday – Friday, 0800-1600 hours
- **Outside Regular Hours:** Outside Regular Working Hours, Monday – Friday and all day Saturday
- **Sunday/Stat Holidays:** Sunday and Statutory Holidays
- **Emergency Rates:** As soon as possible up to a maximum of 4 hours response time

The Contractor shall provide the following personnel to complete the work in accordance with Annex A – Statement of Work.

<b>TABLE 4 (1-7) – FIRM ALL INCLUSIVE HOURLY RATES</b>						
<b><u>1. Professional Engineer</u></b>						
<ul style="list-style-type: none"> <li>• Must be <b>registered in the Province of BC</b>;</li> <li>• Must have a minimum of 10,000 hours experience relating to the inspection, maintenance, repair, and modification of lifting devices;</li> <li>• Must have a minimum of 200 hours experience in the inspection of Portal Level Luffing and Mobile Cranes</li> </ul>						
<b>Estimated Usage</b>	<b>Time</b>	<b>Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>	<b>Option Year 4</b>	<b>Extension A x (B+C+D+E)</b>
<b>A</b>		<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
70	Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
10	Outside Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
2	Sunday/Stat Holidays:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
2	Emergency Rate:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
<b>SUBTOTAL 1</b>						<b>\$ _____</b>
<b>FIRM ALL INCLUSIVE HOURLY RATES</b>						
<b><u>2. Certified NACE Engineer</u></b>						

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National Association of Corrosion Engineers – Minimum Level II Certification						
Estimated Usage	Time	Year 1	Option Year 2	Option Year 3	Option Year 4	Extension A x (B+C+D+E)
A		B	C	D	E	F
8	Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
2	Outside Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
2	Sunday/Stat Holidays:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
2	Emergency Rate:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
<b>SUBTOTAL 2</b>						\$ _____

**FIRM ALL INCLUSIVE HOURLY RATES**

**3. Non-Destructive Testing (NDT) Technician**

- NDT technicians must meet the requirements of CAN / CGSB-48.9712
- Minimum Level II

Estimated Usage	Time	Year 1	Option Year 2	Option Year 3	Option Year 4	Extension A x (B+C+D+E)
A		B	C	D	E	F
60	Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
10	Outside Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
2	Sunday/Stat Holidays:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
2	Emergency Rate:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____

<b>SUBTOTAL 3</b>	\$ _____
-------------------	----------

**FIRM ALL INCLUSIVE HOURLY RATES**

**Applicable Trades Person(s)**

All trades persons must be qualified to the BC Provincial trade requirements for a trade relevant to the Work, carrying the associated valid and current trade license or certificate for the duration of the Work.

**4. Mechanic**

Estimated Usage	Time	Year 1	Option Year 2	Option Year 3	Option Year 4	Extension A x (B+C+D+E)
A		B	C	D	E	F
20	Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
10	Outside Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
2	Sunday/Stat Holidays:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
2	Emergency Rate:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
<b>SUBTOTAL 4</b>						\$ _____

**5. Millwright**

Estimated Usage	Time	Year 1	Option Year 2	Option Year 3	Option Year 4	Extension A x (B+C+D+E)
A		B	C	D	E	F
20	Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
10	Outside Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____

2	Sunday/Stat Holidays:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
2	Emergency Rate:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
<b>SUBTOTAL 5</b>						\$ _____

**6. Miscellaneous Tradesperson**

Estimated Usage	Time	Year 1	Option Year 2	Option Year 3	Option Year 4	Extension A x (B+C+D+E)
A		B	C	D	E	F
10	Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
10	Outside Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
2	Sunday/Stat Holidays:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
2	Emergency Rate:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
<b>SUBTOTAL 6</b>						\$ _____

**7. Labourer**

A person who is not a certified tradesperson but has the appropriate skills to work on site assisting the above trades.

Estimated Usage	Time	Year 1	Option Year 2	Option Year 3	Option Year 4	Extension A x (B+C+D+E)
A		B	C	D	E	F
20	Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
10	Outside Regular Hours:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
2	Sunday/Stat	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____

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	Holidays:					
2	Emergency Rate:	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____/hr	\$ _____
<b>SUBTOTAL 7</b>						\$ _____
<b>TABLE 4 TOTAL – FIRM ALL INCLUSIVE HOURLY RATES (SUBTOTAL 1+2+3+4+5+6+7)</b>						\$ _____

**FINANCIAL EVALUATION TOTAL = TABLE 1 TOTAL + TABLE 2 TOTAL + TABLE 3 TOTAL + TABLE 4 TOTAL**

**Time Verification**

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

**Overtime**

No overtime work shall be performed unless authorized in advance and in writing by Canada's authorized representative. Any request for payment at the rate(s) specified in the Contract must be accompanied by a copy of the overtime authorization PWGSC 572 Task Authorization and a report containing such details as Canada may require with respect to the overtime work performed pursuant to the written authorization.

**Tools**

The Contractor shall ensure that each tradesman has all necessary tools and equipment required to complete any job. No rental charges will be paid for tools or equipment incidental to the trade. Technical direction will be responsibility of the EGD Technical Authority or his delegated representative.

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## **ANNEX C – SECURITY REQUIREMENTS CHECKLIST**

***(see attached)***

## ANNEX D – INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

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

- 
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - 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.
  - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

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**ANNEX E – PWGSC-TPSGC 572 TASK AUTHORIZATION FORM**

***(see attached)***



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**LABOUR**

<b>LABOUR (Regular Hours)</b>	<b>No. of Hours Charged</b>	<b>Rate Charged</b>	<b>Extended Total</b>
Professional Engineer		\$ _____ /hr	\$ _____
Certified NACE Engineer		\$ _____ /hr	\$ _____
NDT Technician		\$ _____ /hr	\$ _____
Trades Person		\$ _____ /hr	\$ _____
Labourer		\$ _____ /hr	\$ _____

**MATERIALS  
 (Not incidental to the Trade)**

Laid Down Cost \$ _____	Plus Mark-up _____ %	Total Cost \$ _____
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## **ANNEX G to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat EZ108-171530
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	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction EAS-IAM
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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  
Annual Crane Inspections and Certifications

5. a) Will the supplier require access to Controlled Goods?  
Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  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?  No / Non  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)  No / Non  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.  No / Non  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?  No / Non  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 <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
--	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

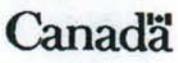
<p>No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/></p> <p>Not releasable / À ne pas diffuser <input type="checkbox"/></p> <p>Restricted to: / Limité à: <input type="checkbox"/></p> <p>Specify country(ies): / Préciser le(s) pays:</p>	<p>All NATO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

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED





Contract Number / Numéro du contrat EZ108-171530
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 / Non  Yes / Oui

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 / Non  Yes / Oui

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

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

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

- |   |   |   |  |
|---|---|---|--|
| <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 :

The Contractors will be escorted at all times while on site.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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



Contract Number / Numéro du contrat EZ108-171530
Security Classification / Classification de sécurité 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 EZ108-171530
Security Classification / Classification de sécurité UNCLASSIFIED

**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

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

Name (print) - Nom (en lettres moulées) Wallach, Jason	Title - Titre Acting Crane Dept. Supervisor	Signature 
Telephone No. - N° de téléphone 250-363-0272	Facsimile No. - N° de télécopieur 250-363-0474	E-mail address - Adresse courriel Jason.Wallach@pwgsc.gc.ca
		Date 2017/06/22

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

Name (print) - Nom (en lettres moulées) Blandford, Dale	Title - Titre SO #89	Signature 
Telephone No. - N° de téléphone 250-363-0289	Facsimile No. - N° de télécopieur 250-363-8059	E-mail address - Adresse courriel dale.blandford@pwgsc-tpsgc.gc.ca
		Date 2017-06-22

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

No / Non  Yes / Oui

**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées) Erin Fletcher	Title - Titre Supply Specialist	Signature Fletcher, Erin
Telephone No. - N° de téléphone 250-415-6020	Facsimile No. - N° de télécopieur 250-363-0395	E-mail address - Adresse courriel erin.fletcher@pwgsc-tpsgc.gc.ca
		Date 2017-07-18

Digitally signed by Fletcher, Erin  
DN: cn=CA, ou=PWGSC-TPSGC,  
c=Canada, email=erin.fletcher@pwgsc-tpsgc.gc.ca  
Date: 2017.07.18 10:38:52 -0700

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

Name (print) - Nom (en lettres moulées) Maria Mendoza Contract Security Officer, Contract Security Division	Title - Titre Contract Security Officer, Contract Security Division	Signature 
Telephone No. - N° de téléphone 613-954-4171	Facsimile No. - N° de télécopieur 613-954-4171	E-mail address - Adresse courriel Maria.Mendoza@tpsgc-pwgsc.gc.ca
		Date July 17, 2017

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
*(Use form DND 626 for contracts for the Department of National Defence)*

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
*(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)*

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task.

**A. Description de tâche des travaux requis :**

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable: Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

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**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

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## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements

Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non

Yes - Oui

If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

**2. Authorization(s) - Autorisation(s)**

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3. Contractor's Signature - Signature de l'entrepreneur**

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date