



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St./ 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Maintenance & Professional Consulting Services Division  
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

<b>Title - Sujet</b> Rideau Dam -Inspections and Repairs	
<b>Solicitation No. - N° de l'invitation</b> EP168-173026/A	<b>Date</b> 2017-09-07
<b>Client Reference No. - N° de référence du client</b> 20173026	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-279-73388	
<b>File No. - N° de dossier</b> fk279.EP168-173026	<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 2017-10-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Ladouceur, Joanne	<b>Buyer Id - Id de l'acheteur</b> fk279
<b>Telephone No. - N° de téléphone</b> (873) 469-4889 ( )	<b>FAX No. - N° de FAX</b> (819) 956-3600
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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### List of Appendices:

Appendix "A" Statement of Work  
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Appendix "F" Complete List of Names of all individuals who are currently Directors of the Bidder  
Appendix "G" Voluntary Certification to Support the Use of Apprentices

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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 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 Appendices includes:

- Appendix "A" Statement of Work
- Appendix "B" Drawing No. EO-252-1 Single Line Diagram Electrical Distribution (February 2017)
- Appendix "B-1" Drawing No. EO-252-HP1 – Site Plan – Electrical Distribution (August 2015)
- Appendix "C" Financial Bid - Basis of Payment
- Appendix "D" Form [PWGSC-TPSGC 572](#) Task Authorization
- Appendix "E" Form [PWGSC-TPSGC 1111](#) Claim for Progress Payment
- Appendix "F" Complete List of Names of all individuals who are currently Directors of the Bidder
- Appendix "G" Voluntary Certification to Support the Use of Apprentices

### **1.2 Summary**

#### **1.2.1 Requirement**

To provide all necessary labour, tools, equipment, materials, safety devices and supervision to provide the services required in the Statement of Work **dated August 25, 2017**, for the Rideau Falls Dams, located at 1 John Street, Ottawa, Ontario.

#### **1.2.2 Period of the Contract**

The period of the resulting contract will be for two (2) years with three (3) options to extend each for an additional consecutive twelve (12) month period, under the same conditions.

#### **1.2.3 Trade Agreements**

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

#### **1.2.4 Mandatory Site Visit**

There is a mandatory site visit associated with this requirement. Consult Part 2 - Bidder Instructions.

#### **1.2.5 Subcontracting**

In accordance with General Conditions 2035, clause 6 (2013-06-27) Subcontracts: Subcontracting will be permitted under the Resulting Contract.

#### **1.2.6 Employment Equity**

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the appendix titled Federal Contractors Program for Employment Equity - Certification.

#### **1.2.7 Support the use of apprentices**

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

#### **1.3 Debriefings**

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

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## **PART 2 - BIDDER INSTRUCTIONS**

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

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: two hundred and forty (240) days

### **2.2 Submission of Bids**

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

**Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted. Bids must be delivered by hand to the Bid Receiving Unit.**

### **2.3 Former Public Servant**

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

### **Definitions**

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

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

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

"*pension*" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement](#)

Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act,

1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

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

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

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

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

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

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

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

If so, the Bidder must provide the following information:

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

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

#### **2.4 Enquiries - Bid Solicitation**

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

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

#### **2.5 Applicable Laws**

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

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

## **2.6 Mandatory Site Visit**

It is **MANDATORY** that the Bidder or a representative of the Bidder visit the work sites. Arrangements have been made for the site visit to be held on September 28, 2017. The site visit will begin at 9:30 a.m. meeting at 1 John Street, Ottawa, Ontario.

Bidders should communicate with the Contracting Authority prior to the site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit.

Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



## **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 – Four (4) hard copies**  
**Section II: Financial Bid (Appendix “C” – Financial Bid – Pricing Basis- One (1) copy)**  
Section III: Certifications  
Section IV: Additional Information

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

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

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

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

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

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

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

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

#### **Section II: Financial Bid**

**3.2.1** Bidders must submit their financial bid in accordance with Appendix “C”, Financial Bid.

#### **3.2.2 Electronic Payment Instruments**

The Bidder accepts to be paid by:  
( ) Direct Deposit

#### **Section III: Certifications**

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

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## Section IV: Additional Information

### 3.4.1 Contractor's Representative

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

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

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

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

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

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

## **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 REQUIREMENTS**

<b>1.</b>	Attendance at the Mandatory Site Visit;
<b>2.</b>	Submission of Firm Price/Rates in Canadian funds in accordance with Part 3, Section II – Financial Bid – found at Appendix “C” Financial Bid - Basis of Payment

#### **4.1.2 Financial Evaluation**

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

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

### **4.2 POINT RATED TECHNICAL CRITERIA**

<b><u>RATED CRITERIA</u></b>	<b>Points to be considered by evaluation committed</b>	<b><u>SCORING GUIDE</u></b>
<b><u>RT 1</u></b>  <b><u>ORGANIZATION AND MANAGEMENT-</u></b> <b>(Max 30 points / min 18 points)</b>	<p>Demonstrate that the Contractor is able to provide all the staff necessary to perform all services as required in accordance with the Statement of Work and resulting Contract, as it pertains to: the team's organization, services to be managed and proof of the Contractor's resources and capacity to provide additional resources, if and when needed.</p> <p>The contractor must provide but not be limited to:</p> <ul style="list-style-type: none"> <li>a) Overall Contractor's Organization (15 points) <ul style="list-style-type: none"> <li>i. An organization chart for the Contractor.</li> <li>ii. Resumes of key personnel, position and title as they relate to assigned roles and responsibilities. Key personnel should include owner, foreman, lead hand(s) for operation crew and for maintenance crew</li> </ul> </li> </ul>	<p><b>a) Maximum 15 points</b></p> <p><b>15</b> extensive information provided  <b>14–9</b> good information provided  <b>8–1</b> insufficient information provided  <b>0</b> information not provided OR information missing.</p>

	<p>and their back-ups.</p> <p><b>b) Contractor's Staff (15 points)</b></p> <p>i. A detailed description of the contractor's intended methods to monitor staff to ensure the work performance adheres to the Quality Standards in the Request for Proposal (RFP).</p> <p>ii. Proposed number of employees including supervisors, and labourers to meet the requirements of the Statement of Work and resulting Contract. This should include, but not be limited to staff as it relates to crane operators and crane repair, maintenance staff, on call plan, preparation of the Claims for Progress payment, quotes for Task Authorizations, submission of Monthly Inspection Reports, training coordinator and the initial and ongoing training of employees, etc.</p>	<p><b>b) Maximum 15 points</b></p> <p><b>15</b> extensive information provided</p> <p><b>14–9</b> good information provided</p> <p><b>8–1</b> insufficient information provided</p> <p><b>0</b> information not provided OR information missing.</p>
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<b><u>RATED CRITERIA</u></b>	<b>Points to be considered by evaluation committed</b>	<b><u>SCORING GUIDE</u></b>
<b><u>RT 2</u></b>  <b><u>HEALTH AND SAFETY –</u></b> <b>(Max 40 points /Minimum 24 points)</b>	<p>A demonstration that the Contractor will adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by Federal and Provincial codes and or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures. In addition, adequate training of personnel assigned to perform operations is also required in relation to the measures the Contractor takes to maintain a healthy and safe working environment, the type of training the contractor is providing to its employees and the number of employees trained in specific programs.</p> <p>The Contractor must be compliant with clause A.7 Health and Safety Requirement of the Statement of Work and provide details as to the following:</p> <p>a) Programs <b>(Max 20 points)</b></p> <p>A detailed description of the Company Health and Safety Program or practices currently in place, including training and monitoring of staff performance necessary to maintain a healthy and safe working environment and adhere to all health and safety measures pertaining to accident prevention and fire hazards recommended by Federal, Provincial and Municipal codes and/or prescribed by the authorities having jurisdiction concerning the equipment, work habits and procedures.</p> <p>b) Health and Safety Training <b>(Max 10 points)</b></p> <p>Provide names of supervisors and employees and type of training they have completed. (ie First Aid, WHMIS, Working at Heights etc.) Training records are to be dated and signed by the employee to confirm they have received the training when performed in-house. Provide proof for any external training i.e.: Certificates, Cards etc.</p> <p>c) Accident Response <b>(Max 10 points)</b></p> <p>A detailed plan for the response to accidents (ex: personnel and property accidents).</p>	<p><b>a) Maximum 20 points</b></p> <p><b>20</b> extensive information provided  <b>19-12</b> good information provided  <b>11-1</b> insufficient information provided  <b>0</b> information not provided OR information missing.</p> <p><b>b) Maximum 10 points</b></p> <p><b>10</b> extensive information provided  <b>9-6</b> good information provided  <b>5-1</b> insufficient information provided  <b>0</b> information not provided OR information missing.</p> <p><b>c) Maximum 10 points</b></p> <p><b>10</b> extensive information provided  <b>9-6</b> good information provided  <b>5-1</b> insufficient information provided  <b>0</b> information not provided OR information missing</p>

<b><u>RATED CRITERIA</u></b>	<b>Points to be considered by evaluation committed</b>	<b><u>SCORING GUIDE</u></b>
<b><u>RT 3</u></b>  <b><u>QUALITY ASSURANCE –</u></b> <b>(Max 35 points / min. 21 points)</b>	<p>A demonstration that quality standards described herein will be strictly adhered to as it relates to the Contractor's commitment towards a quality organization and the contractors method of maintaining and improving quality services.</p> <p>Implementation of staff changes or changes in duties of staff members as they relate to the requirement.</p> <p>The Contractor must provide but not be limited to:</p> <p>a) Quality Assurance (QA) Program <b>(Max 20 points)</b></p> <p>i. A detailed description of the Quality Assurance Program currently employed by the Contractor, including the employee involvement.</p> <p>ii. A detailed description of the Quality Assurance training and any other courses attended outside the organization given to employees to ensure quality service delivery.</p> <p>b) Resolution of Problems <b>(Max 15 points)</b></p> <p>A detailed description of how the Contractor resolves contentious issues related to the quality of services.</p>	<p><b>a) Maximum 20 points</b></p> <p><b>20</b> extensive information provided</p> <p><b>19-12</b> good information provided</p> <p><b>11-1</b> insufficient information provided</p> <p><b>0</b> information not provided OR information missing.</p> <p><b>b) Maximum 15 points</b></p> <p><b>15</b> extensive information provided</p> <p><b>14-9</b> good information provided</p> <p><b>8-1</b> insufficient information provided</p> <p><b>0</b> information not provided OR information missing.</p>

<b><u>RATED CRITERIA</u></b>	<b>Points to be considered by evaluation committed</b>	<b><u>SCORING GUIDE</u></b>
<b><u>RT 4</u></b>  <b><u>CONTRACTOR'S EXPERIENCE AND PAST PERFORMANCE</u></b> <b>(Max 40 points/ Min 24 points)</b>	<p>A demonstration that the Contractor has the ability to successfully carry out and manage the responsibilities as outlined in the Statement of Work and resulting Contract as it relates to evidence that the Contractor has experience in the operation and maintenance of dam equipment in accordance with the type of services indicated in the Statement of Work and has proven past performance in this field of work.</p> <p>Evidence of the Contractor's experience and past performance will be assessed on a submission of one (1) contract rendered for a minimum of three (3) consecutive years within the past ten (10) years, wherein the range of services provided are comparable to those described in the Statement of Work and resulting Contract. The reference(s) must be verifiable.</p> <p>The reference provided should address the following:</p> <ul style="list-style-type: none"> <li>• Name of client organization or company.</li> <li>• Name, title, telephone number and or email address of the contact</li> <li>• Provide a detailed description of the Contract.</li> <li>• Location of the contract.</li> </ul> <p>Performance period of the contract. (month/year)</p>	<p><b>Maximum 40 points</b></p> <p><b>40</b> extensive knowledge and experience</p> <p><b>39-30</b> clearly stated, good experience and knowledge</p> <p><b>29 -24</b> satisfactory experience</p> <p><b>23 -1</b> insufficient information, partially described</p> <p><b>0</b> lack of information</p>

#### **4.3 Basis of Selection**

1. To be declared responsive, a bid must:

- Comply with all the requirements of the bid solicitation; and
- Meet all mandatory criteria; and
- Obtain the required minimum points specified for **each** criterion for the technical evaluation.

2. Bids not meeting a), b), and c) above will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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

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

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

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

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

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

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

In accordance with the Integrity Provisions of the Standard Instructions all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the Forms for the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), 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 section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of 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. **List of Name- Appendix "F".**

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

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the Employment and Social Development Canada (ESDC) – Labour's website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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.



### **5.3.2 Certificates**

WSIB Certificate and Ministry of Labour (MOL) The Occupational Health and Safety Awareness and Training Regulation (O. Reg. 297/13) for each Supervisor and employee working under the Contract.

### **5.3.3 Status & Availability of Resources (A3005T- 2010-08-16)**

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

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

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

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

Solicitation No. - N° de l'invitation  
EP168-173026/A  
Client Ref. No. - N° de réf. du client  
20173026

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EP168-173026

Buyer ID - Id de l'acheteur  
FK279  
CCC No./N° CCC - FMS No./N° VME

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## **PART 6 – SESCURITY REQUIREMENT**

### **6.1 Security**

There is no security requirement associated with this requirement.

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

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

### **7.1 Requirement**

To provide all necessary labour, tools, equipment, materials, safety devices and supervision to provide the services required in the Statement of Work **dated August 25, 2017**, for the Rideau Falls Dam, located at 1 John Street, Ottawa, Ontario.

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

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

#### **7.1.2 Task Authorization**

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

#### **7.1.3 Task Authorization Process**

1. The Technical Authority will provide the Contractor with a description of the work in a memorandum format on Public Works and Government Services Canada (PWGSC) letterhead.
2. The memorandum 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 memorandum may also include drawings, sketches, additional specifications or other clarifying details as required.** The Task Authorization will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority **within 7 calendar** days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost **(ie labour by trade with estimated hours, materials, equipment)**, established in accordance with the Basis of Payment specified in the Contract. The contractor's proposal shall clearly identify the method of payment upon which the proposal is based. The method of payment shall be one of:
  1. Payment in full on completion of the work, or;

2. Monthly payments for costs reasonably and properly incurred with a period of performance greater than 3 months.
4. Once the contractor's proposal has been reviewed and approved by the Technical Authority a Task Authorization form will be sent to the Contractor for their signature reflecting the details of the work, Total Estimated Cost of the Task, Basis of Payment and the Method of Payment. Once signed the Task Authorization form must be sent back to the Technical Authority. The Technical Authority will provide the Contracting Authority with a copy of the Task Authorization for signature if the value of the Task Authorization is above \$25,000.00 (Applicable taxes included.)
5. The Contractor must not commence work until a Task Authorization authorized by the Technical Authority and the Contracting Authority (where the value of the Task Authorization is above \$25,000.00 (applicable taxes included)) has been received by the Contractor. The Contractor acknowledges that any work performed before a Task Authorization has been received will be done at the Contractor's own risk.

#### **7.1.4 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of **\$25,000.00**, Applicable Taxes included, inclusive of any revisions.

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

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

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

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

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

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

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

The quarterly periods are defined as follows:

- 1st quarter: November 1 to January 30;
- 2nd quarter: February 1 to April 31;
- 3rd quarter: May 1 to July 31; and
- 4th quarter: August 1 to October 31.

The data must be submitted to the Contracting Authority no later than five (5) calendar days after the end of the reporting period.

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

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

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

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;

- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

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

**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 Term of Contract**

**7.3.1 Period of Contract**

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_, inclusive. *(first period is for 2 years - to be added at contract award)*

**7.3.2 Option to Extend Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional consecutive twelve (12) month periods each under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 60 days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**7.4 Authorities**

**7.4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Joanne Ladouceur  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Real Property Contracting Directorate  
3C2, 11 Laurier Street, Place du Portage, Phase III  
Gatineau, Québec K1A 0S5

Telephone: 873-469-4889  
Facsimile: 819-956-3600  
E-mail address: [Joanne.Ladouceur@pwgsc-tpsgc.gc.ca](mailto:Joanne.Ladouceur@pwgsc-tpsgc.gc.ca)

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

#### 7.4.2 Technical Authority

The Technical Authority for the Contract is: **WILL BE PROVIDED AT CONTRACT AWARD.**

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.

#### 7.4.3 Contractor's Representative

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

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

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

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

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

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

#### 7.5 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.

#### 7.6 Payment

##### 7.6.1 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 the firm lot price 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.

##### 7.6.2 Basis of Payment - Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment at Appendix "C" Basis of Payment.

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

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

### **7.6.3 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 **\$(To be determined)**. Customs duties are included, as applicable, and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.6.4 Limitation of Expenditure (C6001C)**

1. Canada's total liability to the Contractor under the Contract must not exceed **\$(To be determined)**. 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% committed, or
  - b. four (4) 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.

### **7.6.5 Basis of Pricing See Appendix "C" – Basis of Payment**

#### **7.6.6 Limitation of Price**

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

#### **7.7 Invoicing Instructions**

##### **7.7.1 Inspection and Acceptance (D5328C 2014-06-26)**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

##### **7.7.2 Invoicing Instructions – Progress Payment Claim – Supporting Documentation Required**

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
- b. list of each Task Authorizations under the claim and the value of each TA being claimed;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
- c. a list of all expenses;
- d. expenditures plus pro-rated profit or fee;
- e. the description and value of the milestone claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses;
- c. a copy of the monthly progress report.

2. Applicable Taxes must be calculated on the total amount of the claim.
3. The Contractor must prepare and certify one (1) original copy of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Technical Authority will then forward the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

##### **7.7.3 Electronic Payment Instruments**

The Bidder accepts to be paid by:

\* Direct Deposit

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

A9117C (2007-11-30) T1204 - Direct Request by Customer Department  
C0710C (2007-11-30) Time and Contract Price Verification



## **7.8 Certifications and Additional Information**

### **7.8.1 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 Applicable Laws**

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

## **7.10 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04)
- (c) Appendix "A" Statement of Work
- (d) Appendix "B" Drawing No. EO-252-1 Single Line Diagram Electrical Distribution (February 2017)
- (e) Appendix "B-1" Drawing No. EO-252-HP1 – Site Plan – Electrical Distribution (August 2015)
- (f) Appendix "C" Financial Bid - Basis of Payment
- (g) Appendix "D" Form [PWGSC-TPSGC 572](#) Task Authorization
- (h) Appendix "E" Form [PWGSC-TPSGC 1111](#) Claim for Progress Payment
- (j) the Contractor's bid dated \_\_\_\_\_,

## **7.11 SACC Manual Clauses**

A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)  
B1501C (2006-06-16) Electrical Equipment

## **7.12 Insurance Requirements**

### **7.12.1 Insurance Requirements**

The Contractor must comply with the insurance requirements specified in the **following article 7.12.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### **7.12.2 Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- (o) Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- (p) 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.

**7.13 Contract Financial Security**

1. The Contractor must provide one of the following contract financial securities within 14 calendar days after the date of contract award:
  - (a) a performance bond form PWGSC-TPSGC 505 in the amount of 20 percent of the firm contract price; or
  - (b) a certified cheque payable to the Receiver General for Canada in the amount of 20 percent of the firm contract price;
  - (c) an irrevocable standby letter of credit as defined in clause E0008C in the amount of 20 percent of the firm contract price.
2. If Canada does not receive the required financial security within the specified period, Canada may terminate the Contract for default pursuant to the Contract default provision.

Any bond must be accepted as security by one of the bonding companies listed in Treasury Board Contracting Policy, [Appendix L](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appL), Acceptable Bonding Companies (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appL>).

**7.13.1 Security Deposit Definition**

1. "security deposit" means:

- a. a bill of exchange that is payable to the Receiver General for Canada and certified by an approved financial institution or drawn by an approved financial institution on itself; or
- b. a government guaranteed bond; or
- c. an irrevocable standby letter of credit, or
- d. such other security as may be considered appropriate by the Contracting Authority and approved by Treasury Board;

- 
2. "approved financial institution" means:
- any corporation or institution that is a member of the Canadian Payments Association;
  - a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law;
  - a credit union as defined in paragraph 137(6) of the Income Tax Act;
  - a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
  - the Canada Post Corporation.
3. "government guaranteed bond" means a bond of the Government of Canada or a bond unconditionally guaranteed as to principal and interest by the Government of Canada that is:
- payable to bearer;
  - accompanied by a duly executed instrument of transfer of the bond to the Receiver General for Canada in accordance with the Domestic Bonds of Canada Regulations;
  - registered in the name of the Receiver General for Canada.
4. "irrevocable standby letter of credit" :
- means any arrangement, however named or described, whereby a financial institution (the "Issuer"), acting at the request and on the instructions of a customer (the "Applicant"), or on its behalf,
    - will make a payment to or to the order of Canada, as the beneficiary;
    - will accept and pay bills of exchange drawn by Canada;
    - authorizes another financial institution to effect such payment, or accept and pay such bills of exchange; or
    - authorizes another financial institution to negotiate, against written demand(s) for payment, provided that the conditions of the letter of credit are complied with.
  - must state the face amount which may be drawn against it;
  - must state its expiry date;
  - must provide for sight payment to the Receiver General for Canada by way of the financial institution's draft against presentation of a written demand for payment signed by the authorized departmental representative identified in the letter of credit by his/her office;
  - must provide that more than one written demand for payment may be presented subject to the sum of those demands not exceeding the face amount of the letter of credit;
  - must provide that it is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practice (UCP) for Documentary Credits, 2007 Revision, ICC Publication No. 600. Pursuant to the ICC UCP, a credit is irrevocable even if there is no indication to that effect; and
  - must be issued (Issuer) or confirmed (Confirmer), in either official language, by a financial institution that is a member of the Canadian Payments Association and is on the

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letterhead of the Issuer or Confirmer. The format is left to the discretion of the Issuer or Confirmer.

#### **7.14 Government Site Regulations**

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

#### **7.15 Cellular Phones and/or Pagers**

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

#### **7.16 Language**

All personnel and employees assigned to this/any resulting contract must have sufficient knowledge to speak, read and comprehend one of Canada's official languages.

#### **7.17 Pre-Commencement Meeting**

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

The Contractor is to supply the Departmental Representative with a copy of his safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

#### **7.18 Voluntary Reports for Apprentices Employed during the Contact**

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

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

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

Number of apprentices hired	Trade Specialty

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## **APPENDIX “A”**

### **RIDEAU FALLS DAM STATEMENT OF WORK EP168-173026**

Solicitation No. - N° de l'invitation  
EP168-173026/A  
Client Ref. No. - N° de réf. du client  
20173026

Amd. No. - N° de la modif.  
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FK279  
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**APPENDIX "B"**

**Drawing No. EO-252-1 Single Line Diagram Electrical Distribution (February 2017)**

**APPENDIX "B-1"**

**Drawing No. EO-252-HP1 – Site Plan – Electrical Distribution (August 2015)**

Solicitation No. - N° de l'invitation  
EP168-173026/A  
Client Ref. No. - N° de réf. du client  
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## **APPENDIX “C”**

### **FINANCIAL BID**

#### **BASIS OF PAYMENT**



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**APPENDIX "C"**  
**FINANCIAL BID - BASIS OF PAYMENT**

**Section II: Financial Bid**

**BASIS OF PRICING**

The following requirement **MUST** be strictly adhered to: failure to do so will render the bidders proposal as non-responsive.

Bidders must submit their financial bid in accordance with the Pricing Schedules detailed below. The total amount of applicable taxes must be shown separately.

It is **MANDATORY** that the Bidders submit firm prices/rates for the five (5) years for all items listed hereunder (Pricing Schedule 1, Pricing Schedule 2, Pricing Schedule 3, Pricing Schedule 4 and Pricing Schedule 5). Failure to provide rates in one or more of the pricing tables will render the Bidder's proposal non-responsive.

Each item specified in the Pricing Schedules, shall include wages, travelling time and costs, allowances, supervision, insurance, the use of tools, tackle, etc., overhead, profit and any other costs. (Excluding HST/GST).

**PRICING SCHEDULE 1: Activity 0 - Phase-In and Activity 20 - Phase-Out**

**Activity 0 – Phase –In (Transition-In)** Firm all-inclusive rate for known work, excluding HST/GST.

Activity 0
\$ _____

**Activity 20: Phase Out (Phase-In)** Firm all-inclusive rate for known work, excluding HST/GST.

Activity 20
\$ _____

**The contractor will not be paid a phase-out/transition out fee if the Contractor is awarded a follow-on contract.**

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**PRICING SCHEDULE 2: Operation and Maintenance Phase**

**For the services detailed in the Statement of Work, Activities 1 – 19.**

Firm all inclusive rates including labour, supervision, equipment, safety devices, consumables, transportation, overhead, profit and all related costs to perform the work identified in the Statement of Work, Activities 1 – 19. (Excluding HST/GST)

<b>Period 1 Year 2017 / 2018</b>	<b>Period 2 Year 2018 / 2019</b>	<b>Option Period 1 Year 2019 / 2020</b>	<b>Option Period 2 Year 2020 / 2021</b>	<b>Option Period 3 Year 2021 / 2022</b>
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>MONTHLY AMOUNT</b>				
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

### PRICING SCHEDULE 3: ADDITIONAL FREQUENCIES PER ACTIVITY

Rates for work over the number of days assumed in the Statement of Work. All work is to performed in accordance with the Statement of Work.

Firm all inclusive rates including labour, supervision, equipment, safety devices, consumables, transportation, overhead, profit and all related costs to perform the work. (Excluding HST/GST).

#### 3.1 Activity 2 – Preparation for Ice Flush

Pricing table is used only after the initial 10 day period indicated in the Statement of Work has been completed.

3.1 Daily Rate: Activity 2 – Preparation for Ice Flush				
Period 1 Year 2017 / 2018	Period 2 Year 2018 / 2019	Option Period 1 Year 2019 / 2020	Option Period 2 Year 2020 / 2021	Option Period 3 Year 2021 / 2022
\$_____/per day	\$_____/per day	\$_____/per day	\$_____/per day	\$_____/per day

#### 3.2 On- Call for Service

##### Activity 3 - On Call Service for Water Control Operations or Activity 4 –Water Control

On-Call operating crew will be paid during the on-call period at the On-Call Rate during the time when they are standing-by, so long as the Technical Authority makes no call for service as identified in the Statement of Work.

3.2 Hourly Rate: Activity 3 – On Call Service				
Period 1 Year 2017 / 2018	Period 2 Year 2018 / 2019	Option Period 1 Year 2019 / 2020	Option Period 2 Year 2020 / 2021	Option Period 3 Year 2021 / 2022
\$_____/per hour	\$_____/per hour	\$_____/per hour	\$_____/per hour	\$_____/per hour

#### 3.3 Off Hours Operations Rate

Hourly rate for service under Activity 3 - On Call Service for Water Control Operations or Activity 4 –Water Control as identified in the Statement of Work.

3.3 Hourly Rate: Activity 3 – Off Hours Operations Rate				
Period 1 Year 2017 / 2018	Period 2 Year 2018 / 2019	Option Period 1 Year 2019 / 2020	Option Period 2 Year 2020 / 2021	Option Period 3 Year 2021 / 2022
\$_____/per hour	\$_____/per hour	\$_____/per hour	\$_____/per hour	\$_____/per hour

### 3.4 Activity 4 – Water Control for Ice Flush

Pricing table is used only after the initial 10 day period indicated in the Statement of Work has been completed.

3.4 Daily Rate: Activity 4- Water Control for Ice Flush				
Period 1 Year 2017 / 2018	Period 2 Year 2018 / 2019	Option Period 1 Year 2019 / 2020	Option Period 2 Year 2020 / 2021	Option Period 3 Year 2021 / 2022
\$_____/per day	\$_____/per day	\$_____/per day	\$_____/per day	\$_____/per day

### 3.5 Activity 4 – Water Control for Freshet

Pricing table is used only after the initial 10 day period indicated in the Statement of Work has been completed

3.5 Daily Rate: Activity 4 - Water Control for Freshet				
Period 1 Year 2017 / 2018	Period 2 Year 2018 / 2019	Option Period 1 Year 2019 / 2020	Option Period 2 Year 2020 / 2021	Option Period 3 Year 2021 / 2022
\$_____/per day	\$_____/per day	\$_____/per day	\$_____/per day	\$_____/per day

### 3.6 Activity 7 – Removing Debris (by boat)

Pricing table is used only after the assumptions indicated at Activity 7- Removal of Debris in the Statement of Work has been reached. Crew size is as stated in the Statement of Work

3.6 Hourly Rate: Activity 5 – Removing Debris				
Period 1 Year 2017 / 2018	Period 2 Year 2018 / 2019	Option Period 1 Year 2019 / 2020	Option Period 2 Year 2020 / 2021	Option Period 3 Year 2021 / 2022
\$_____/per hour	\$_____/per hour	\$_____/per hour	\$_____/per hour	\$_____/per hour

#### **PRICING SCHEDULE 4: EXTRA WORK**

The Contractor will provide services for Extra Work on an "as and when requested basis" performed under a Task Authorization where charges shall be made for actual hours worked for the categories identified below in accordance with the **Statement of Work** attached at Appendix A. Firm all inclusive rates including labour, supervision, equipment, safety devises, consumables, transportation, overhead, profit and all related costs (excluding HST/GST). Written authorization must be obtained from the Technical Authority prior to conducting any Extra Work.

**\*\*\*Estimated hours is for evaluation purposes only.**

#### **4.1 PROFESSIONAL CATEGORY**

Employment requiring post-secondary education generally received at a university.

Example: Professional Engineer

**LABOUR:** Our firm hourly rate per qualified personnel is:

4.1 (i) Regular Hours 07:00 to 17:00 Monday to Friday	YEAR 1 2017 / 2018 RATE	YEAR 2 2018 / 2019 RATE	OPTION YEAR 1 2019 / 2020 RATE	OPTION YEAR 2 2020 / 2021 RATE	OPTION YEAR 3 2021 / 2022 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
<b>***Estimated hours</b>	16	16	16	16	16
<b>**Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>Sub-Total 4.1 (i)</b>					\$_____

4.1 (ii) Outside Regular Hours Saturday, Sunday & Statutory Holidays	YEAR 1 2017 / 2018 RATE	YEAR 2 2018 / 2019 RATE	OPTION YEAR 1 2019 / 2020 RATE	OPTION YEAR 2 2020 / 2021 RATE	OPTION YEAR 3 2021 / 2022 RATE
	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr	\$_____ /hr
<b>* Estimated hours</b>	1	1	1	1	1
<b>**Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>Sub-Total 4.1 (ii)</b>					\$_____

#### 4.2 TECHNICAL CATEGORY

Employment requiring post-secondary education generally received at a college. Examples: Non-destructive Testing Inspector, Welding Inspector.

**Our firm hourly rate per qualified personnel is:**

4.2 (i) Regular Hours 07:00 to 17:00 Monday to Friday	YEAR 1 2017 / 2018 RATE	YEAR 2 2018 / 2019 RATE	OPTION YEAR 1 2019 / 2020 RATE	OPTION YEAR 2 2020 / 2021 RATE	OPTION YEAR 3 2021 / 2022 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	16	16	16	16	16
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sub-Total 4.2 (i)					\$ _____

4.2 (ii) Outside Regular Hours Saturday, Sunday & Statutory Holidays	YEAR 1 2017 / 2018 RATE	YEAR 2 2018 / 2019 RATE	OPTION YEAR 1 2019 / 2020 RATE	OPTION YEAR 2 2020 / 2021 RATE	OPTION YEAR 3 2021 / 2022 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	1	1	1	1	1
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sub-Total 4.2 (ii)					\$ _____

#### 4.3 SKILLED LABOUR CATEGORY

Employment requiring specialized trades training or certification acquired through apprenticeship. Examples include: Electrician, Millwright, Overhead Crane Technician, Overhead Crane Inspector.

**LABOUR: Our firm hourly rate per qualified personnel is:**

4.3 (i) Regular Hours 07:00 to 17:00 Monday to Friday	YEAR 1 2017 / 2018 RATE	YEAR 2 2018 / 2019 RATE	OPTION YEAR 1 2019 / 2020 RATE	OPTION YEAR 2 2020 / 2021 RATE	OPTION YEAR 3 2021 / 2022 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	160	160	160	160	160
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sub-Total 4.3 (i)					\$ _____

<b>4.3 (ii)</b> Outside Regular Hours Saturday, Sunday & Statutory Holidays	<b>YEAR 1</b> <b>2017 / 2018</b> <b>RATE</b>	<b>YEAR 2</b> <b>2018 / 2019</b> <b>RATE</b>	<b>OPTION</b> <b>YEAR 1</b> <b>2019 / 2020</b> <b>RATE</b>	<b>OPTION</b> <b>YEAR 2</b> <b>2020 / 2021</b> <b>RATE</b>	<b>OPTION</b> <b>YEAR 3</b> <b>2021 / 2022</b> <b>RATE</b>
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	1	1	1	1	1
<b>**Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Sub-Total 4.3 (ii)</b>					\$ _____

#### 4.4 GENERAL LABOURER CATEGORY

Requiring general health and safety training, or limited skill-specific training but no specialized skills or certification. Examples: Boat Operator, General Labourer, Overhead Crane Operator.

**LABOUR:** Our firm hourly rate per qualified personnel is:

<b>4.4 (i)</b> Regular Hours 07:00 to 17:00 Monday to Friday	<b>YEAR 1</b> <b>2017 / 2018</b> <b>RATE</b>	<b>YEAR 2</b> <b>2018 / 2019</b> <b>RATE</b>	<b>OPTION</b> <b>YEAR 1</b> <b>2019 / 2020</b> <b>RATE</b>	<b>OPTION</b> <b>YEAR 2</b> <b>2020 / 2021</b> <b>RATE</b>	<b>OPTION</b> <b>YEAR 3</b> <b>2021 / 2022</b> <b>RATE</b>
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	504	504	504	504	504
<b>**Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Sub-Total 4.4 (i)</b>					\$ _____

<b>4.4 (ii)</b> Outside Regular Hours Saturday, Sunday & Statutory Holidays	<b>YEAR 1</b> <b>2017 / 2018</b> <b>RATE</b>	<b>YEAR 2</b> <b>2018 / 2019</b> <b>RATE</b>	<b>OPTION</b> <b>YEAR 1</b> <b>2019 / 2020</b> <b>RATE</b>	<b>OPTION</b> <b>YEAR 2</b> <b>2020 / 2021</b> <b>RATE</b>	<b>OPTION</b> <b>YEAR 3</b> <b>2021 / 2022</b> <b>RATE</b>
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	1	1	1	1	1
<b>**Extended Price:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Sub-Total 4.4 (ii)</b>					\$ _____

#### 4.5 Administrative Staff

Employment requiring training in office or administrative skills.

Our firm hourly rate per qualified personnel is:

4.5 Regular Hours 07:00 to 17:00 Monday to Friday	YEAR 1 2017 / 2018 RATE	YEAR 2 2018 / 2019 RATE	OPTION YEAR 1 2019 / 2020 RATE	OPTION YEAR 2 2020 / 2021 RATE	OPTION YEAR 3 2021 / 2022 RATE
	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr	\$ _____ /hr
* Estimated hours	24	24	24	24	24
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sub-Total 4.5					\$ _____

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE PER OPERATION OR PER HOUR, WHICHEVER APPLIES, WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION



## PRICING SCHEDULE 5: MATERIALS

Materials will be charged at our laid-down cost plus a mark-up of:

5.1 Materials	YEAR 1 2017 / 2018 RATE	YEAR 2 2018 / 2019 RATE	OPTION YEAR 1 2019 / 2020 RATE	OPTION YEAR 2 2020 / 2021 RATE	OPTION YEAR 3 2021 / 2022 RATE
Mark-Up	_____%	_____%	_____%	_____%	_____%
**Estimated expenditure	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
**Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sub-total 5.1					\$ _____

For Evaluation Purposes

\*\*The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00x 10%) = \$550.00)

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractors' laid-down cost for product and resale price to the Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to Canada. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.  
GC 227 "Call-up Against a Contract".

### AUTHORIZATION FOR DELIVERY

The consignee shall request delivery of goods/services identified in Pricing Schedule 3, 4 and 5 on form GC 227.

The identified users shall order goods and services either on form PWGSC-TPSGC GC 227 "Call-up Against a Contract", or ordered by other methods such as telephone, but must be confirmed in writing either on form PWGSC-TPSGC GC 227 or other agreed upon means that include as a minimum the following: description of the work, pricing schedule and quantity, period of the service, contract number, name of authorized signature and signature.

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**Sum of Pricing Schedules**

<b>Pricing Schedule 1: Phase-In and Phase-Out</b>	<b>TOTAL</b>	<b>\$_____ +</b>
<b>Pricing Schedule 2: Operation and Maintenance Phase</b>	<b>TOTAL</b>	<b>\$_____ +</b>
<b>Pricing Schedule 3: Additional Frequencies per Activity</b>	<b>TOTAL</b>	<b>\$_____ +</b>
<b>Pricing Schedule 4: Extra Work</b>	<b>TOTAL</b>	<b>\$_____ +</b>
<b>Pricing Schedule 5: Materials</b>	<b>TOTAL</b>	<b>\$_____ =</b>
<b>GRAND TOTAL</b>		<b>\$_____</b>

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## **APPENDIX "D"**

### **Form PWGSC-TPSGC 572 Task Authorization**

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## APPENDIX "E"

Form [PWGSC-TPSGC 1111](#) Claim for Progress Payment

Solicitation No. - N° de l'invitation  
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## **APPENDIX "F"**

### **INTEGRITY PROVISIONS - LIST OF NAMES**

#### **INDIVIDUALS WHO ARE CURRENTLY DIRECTORS OF THE BIDDER:**

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## APPENDIX "G"

### Voluntary Certification to Support the Use of Apprentices

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

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

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

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

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

Signature: \_\_\_\_\_

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

Company Legal Name: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Optional information to provide: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices: \_\_\_\_\_

**ANNEX A – SCOPE OF WORK**  
**RIDEAU FALLS DAM OPERATION & MAINTENANCE**  
**Version of: August 25, 2017**

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#### **A1. REQUIREMENT**

1. The Contractor shall provide all necessary labour, supervision, tools, equipment, safety devices, consumables (such as, but not necessarily limited to: lubricants, rags, drip cloths, etc.), and supervision required to perform the following work on an “as and when required” basis:
  - a. Inspect, maintain, and repair, hoisting equipment at the Rideau Falls dam complex such that it will be safe and reliable, will meet its operational specifications, and will be capable of lifting its rated loads;
  - b. Inspect, maintain, and repair heating system for the gates and gains at Rideau Falls West dam, including the controls computer and website, such that it functions as intended;
  - c. Inspect, maintain, and repair deck lights and powered cable reel machines feeding power to the stoplog lifting machines to ensure they are functional and safe;
  - d. Set out, take in, clean, inspect, and store the aids to navigation;
  - e. Safely and securely store surplus stoplogs off-site, and transport them between storage location and dam as required;
  - f. Operate flow control equipment at the Rideau Falls dam complex to regulate flow of water through the dam. The primary service is the operation of vertical lift gates and the manipulation of stoplogs in sluices, but this Statement of Work also includes the auxiliary services to enable the primary service to take place. (Examples: clearing snow from the dam deck, de-icing stoplog lifting machine and stoplogs, complete pre-operation inspection of hoisting equipment); and,
  - g. Certify hoisting equipment to the requirements of CAN/CSA B167-08 and O. Reg. 851.
2. Public Services and Procurement Canada (PSPC) may require additional Work to be performed on the



water control equipment by Contractor. Additional work will be authorized by a Task Authorization.

## A2. BACKGROUND INFORMATION – SITE AND EQUIPMENT

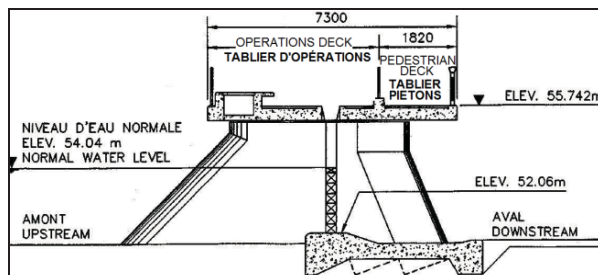
### A2.1. Dam Complex

1. **Location.**—The Rideau Falls Dam complex is located in the City of Ottawa where the Rideau River discharges into the Ottawa River over the Rideau Falls. The complex consists of the East Dam and the West Dam located respectively on the east and west sides of Green Island.

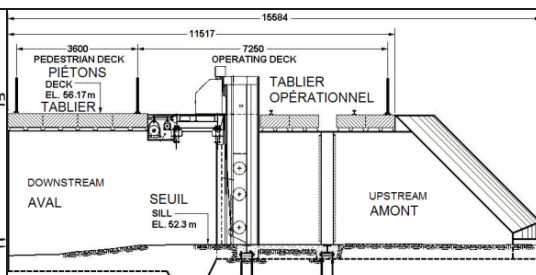
**Figure 1 - Rideau Falls dam complex looking upstream. The East Dam is at the left; the West Dam is at the right.**



2. **Description of dams.**—The East Dam consists of eight sluices with water control effected by timber stoplogs placed in and removed from the sluices via a rail-mounted stoplog lifting machine. The West Dam has four sluices. A similar stoplog lifting machine and timber stoplogs provide water control at two sluices whilst vertical lift gates provide control at the other two sluices.



**Figure 2 - Schematic section of East Dam**



**Figure 3 - Schematic section of West Dam**

3. **Damkeepers' office.**—Immediately to the east of the East Dam is the Rideau Falls generating station (GS) at 1 John Street. PSPC leases this facility to a private power company who operates it remotely, but the top floor of this building contains a change room, toilet, and lunchroom for the dam operators.
  - a. PSPC will allow Contractor to enter this building to store clothing and personal protective equipment in the change room, and to use the toilet and lunchroom. Provide personal padlocks on lockers, as the room, as well as the toilet and lunch room areas, may be entered by others.
4. **Heating plant.**—Immediately to the west of the West Dam is the heating plant for the National Research Council (NRC) building. The motor control centre for the gate hoists and the control computers for the

gate and gain heaters are located in this building.

- a. PSPC will allow Contractor to enter this building to access the gate and gain heater control computer and the motor control centres for the vertical lift gates. Entry into building requires escort by a PSPC employee. The open hours for the building are 7:00 AM to 3:30 PM Monday through Friday. If repairs involving the control computer or motor control centres are required outside this period, Technical Authority will make arrangements for someone to open the plant and to escort Contractor.

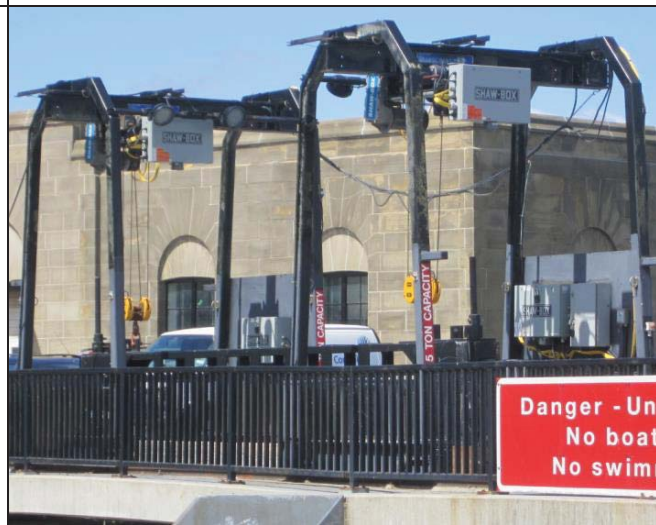
## A2.2. Flow Control Equipment

1. **Water control.**—The flow control equipment at the Rideau Falls Dam Complex regulates the water levels within a relatively narrow range. The water level must be high enough to allow for power generation but without causing upstream flooding.
2. **Stoplog lifting machines.**—These are used to place stoplogs in the sluice and remove them from the sluices for storage on deck. Each machine consists of two gantry frames each of which is fitted with a 5-ton electric overhead travelling hoist. Each hoist lifts one end of a follower beam; the follower beam connects to the stoplog end caps through hooks located on lever arms (one at each end of the spreader beam). Dam operators move the lever arm manually, either by hand for the upper stoplogs or by means of pry poles when handling the lower stoplogs. The hoists operate together with one pushbutton controlling both. The gantry frames travel together from sluice to sluice along the dam, again with one pushbutton controlling both.

**Figure 4 - Stoplog lifter on East Dam – in shop during fabrication**



**Figure 5 - Stoplog lifter on West Dam**



- a. **East Dam Stoplog Lifter.**—The power supply to the east dam's stoplog lifting machine is 600V, 3 phase, 60 Hz. Control voltage at the pushbutton station is 110 V. The distance from the deck to the underside of the crane bridge is not known with accuracy, but is about 3 metres.

EAST DAM STOPLOG LIFTER			
Quantity	Item	Make, model, & other information	Notes
2	Wire rope hoists	Type: Wire rope hoist with low headroom under-running trolley. Make: CanStahl Inc. Model: SH 4012-20 4/1 L2 KE. Safe Working Load (SWL): 5000 kg each.	A

4	Gantry travel motors	Type: Helical worm geared motor with DC brake. Make: Siemens. Model: Motox C38-LA71ZMP4-L4NH. Nominal motor power: 0.75 hp. Gearbox transmission ratio: 46.93. Gearbox oil quantity: 0.5 litres.	
12	Lights on gantry frames	Lumenbeam™ by Lumenpulse	
1	Spreader beam	Meets ASME B30.20-2010 <i>Below-the-Hook Lifting Devices</i> and ASME BTH-1 <i>Design of Below-the-Hook Lifting Devices</i>	

**NOTES.**—This machine is under warranty with the original manufacturer until September 2018.

A. Manufacturer’s information related to the hoist:

<http://www.stahlcranes.com/en/produkte/seilzuege/seilzuege-sh.php>

- b. **West Dam Stoplog Lifter.**—The power supply to the west dam's stoplog lifting machine is 600V, 3 phase, 60 Hz. From the as-built drawings, the distance from the deck to the underside of the crane bridge is about 2.9 metres.

WEST DAM STOPLOG LIFTER			
Quantity	Item	Make, model, & other information	Notes
2	Wire rope hoists complete with powered trolleys, wire rope, load limiter, and bottom blocks	Shawbox « World Series » 5 ton capacity installed spring of 2016.	A
4	Gantry travel motors	Make and model unknown	
4	Lights on gantry frame	LED type, make and model unknown	
1	Spreader beam	Custom fabrication	
1	Motorized cable reel	Make and model unknown	

**NOTES**

A. Shaw-Box « World Series » Hoist manuals

[http://www.cmworks.com/Public/8230/WorldSeries5to15Ton\\_Man.pdf](http://www.cmworks.com/Public/8230/WorldSeries5to15Ton_Man.pdf)

One of the gantry frames of the west dam stoplog lifter is known to have sustained damage a few years ago, and the exact nature of this problem is still being investigated. It is possible that the work of this contract may include some work to repair this gantry frame; if so, this will be performed through the Task Authorization process.

2. **Vertical Lift Gates.**—These exist at the West Dam only. They are knob-operated from the dam deck. The gates themselves have heater blowers within them and the gains (slots in which the gates run) are electrically heated. The operating stations for the gates have a display screen indicating the gate elevation in metres and decimeters measured up from the dam sill.



Figure 6 - Vertical lift gates at West Dam



VERTICAL LIFT GATES AT WEST DAM				
Element	No.	Description	Make & Model	Notes
Hoist system - per each of 2 gates	2	Cable drums		
	4	Pillow blocks	SKF	
	2	Planetary gear reducers	Nameplate data: Bonfiglioli « 307 L2 17 4 FZ V05B A » - two-stage, in-line, planetary gear reducer with 48 mm diameter shaft	
	2	Gear reducer drum supports		
	1	Motor centre helical worm gear reducer	Gear end does not have a nameplate visible. Motor nameplate indicates it is an Alpak Induction Motor, 1720 RPM, 333/575 V, 3.1/1.8 A, 3 phase, 60 Hz, C No. BE558813	
		Various control devices		
	2	Cross shafts		
	4	Couplings		
Roller gates, 2 of, include (per gate)	6	Gate rollers		
	2	Gate heater-blowers		
	2	Stain steel seal tubes		
	2	Heat ducts		

VERTICAL LIFT GATES AT WEST DAM				
Element	No.	Description	Make & Model	Notes
Embedments, per gate	6	Gain heaters	Calorietech, 600 V	A
	2	Dogging devices		
	1	Over-travel limit switches		B
Heater and gate control computer	1	« Delta » controller (normally HVAC-type) with « Orca Web » software new in spring 2013.		B

### NOTES

- A Shop drawings are available.
- B Original manuals available; changes to hardware and software have been made since. Motor Control Centre and controls computer located in NRC heating plant as per Section 3.1 Paragraph 4).

### **A2.3. Description of Auxiliary Equipment**

1. **Steam for de-icing.**—Both dam decks have steam valves into which steam lances can be connected.
  - a. Technical Authority allows Contractor to use this steam to remove ice from the gantry rails on deck, from the bridge beams of the stoplog lifting machines, from the stoplog gains, and from the stoplogs themselves.
  - b. Contractor must supply and maintain appropriate steam lances complete with hoses and fittings to connect to these valves.
  - c. Repairs to the steam lines and valves, if required, will be done by others and thus do not form part of Work of this Contract.
2. **Gate and gain heaters.**—The vertical lift gates themselves and the gains in which they run are both fitted with electric heaters to prevent ice formation in winter. The gain heaters are electric resistance heaters located in hollow tubes embedded in the concrete behind the gains. The gate heaters are heater-blower units located inside the gate bodies. These heaters all turn on automatically via a thermostat. The automatic controls for the heaters were written in proprietary software. For reasons of intellectual property, only Régulvar may maintain the automatic control system for heating.
3. **Deck lights.**—Both East and West dams have lighting to the deck area provided by lamp posts located on the deck and at the abutments. Contractor will be responsible for effecting electrical repairs to these lights, if required during the life of the Contract.
4. **Power supply for stoplog lifters.**—At the East Dam, the stoplog lifter is powered through a festoon. On the West Dam, the stoplog lifter is powered through a cable reel. Contractor will be responsible for inspecting, maintaining, and repairing these devices integrally with the stoplog lifters. Further, in times of power failure, Contractor will be responsible for supply suitably-sized generators to power the stoplog lifters.
5. **Waterway barriers.**—A waterway barrier is installed immediately upstream of each dam during navigation season and serves to protect boaters on the Rideau River from being swept over the dam.

**Figure 7 - Waterway barrier upstream of East Dam. A similar barrier is located upstream of the West Dam.**



**A2.4. Summary of Previous Equipment Inspection and Certifications**

Equipment is being inspected monthly by the current service provider. A copy of the most recent inspection reports are attached to the bid solicitation under a separate cover.

**A3. BACKGROUND INFORMATION – WATER MANAGEMENT**

**A3.1. Responsibilities**

1. Although it is important to be aware of the water management process, Contractor will not actually be part of this process and has no responsibility for the following:
  - for deciding how much water needs to be passed through the dam;
  - for deciding whether gates or stoplogs shall be used for any given water control operation; or
  - for deciding how many stoplogs shall be used, for any given water control operation.In all cases, Technical Authority will indicate this to Contractor. The Contractor is not responsible for these decisions.
2. The Contractor is responsible for the following:
  - for arriving on site in the time required;
  - for effecting the Activity(ies) called for by Technical Authority,
  - for leaving the site in a safe and secure condition, and
  - for providing the required reports.
3. During the ice flush, Contractor is allowed to communicate directly with the City of Ottawa—see Activity 3.

**A3.2. Description of Watershed**

1. The Rideau River system runs from Kingston through Newboro, Smiths Falls, Manotick and Ottawa. The system reaches its summit at Upper Rideau Lake, where the Cataraqui and Rideau River basins are divided. Water flows from Upper Rideau Lake through the Newboro Dam towards Kingston, and from the Narrows dam towards Ottawa.
2. The major dam sites along the Rideau River are controlled by Parks Canada and include Smiths Falls, Merrickville, and the Long Island dam near Manotick.

3. The lag time for water releases from the Long Island dam to Rideau Falls is approximately 4 hours. The only major tributary between the Long Island Dam and Rideau Falls is the Jock River.
4. The reach above the Rideau Falls Dams provides essentially no reservoir capacity, and at all times the total discharge from the Rideau Falls Dams must match the actual discharge of the river.
5. The Maximum Operating Level at Rideau Falls is 54.95m to suit the elevation of the Heritage Walkway at 111 Sussex Drive building immediately upstream of the dam.
6. The Minimum Operating Level at Rideau Falls is 53.95m to ensure full power generation at the hydroelectric facility adjacent to the East dam.

### **A3.3. Flow Monitoring and Water Control**

1. PSPC Dams and Water Management Centre of Expertise (COE) collects data for the Rideau River automatically on a daily basis and there are also methods for flood and weather forecasting. In conjunction with other partners on the watershed, the COE analyzes the data in order to determine the required change in dam settings for the day (if any change is warranted). The COE stores data on daily flow and water elevations in a database.

### **A3.4. Normal Operating Procedures**

#### **A3.4.1. General**

1. When completely “closed,” the sluices in the East dam have 6½ logs and the West dam 5½ logs. At this setting, the elevation of the top logs is very close to 53.95m which corresponds to the minimum level for power generation at full capacity for the hydroelectric facility. With minor increases in flow, water will simply spill over the top of the stoplogs.
2. Once the flows reach 70 m<sup>3</sup>/s or more, the Technical Authority will direct Contractor to remove some stoplogs to pass the additional flow, while taking into consideration the generating requirements of the hydroelectric facility. The sluices in the East dam are generally opened first starting at the West end, then the stoplog sluices of the West Dam are opened. The COE prefers to operate the mechanical gates in the West dam last, in order to maintain the potential for a quick response time to sudden changes in flow.
3. By the time flows reach 300 m<sup>3</sup>/s, the Technical Authority will have directed Contractor to open both dams completely to mitigate the possibility of upstream flooding. When fully “open”, the dams will have all stoplogs removed from the sluices and stored on deck, and the gates will be raised above water level.
4. During winter operation, the gate gains of the West dam (sluices 2 and 3) have to be free of ice before gate operation can take place. The heaters work automatically (thermostat control) to keep gates and gains free of ice. The Technical Authority is responsible for making all manual adjustments to the gate and gain heater settings

#### **A3.4.2. Ice Flush**

1. Since the late XIX<sup>th</sup> century, blasting and flushing of the ice on the Rideau River has been required to prevent ice jams and subsequent flooding in the reach between the Hog's Back dam and the Rideau Falls dams.



2. The City of Ottawa is responsible for breaking up the ice via dynamite and Amphibex (specialized ice-breaking machine) whilst PSPC is responsible for flushing the broken ice through Rideau Falls.
3. During the ice flush, upstream water levels are the most sensitive because ice build-up in the river can occur quickly sending the water levels out of range.
4. Over the last several years, ice flushing has taken place at the East Dam and additional water control has been done via the vertical lift gates at the West Dam as required. It is possible to flush ice through the West Dam, but this has not occurred recently.
5. The ice flush process takes two to three weeks on average, usually in February or March, but the exact timing and duration depends on the weather conditions. The ice flush operation ends when the whole reach is ice-free as determined by the City of Ottawa. The COE and the City of Ottawa coordinate the start time and duration of the ice flush. Technical Authority will keep Contractor fully informed of plans as they develop. During the ice flush period itself, Contractor will receive directions from the City of Ottawa crew and will report to the Technical Authority on the day’s activities.
6. Work at the dam during ice flushing involves removing stoplogs from one sluice to enable chunks of ice to travel over the falls and into the Ottawa River. Generally, the ice is flushed from one sluice only. At times they will require that this sluice be closed for a few hours and then re-opened for a certain period. At the end of the day, the sluice is closed to retain water in the reach upstream of the dam.
7. There is a risk that floating ice chunks will strike the lifting beam of the stoplog lifter and damage it; this has happened on one occasion recently.
8. Historically, operators have been required to be on site during daylight hours every day of the ice flush, with need to be on site during dawn and dusk hours to clear snow from deck and to put away equipment after operations.
9. On occasion, work may be required at night, particularly to effect urgent repairs to the stoplog lifter that occurred earlier in the day, but this has been a relatively rare occurrence.

#### **A3.4.3. Spring Freshet**

1. Spring freshet is the passage of a large quantity of water as the snow melts in the Rideau River watershed (upstream of the Rideau Falls dams).
2. Parks Canada and Conservation Authorities monitor the weather forecasts and water gauges and plan how to pass this water without causing flooding. Note that Parks Canada operates most of the other dams upstream of Rideau Falls.
3. The frequency of water control operations at the Rideau Falls dams depends on the volume of water from snowmelt and rainfall in the drainage basin of the Rideau River. Historical data on frequency of water control operations is provided in Section 12 from which it can be seen that April has historically been the month with the largest number of water control operations required. Because of the heavy usage of the flow control equipment during freshet, there is a higher risk of failure to the equipment. Note that historically the number and timing of operations at Rideau Falls has varied widely and can even be as frequent as multiple times per day during freshet.



4. Technical Authority will liaise with Parks Canada as required during freshet.

#### **A3.5. Emergency Operating Procedures**

1. **Shut-Down of Hydroelectric Facility.**—The hydroelectric generating station is not manned but is controlled automatically. It is subject to frequent and sudden shut-downs for a variety of reasons including debris accumulation in the trash rack blocking the intake. When the generating station shuts down, the Technical Authority is notified and will in turn notify Contractor if a change to the stoplog or gate settings is necessary.
2. **Gate Operation for Quick Response.**—Because the gates can be opened so quickly, the Technical Authority will sometimes instruct Contractor to use the gates to provide a quick response. Once the water levels have stabilized (usually in a few hours), Technical Authority will instruct Contractor to close the gates and adjust the number of stoplogs to provide the same discharge capacity and thereby regain the operational response time. Once again, Technical Authority will provide all instructions to Contractor when this type of operation is required.

#### **A4. “CALL FOR SERVICE” PROCESS**

1. All activity of this Contract is to be done on an "as and when requested basis" initiated by Technical Authority.
2. Contractor must provide a telephone answering service that will allow the Technical Authority to contact Contractor any time of the day or night, any day of the week, throughout the entire life of the Contract. In addition, the operating crew (for Activity 3 and 4) will have to be “on call” at certain times of the year (see Activity 2) for water control operations.
3. Do not start work until Technical Authority gives authorization to do so.

#### **A5. SCOPE OF WORK**

##### **A5.1. General**

1. Legal and regulatory framework governing this equipment includes, but may not necessarily be limited to, the latest versions of the following:
  - a. *Canada Labour Code* (R.S.C., 1985, c. L-2j), Part II;
    - i. *Canada Occupational Health and Safety Regulation* (SOR/86-304) made under the *Canada Labour Code*;
  - b. *Canada Shipping Act 2001* (2001, c.26); and its Regulations;
  - c. *Ontario Occupational Health and Safety Act* (R.S.O. 1990); and,
    - i. *Ontario Regulation 851 Industrial Establishments* (R.R.O. 1990) made under the *Ontario Occupational Health and Safety Act*.
2. Standards to which the equipment must be inspected include, but may not necessarily be limited to, the following:
  - a. CAN/CSA- B167-08 *Overhead travelling cranes - Design, inspection, testing, maintenance, and safe operation*;
  - b. C22.2 NO. 33-M1984 (R2009) *Construction and Test of Electric Cranes and Hoists*; and,

- c. CAN/CSA-S16-09 *Design of Steel Structures*.
- 3. Obtain PSPC authorization before undertaking any repairs that involve welding. PSPC may permit welding of gantry frames under certain circumstances. PSPC will not allow any welding to load hooks.
- 4. There are no diving operations in Work of this Contract.
- 5. There is no steam fitting in Work of this Contract.
- 6. Contractor must ensure that all Contractor activities undertaken meet or exceed all applicable regulations and laws.

#### **A5.2. Initial Submittals**

- 1. No less than 4 weeks before start of Contract submit the following documents to the Technical Authority for review and comment:
  - a. Quote for cost of removing debris from the waterway barrier (cf. Activity 7)
  - b. Proposed checklist for Monthly Checks to flow control equipment (cf. Activity 10)
  - c. Proposed checklist for Spring and Fall Inspection of flow control equipment (cf. Activity 11)
  - d. Proposed checklist for Pre-Freshet Inspection of flow control equipment (cf. Activity 12)
  - e. Name and résumé of Professional Engineer engaged to provide engineering services related to engineered lifts and other work requiring professional engineering (cf. Activity 16)
  - f. List of subcontractors (cf. A6.7)
  - g. Health and safety submittals (cf. A7.3)
  - h. Names and qualifications of personnel listed in A8.2.a
  - i. Quality Control Plan (cf. A9.2)

#### **A5.3. ACTIVITY 0 – Phase-In**

- 1. **Background.**—This Activity involves familiarization with the site and the equipment and initial training of operators on the specific hoisting equipment at Rideau Falls.
- 2. **Crew size.**—The crew involved in this operation must include all persons expected to have to operate hoisting equipment over the life of the Contract. However, if there are personnel changes during the life of the Contract, then Contractor is responsible for undertaking site familiarization and equipment training for all new operating personnel.
- 3. **Response time.**—Schedule the exact dates for the phase-in with Technical Authority. Make all health and safety submittals before a work crew goes on site.
- 4. **Requirement**
  - a. **Training on Operation of Stoplog Lifters**
    - i. Note that the Technical Authority will be undertaking an inspection of all stoplogs in the fall (September – October period) wherein all stoplogs currently in the sluices will be brought onto the dam deck for inspection before being replaced in the sluices. Contractor shall arrange for some or all of the practical training of stoplog lifter operators to occur at the same time, as the large amount of stoplog handling required during this inspection will provide plenty of opportunity for the crew members to practice using the machines in good weather conditions.

- ii. During this same period, the water control engineer will be available to answer questions about ice flush and freshet or about water control in general.
- b. **Stock-Taking.**—Technical Authority and Contractor will undertake a stock-taking activity within thirty (30) days of Award of Contract to confirm the type, quantity, and location of all spare parts. Technical Authority and Contractor will also discuss the spares recommended by the Original Equipment Manufacturer (OEM) and Technical Authority may undertake the purchase of additional spares with this information.

#### **A5.4. ACTIVITY 1 – Snow Clearing on Deck**

##### **1. Background**

- a. The pedestrian decks of both dams are cleared of snow by others. Contractor is responsible for snow clearing on the operating decks of both dams as well as for de-icing the stoplog lifter machines.
- b. Generally, the Contractor is to determine the extent of snow clearing and de-icing needed to effect inspections, for water control activities, and for repair activities.
- c. Technical Authority may also request additional snow clearing from time to time. This requirement is weather dependent, but is most likely to occur as part of preparations for ice flush or when other winter water control operations are foreseen as part of the water management process. Such additional snow clearing will be handled via Task Authorization.

- 2. **Crew size.**—Minimum of 2 labourers (for safety reasons). Contractor must ensure sufficient staff is available to safely, effectively, and efficiently perform Work.

##### **3. Response time**

- a. When water control operations are required in addition to snow clearing, then the response time is as specified for water control operations.
- b. When water control operations are not required after snow clearing, then from the time Technical Authority calls for operations until snow clearing starts must be no more than 4 hours.

##### **4. Requirement**

- a. Clear snow and ice from operating deck and crane rails as required to effect other Activities or when directed by Technical Authority.
- b. The presence of the crane rails and the stoplogs stored on deck make the use of snow blowers impossible; deck clearing must be done using shovels (at the West Dam) and a combination of shovels and steam at the East Dam. (NOTE: the waterproofing membrane on the West Dam deck is delicate and cannot withstand application of steam.)
- c. Steam is available from valves located at intervals along the dam deck.
- d. Supply all necessary steam lances and hoses (complete with fittings) as needed to connect to the steam supply.
- e. Close off pedestrian deck to traffic before using steam.

**f. Snow melter (salt alternative)**

- i. The Contractor may use the Government-supplied snow melter material stored at 1 John Street. Initial quantity of this material to be determined at the time of stock taking (see Activity 0) at the beginning of the Contract Period. The snow melter is a salt-like material selected to be environmentally friendly and be less damaging to the concrete than ordinary salt.
- ii. When this stock runs out, Contractor is to supply additional bags of the same material.
- iii. By October 31 of each year, Contractor must certify that there is enough snow melter for the winter season.
- iv. If Contractor proposes to use an alternative snow melter product, it must have the same chemical composition. Provide technical data on proposed alternatives to the Technical Authority for approval before purchase.
- v. In addition to snow melter, Contractor is to supply and spread sand or grit as required to provide a safe working environment for crew.
- vi. At the end of the Contract, Contractor to ensure that there is the same quantity of snow melter in the 1 John Street building as there was at the beginning of the contract. Required quantity will be determined during the stock-taking of Activity 0.

**A5.5. ACTIVITY 2 – Preparations for Ice Flush**

1. **Background.**—Ice builds up on the downstream side of the stoplogs and in the gains. Before ice flush and freshet, this must be removed.
2. **Scope.**—Free the stoplogs from ice in sluices using steam and chipping tools. Close off pedestrian deck whenever using steam. Re-open only after all steaming operations are complete. Clear snow and ice off dam deck and maintain it in a relatively clean condition such that the stoplog lifter can be moved along the dam deck within an hour's work of doing final clean up around crane rails.
3. **Crew size.**—Minimum of 2 labourers (for safety reasons). Contractor must ensure sufficient staff is available to safely, effectively, and efficiently perform Work.
4. **Schedule.**—Preparation generally starts about mid- to late-January lasts until ice flush (about 28 days). Duration of the Ice flush varies greatly depending on the current condition (flow and weather).
5. **Assumptions.**—Assume 10 days for this Activity. Actual required days above that number will be handled through the Task Authorization process.

**A5.6. ACTIVITY 3 – On-Call Service for Water Control Operations**

1. **Background.**—Under certain weather conditions, the water discharge from the dam may need to be adjusted during the evening, weekend, or on statutory holidays, necessitating Contractor to manipulate flow control equipment accordingly. This is particularly likely during ice flush and freshet, but may occasionally occur at other times if excessive precipitation is forecast.
2. **Crew size.**—The minimum crew size for this Activity is the same as the minimum crew size for *Activity 4 Water Control via Stoplogs* unless Technical Authority indicates otherwise

3. **Response Time.**—The required response time for the crew is between two (2) and four (4) hours, depending on the season of the year and the weather forecast. Technical Authority will advise Contractor of the required response time (see Activity 4).
4. **Requirement**
  - a. **General.**—Technical Authority will advise Contractor as far ahead as weather forecasting permits of the need for *Activity 3 On-Call Services for Water Control Operations*. At that time, Technical Authority will confirm minimum crew size, the response time, and define the start and end times for the on-call period. Ensure operating crew is available during this period.
  - b. **Procedure:**
    - i. The on-call operating crew will be paid during the on-call period at the On-Call Rate during the time when they are standing-by, so long as Technical Authority makes no calls for service.
    - ii. If Technical Authority makes a call for service (Activity 3 or Activity 4 services) via the 24/7 answering service during the on-call period, then from the time of the call for water control services until the time when the water control operation is complete, the crew will be paid at the “Off Hours Operations” rate.
    - iii. After the water control operation is complete, the crew will revert to being paid at the “On-Call” rate until the expiry of the On-Call Period previously defined by Technical Authority.

#### **A5.7. ACTIVITY 4 – Water Control**

1. **Background.**—Section 12 contains information on historical frequency of water control operations. During the spring freshet, which generally follows rather quickly after Ice Flush, the dam is progressively opened to the maximum flow capacity and all stoplogs are stored on deck. This condition is maintained as long as required. When flows start to subside, the dam is progressively closed until flows reach normal summer levels.
2. **Crew size.**—Contractor must ensure that crew size is sufficient to safely, effectively, and efficiently perform Work.
  - a. **Stoplog operations.**—Previously, a minimum crew of 3 was used for operation of stoplog lifting machines, being one overhead crane operator and two labourers.
  - b. **Gate operations.**—Previously, a minimum of 2 labourers was used. The Contractor may provide a minimum of 1 labourer with written plan in place to call-in to supervisor when arriving and departing dam site (submit written plan to Technical Authority).
3. **Schedule**
  - a. **Ice Flush.**—Generally, Ice Flush periods have started at the end of February or the beginning of March and last anywhere from zero (in 2008) to 33 days (in 2015) with an average of 20 days. Assume 10 days for ice flush, with days over this to be handled via Task Authorization. See the historical data below:

Start Date	End Date	Duration (days)
1997-03-01	1997-04-01	31
2007-02-25	not recorded	-
2008	warm winter no ice flush	-
2009-02-28	2009-03-19	19
2010-02-27	2010-03-09	10
2011-02-27	2011-03-18	19
2012-03-03	2012-03-14	11
2013-03-02	2013-03-25	23
2014-03-08	2014-04-09	32
2015-03-02	2015-04-04	33
2016-03-10	2016-03-17	7
2017-02-23	2017-03-10	15
2017-03-16	2017-03-27	11

Note: in 2017 there were two separate ice flush periods

- b. **Freshet.**—The Freshet period generally lasts 28 days and starts soon after ice flush and occasionally starts during ice flush. Assume 10 days for this process after the end of ice flush (during ice flush).

#### 4. Response Time

- a. **During Ice Flush.**—Contractor must be on-site all day during the ice flush period and thus available for immediate response. Average time spent on-site is 12 hours per day, 7 days per week. During this period, the City of Ottawa will be directing Contractor with respect to when sluices need to be opened or closed.
- b. **During Freshet.**—From the time Technical Authority calls Contractor to the time when the water control operations start must be no more than two (2) hours. Contractor does not need to be on-site continuously; however a crew need to be available within the specified response time. At the beginning and end of freshet, there may be multiple operations required per day depending on weather and flow conditions. In the middle of freshet, when the dam is fully open, there are no operations required.
- c. **At other times.**—From the time Technical Authority calls Contractor to the time when water control operations start must be no more than four (4) hours.

#### 5. Scope

- a. **Debris.**—Check for debris upstream and around the site that could be discharged into the Ottawa River and pose a hazard to boaters. Free smaller branches, clumps of weeds, and so forth from the stoplogs using pipe poles. Immediately by telephone advise Technical Authority of the presence of large debris that would impair stoplog operations; Technical Authority may authorize its removal by boat (see Activity 6) at a later date and may indicate a different sluice at which water control operations should be done.

- b. **Stoplog operations.**—Visually inspect gantry crane and complete pre-operation checklist. If Contractor finds components or accessories that appear to be damaged or are not functioning properly, suspend operations and effect all repairs necessary to ensure machinery is functioning safely before resuming operations. If Contractor finds the gantry crane to be in good working order, proceed with stoplog operations as required. At the end of the operation at the East Dam, return the stoplog lifting machine to its storage position (usually at Sluice # 4 or #5 in the summer and the location of minimum water spray in the winter), and secure the dam. At the West Dam, store the stoplog lifter at Sluice #1. Report all incidents of broken or escaped stoplogs to Technical Authority via telephone at the time of the incident.
- c. **Gate operations.**—Check downstream for boaters and other persons who would be affected by a sudden release of water, and warn them (via Contractor-supplied megaphone if necessary) that they should move away. Unlock and open the control boxes on the dam deck, and raise or lower with the gate to the amount directed by Technical Authority, then close and lock the control box.
- d. **Winter operations**
  - i. **General.**—If snow and ice are present, clear snow from operations deck (as per Activity 1) as required. De-ice stoplog lifting machine with steam and free the stoplogs from ice in sluices using steam (as per Activity 1A). Clear snow and de-ice periodically during work as required due to snow and ice build-up.
  - ii. **Gates.**—In winter, the gate and gain heaters are supposed to operate automatically. If it appears that the heaters are not working and gates and gains are still ice-covered, immediately advise Technical Authority. Do not try to make gates operate in an iced-in condition.
- e. **Special requirement during Ice Flush.**—Take special care when operating the stoplog lifting machine during ice flush. Ice chunks striking the spreader beam of the stoplog lifting machine or striking a stoplog can damage the machine. Therefore, timing of stoplog lifter movement versus arrival of floating chunks of ice is critical. It has been the general procedure for the previous Damkeepers to suspend operation of the stoplog lifter if pieces of ice have reached the Sussex Drive Bridge upstream from the dam, but this has to be refined at judgement of the equipment operators, because of the variability in the water current and wind conditions which may change the speed at which floating pieces of ice arrive at the dam.
- f. **Special requirement during Freshet.**—Provide water control via stoplogs or via vertical lift gates at the direction of the Water Control Engineer. Crew does not need to be on site full time, but must be available within the response time specified below. During this period, there may be several operations required one day, then none at all for some days, then another day of several operations taking place during one day.

#### **A5.8. ACTIVITY 5 – Storage of Surplus Stoplogs**

- 1. **Background.**—the Dams and Water Management COE purchases spare stoplogs at regular intervals to replace those which are lost or damaged. Sometimes there is insufficient room on deck to store these spare stoplogs, and hence off-site storage is required.
- 2. **Scope.**—Provide outdoor storage for stoplogs at Contractor's facility. Stoplogs must be placed on blocks above ground (minimum 8" high) with free air circulation on all sides. Stoplogs must \*NOT\* be covered with tarps, lest condensation promote rot. Number of stoplogs: estimate maximum 20. Pick up and drop off will be paid through Task Authorization process.



**A5.9. ACTIVITY 6 – Manage Aids to Navigation**

**1. Background**

- a. The aids to navigation (a.k.a. nav aids) consist of a waterway barrier in the Rideau River (in two sections, one each placed upstream of the East and West Dams) and three warning buoys placed downstream of the Falls in the Ottawa River.
- b. Technical Authority requires the nav aids be in place during navigation season. These nav aids must be removed in the winter then replaced in the spring.
- c. The coordinates of the three buoys, the anchor depth details at the time of installation, and length of chain are as follows:
  - West Buoy : 45 26 26.4 N 75 41 51.1 W; depth 3.35 m; chain 5m long
  - Centre Buoy : 45 26 28.6 N 75 41 48.8 W; depth 6 m; chain 11m long
  - East Buoy : 45 26 29.6 N 75 41 47.8 W; depth 6 m; chain 11 m long
- d. There is also a periodic need to clear debris from the waterway barrier as weeds and floating garbage tend to accumulate there.

2. **Crew Size.**—Previously, a minimum of three (3) crew was used for this operation, consisting of one boat operator and two labourers. Contractor must both supply the boat and ensure that crew size is sufficient to safely, effectively, and efficiently perform Work.

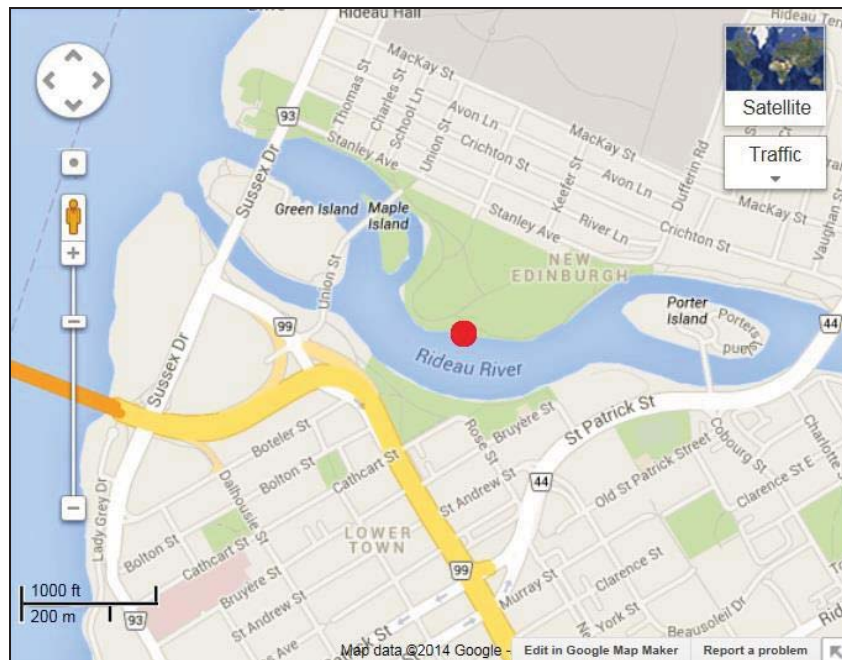
**3. Response Time**

- a. **Installation.**—Technical Authority will determine the exact date for installing the aids to navigation, which usually occurs a few days before the Victoria Day long weekend, and will communicate this to Contractor at least five (5) working days ahead of time. Install the aids to navigation on the day determined with the Technical Authority, which will take into account the weather forecast.
- b. **Removal.**—Technical Authority will determine the exact date for taking in the aids to navigation, which is usually in mid-October, and will communicate this to Contractor at least five (5) working days ahead of time. Remove waterway barrier on the day determined with the Technical Authority which will take into account the weather forecast.

**4. Requirement**

- a. **Equipment.**—Supply the boat of sufficient size and stability required to effect Work of this Activity. Launch the boat from the location shown below.





- b. **Installation.**—Retrieve waterway barrier from its storage location and install it in the river, fastening it to the anchors located on the shore. Install the buoys on the existing chains and remove the winter marker balloons; store the balloons in navaid's storage location.
- c. **Removals**
  - i. **Waterway Barrier**
    - (1) Remove waterway barrier from the water and deliver it to navaid's storage location.
    - (2) Power-wash waterway barrier of accumulated scum and inspect it for damage, reporting observations to Technical Authority who will arrange for repairs over the winter.
  - ii. **Warning Buoys**
    - (1) Remove buoys at the end of the navigation season and store them in navaid's storage location.
    - (2) For the winter, replace buoys with balloon floats marking where the chains are installed.
- d. **Navaid's Storage and Protection**
  - i. **Waterway barrier.**—Is too large to store at 1 John Street. Provide secure storage space for waterway barrier at Contractor's facility.
  - ii. **Warning buoys.**—May be stored either in the lockup at 1 John Street or in secure storage space at Contractor's facility.
  - iii. **Protection.**— Be responsible for repair of damage to navaid's if these are in storage at Contractor's facility

**A5.10. ACTIVITY 7 – Removing Debris**

**1. Background**

- a. Occasionally large branches or other debris will get caught on waterway barrier or on stoplogs of dam. Debris which has successfully gone over the stoplogs may remain on the cliff shelf downstream of the stoplogs. Debris on the waterway barrier can damage the waterway barrier. Debris at the stoplogs or rock ledge will eventually be swept over the falls creating a hazard to navigation.
- b. Technical Authority will call for removal of debris when this is required.
  - i. It is estimated that debris removal at the waterway barrier (i.e. with a boat) would be required twice a year; being once in mid-summer and once at the time of removing the waterway barrier in the fall. Requirements above this will be handled through the Task Authorization process. Provide quote for occasions where debris removal is required above the 2 planned operations.
  - ii. It is estimated that debris removal at the stoplogs would be required four times a year. As the exact details of this work are dependent on the nature of the debris, this operation would be handled through the Task Authorization process.
  - iii. It is estimated that flushing of debris trapped on rock ledge would be required four times a year. As the exact details of this work are dependent on the nature of the debris, this would be handled through a Task Authorization.

2. **Crew Size.**—Previously, a minimum crew of three (3) men was used, consisting of one boat operator and two labourers. Contractor must both supply boat and ensure that crew size is sufficient to safely, effectively, and efficiently perform Work.

3. **Response Time.**—Remove debris within two (2) days unless weather conditions interfere with this. Liaise with Technical Authority as required.

**4. Requirement**

- a. **General.**—In all cases, ensure that there are no boaters downstream of the falls who could be affected by the work of this Activity. Using a Contractor-supplied megaphone, warn all that are present to move away during the operation.
- b. **Debris at waterway barrier.**—Supply the boat of sufficient size and stability required to effect Work of this Activity. Launch the boat from the location shown in the map in Activity 5. Remove and dispose of debris.
- c. **Debris at stoplogs.**—Remove debris at the stoplogs by prying it loose with pipe poles and sending over the stoplogs. Occasionally, manipulation of stoplogs with stoplog lifting machine may be required to free larger branches.
- d. **Debris on rock shelf.**—Remove one or two stoplogs as required to create enough flow to have debris go over the falls.

**A5.11. ACTIVITY 8 – Stoplog Sealing**

1. **Background.**—Porous lava rock is occasionally used to seal the joints between the stoplogs and reduce the amount of leakage. The lava rock must be placed in the water close to the joint between the stoplogs;

a special plastic hopper and pipe have been fabricated with which to do this. Technical Authority will indicate when this operation is required and at which sluices. The historical frequency of this operation has been that it is required a few times over the summer, generally whenever the weather has been dry and consequently water flow is low. The purpose of sealing the stoplogs is so that the power station at the East Dam can maximize its electric production at such times of low flow.

2. **Crew Size.**—Previously, a minimum of two (2) labourers was used for safety reasons. Contractor must ensure that crew size is sufficient to safely, effectively, and efficiently perform Work.
3. **Response Time.**—From the time Technical Authority calls for service until the time the crew arrives on site must be no more than 4 hours.
4. **Requirement**
  - a. Place Government-supplied lava rock material using Contractor-supplied plastic hopper built for this purpose.
  - b. Keep plastic hopper in 1 John Street when not in use.

#### **A5.12. ACTIVITY 9 – Gate Inspection Ashore**

1. **Background.**—The gates have not been systematically inspected since their installation in 1998. The activity of this task is to inspect for condition and to identify defects. It is to take place in the summer of 2018, exact dates to be determined with the Technical Authority.
2. **Requirement**
  - a. **Dewatering.**—Install stoplogs (sealing them by sliding in plywood or steel plates as required on the upstream side). If there are still leaks, provide cofferdam of sandbags and tarps immediately downstream and pump water back up and over stoplogs to ensure that sill area is fully dry for inspection.
  - b. **Gain and sill inspection.**—Perform visual inspection of gain rolling surfaces and sill sealing surfaces. Take photographs of all defects found and quantify work required for repair to these elements in preparation for a project in the future in sufficient detail to enable writing of specifications and preparation of quantities for a cost estimate. It is not expected that defects would be repaired at this time, but condition of gains and sills may affect prioritization of later work.
  - c. **Gate preparation.**—Lift gates out of gains and place on blocking ashore with downstream side facing up. Remove all panels from downstream sides. Vacuum-clean interiors thoroughly, with aid of wire brushes as required to free up crusted debris.
  - d. **Gate Structural inspection**
    - i. Undertake visual inspection of all welds of gates (by a Level 2 or Level 3 welding inspector certified to CAN/CSA W178.2-14 Certification of Welding Inspectors with Code Endorsement to CSA W47.1/W59 Welded Structures) looking for cracking, porosity, incomplete penetration, inclusions, lack of sidewall fusions and similar defects, which affect weld strength.
    - ii. Undertake both a visual and a non-destructive test of welds on bottom lifting lugs of gates (by a Level 1 or 2 inspector certified to CAN/CGSB 48.9712-2014 *Non-destructive Testing* -

*Qualification and certification of NDT personnel* in both or either of the "Welds and Weldments" or the "Engineering Materials and Components" Sectors (Sectors W and/or E)) looking for cracking, porosity, incomplete penetration, inclusions, lack of sidewall fusions and similar defects, which affect weld strength.

- e. **Paint Touch-Ups on Gate Interior.**—For all areas where paint is coming off or corrosion is already present on gate interior:
- i. Prepare affected surface to SSPC-SP3 Power Tool Cleaning supplemented by SSPC-SP2 Hand Tool Cleaning as required to remove all loose paint, loose rust, another detrimental foreign matter.
  - ii. Brush apply a quick-drying, surface tolerant, primer, such as (but not necessarily limited to) one of the following:
    - (1) Rust-Oleum® "HS9300 System Epoxy Primer," two-component, low VOC polyamine converted epoxy primer available in 1-gal and 5-gal sizes, #RO-56
    - (2) Rust-Oleum® "7400 System Fast Recoat Primer," fast-drying, modified alkyd primer available in 1-gal and 5-gal sizes, #RO-12
    - (3) Rust-Oleum® "7400 System High Solids, Quick Dry Low VOC Primer," modified alkyd primer available in 1-gal and 5-gal sizes, #RO-14
    - (4) Rust-Oleum® "Rusty Metal Auto" Primer in 12 oz. spray can #ATO-53
  - iii. Follow manufacturer's instructions regarding mixing, thinning, and application.
  - iv. Allow minimum 24 hours before end of paint application and start of putting back the plates on the downstream side of gates. Provide protection from the elements if required during this process, but arrangement of protective tarps etc. must still allow air-flow for paint curing.
- f. **Gate mechanical inspection**
- i. Check wheels for smooth rotation and gross visual defects. Report on whether bearings need to be changed (if they do, it will not be done at this point but will affect later prioritization of other work).
  - ii. Clean seal tube and its seat of accumulated scum and debris by hand with sandpaper.
  - iii. Inspect gate lip and report on its condition.
  - iv. Gate re-installation.—Re-install gates in gains, re-connect wire ropes and all electrical cabling, and ensure proper functionality of gates and gate heaters.

#### **A5.13. ACTIVITY 10 – Monthly Checks**

1. **Definition.**—The intent of this Activity is to verify that the flow control equipment is in reliable operating condition.
2. **Exclusion.**—If during the course of this work there are defects found which render the hoisting equipment unable or unsafe to operate, such defects would require repairs, either on an urgent (Activity 13) or non-urgent (Activity 12) basis. Immediately tag equipment as "not to be used" and immediately advise Technical Authority with recommendation of scope and urgency of repair work required so that repairs may proceed as soon as possible.

3. **Scope.**—Preventative maintenance includes, but need not necessarily be limited to, the following:
  - a. When conditions require it, de-ice the dam deck and equipment sufficiently to effect Work (see Activity 1 for details).
  - b. Perform inspection and maintenance work on hoists of stoplog lifters as recommended for “monthly” inspection in hoist maintenance manuals;
  - c. Perform inspection and maintenance work on other equipment as listed in PSPC-supplied “monthly” checklist (see Section 12.1 of this SOW); and,
  - d. For items of equipment not covered by the above, apply best practices current in the industry for the scope of their inspection.
4. **Scheduling.**—This work is required monthly and is expected to take about half a day for a crew of two.

#### **A5.14. ACTIVITY 11 – Spring and Fall Inspection & Maintenance**

1. **Definition.**—This work includes:
  - a. detailed, hands-on, examinations that will consist of viewing closely and critically all structural, mechanical, and electrical features of the lifting devices in order to ascertain their quality or state and to detect errors or deviations from requirements that would impair their ability to safely and reliably operate. This would normally involve removal of housings and partial disassembly of components; and,
  - b. preventative maintenance such as lubrication, verification of adjustment of fluid levels, and the upgrade or replacement of worn parts before failure occurs is required in order to keep equipment in proper operating condition and may include disassembly, cleaning, adjustment, and reassembly of an item or component as per the OEM’s overhaul specifications.
2. **Exclusion.**—If during the course of this work there are defects found which render the hoisting equipment unable or unsafe to operate, such defects would require repairs, either on an urgent (Activity 13) or non-urgent (Activity 12) basis. Immediately tag equipment as “not to be used” and immediately advise Technical Authority with recommendation of scope and urgency of repair work required so that repairs may proceed as soon as possible.
3. **Scope.**—This work includes, but need not necessarily be limited to, the following:
  - a. perform inspection and maintenance work on hoists of stoplog lifters as recommended for “monthly,” “semi-annual,” and “annual” inspection in hoist maintenance manuals;
  - b. perform inspection and maintenance work on other equipment as listed in PSPC-supplied “spring and fall” checklist (see Section 14 of this SOW or Contractor-supplied similar checklist);
  - c. for items of equipment not covered by the above, apply best practices current in the industry for the scope of their inspection; and,
  - d. engage the services of Régulvar to:
    - i. develop a schedule of preventative maintenance for the heater control system; and,
    - ii. implement the work of that schedule.

4. **Scheduling.**—This work is required twice per year, usually in the spring and fall. Perform the spring inspection in June, timed to be immediately prior to the certification work of Activity 15. It would be expected that such inspections require one or two full day’s work for a crew of two. Work of this Activity would not normally take place under conditions with any ice and snow present.

**A5.15. ACTIVITY 12 – Pre-Freshet Inspection & Maintenance**

1. **Definition.**—The purpose of this inspection is to ensure that the flow control equipment is ready and operational for the ice flush and the spring freshet. Contractor must pay particular attention to the stoplog lifter on the East Dam, as this machine sees heavy service during ice flush.
2. **Exclusion.**—If during the course of this work, Contractor finds defects which render the hoisting equipment unable or unsafe to operate, such defects would require repairs on an urgent (Activity 13) basis. Immediately tag equipment as “not to be used” and immediately advise Technical Authority with a recommended scope of work so that urgent repairs may proceed as soon as possible.
3. **Scope.**—This work includes, but need not necessarily be limited to, the following:
  - a. when conditions require it, de-ice the dam deck and equipment sufficiently to effect Work (see Activity 1 for details);
  - b. perform inspection and maintenance work as listed in PSPC-supplied “pre-freshet” checklist (see Section 12.3 of this SOW);
  - c. for items of equipment not covered by the above, apply best practices current in the industry for the scope of their inspection; and,
  - d. engage the services of Régulvar to:
    - i. develop a schedule of preventative maintenance for the heater control system; and,
    - ii. implement the work of that schedule.
4. **Scheduling.**—This inspection generally takes place in late January or early-February, and is somewhat weather-dependent. It would be expected that such inspections require at least two full day’s work for the inspection staff.

**A5.16. ACTIVITY 13 – Repairs**

1. **Definitions**
  - a. **Non-Urgent repairs.**—Work needed to restore an item to safe working condition at a time when Technical Authority does not foresee any water control operations being required within the next seven (7) days. Contractor is most likely to discover the need for non-urgent repairs during the monthly checks.
  - b. **Urgent repairs.**—Work needed to restore an item to safe working condition either at a time immediately before the ice flush or at a time when Technical Authority knows that water control operations are required immanently. Based on recent corporate memory, urgent repairs may be required up to a half-dozen times during the ice flush and freshet period, usually but not exclusively to the stoplog lifter on the east dam, but would be relatively rare at other times of the year.



2. **Scope.**—This work includes, but need not necessarily be limited to, the following:

- a. when conditions require it, de-ice the affected dam deck and equipment sufficiently to effect Work (see Activity 1 for details);
- b. conduct extensive on-site electrical, mechanical and electronic troubleshooting to determine cause for equipment malfunction and establish the necessary repairs using visual inspection, test procedures and appropriate test equipment, reporting to Technical Authority on results;
  - i. employ the services of Régulvar as required for diagnostics and repairs to the heater control system;
- c. effect repairs (repairs be paid through Task Authorization process); and,
- d. record those electrical repairs which require Electrical Safety Authority (ESA) involvement in the electrical log book (a separate log book for this work), as well as in the main equipment log book.

3. **Scheduling**

- a. **Arrival and start of work.**—From the time PSPC provides notification of the need for non-urgent repairs, start work on-site within:
  - i. **Non-urgent repairs.**—Twenty-four (24) hours.
  - ii. **Urgent repairs.**—Two (2) hours.
- b. **Troubleshooting and diagnosis.**—Within the following time limits, report to Technical Authority by telephone and email (if necessary, the email may follow up to twenty-four (24) hours after phone call) indicating:
  - i. the nature of the problem;
  - ii. how long it is expected to take to fix;
  - iii. cost estimate for fixing the problem (to be used in creation of Task Authorization for the labour, materials, and equipment required to effect repair work); and,
  - iv. delivery time estimate for parts.
- c. **Time limits**
  - i. **Non-urgent repairs.**—Eight (8) hours from arrival on-site.
  - ii. **Urgent repairs.**—Five (5) hours from arrival on-site
- d. **Effecting repairs.**—Generally, the Technical Authority would like to see non-urgent repairs completed within five (5) days and urgent repairs completed within twenty-four (24) hours, lest the risk of flooding become unacceptably high under some weather conditions. However, it is understood that this cannot always be accomplished, depending on the nature of the breakdown. If the time estimate for effecting repairs exceeds this window, then the Technical Authority needs to know this, as the Water Control Engineer will most likely have to undertake additional coordination with other dam owners for weather forecasts and water control at other dams along the river. The following may also be required of Contractor under these conditions:
  - i. provide a backup plan (e.g. use of mobile crane, etc.) to allow water control operations to

- proceed. During conditions of high river flows, a backup plan may be required even if repairs will take less than twenty-four (24) hours; Technical Authority will advise Contractor when this will apply.
- ii. indicate if the equipment in question may still be operated before repairs can be implemented (e.g. with load restrictions or other limits); or,
  - iii. if the equipment in question may not be operated, also provide a backup plan and cost estimate (e.g. use of mobile crane, etc.) to allow water control operations to proceed if required within the repair time window.
- e. Note that Technical Authority may upgrade non-urgent repairs to urgent repairs if water flow conditions change and operation of flow control equipment is required sooner than originally expected.
  - f. Provide sufficient assistance, either using “specialist” contractor or sub-contractor personnel or authorized manufacturer personnel, for resolution of the problem.
  - g. Be prepared to work through the night if this is needed in order to meet time requirements.

**A5.17. ACTIVITY 14 – Technical Advice & Assistance**

- 1. Technical Authority requires advice and assistance from time to time on a variety of issues related to the flow control equipment. Provide such advice and assistance to the best of Contractor’s ability at the time when the question is posed.
- 2. It would be expected that this Activity would not involve any travel to the site but rather could be done by telephone or email. Types of discussions are expected to include topics such as advice on type and number of spare parts to purchase, maintenance advantages and disadvantages of new control systems for stoplog lifters, etc..
- 3. Assume that such advice and assistance would amount to three (3) days of work over the course of a year.

**A5.18. ACTIVITY 15 – Annual Inspection & Certification**

- 1. **Definition.**—The purpose of this work is to ensure the hoisting equipment meets the requirements of Ontario Regulation 851 paragraph 51 for annual inspections and the requirements of CSA B167-08 for periodic inspections.
- 2. **Exclusion.**—Load testing is included only in the last inspection conducted in the Contract (i.e. in Year 3 of Contract) or at the end of the final exercised option.
- 3. **Scope.**—The scope includes but may not necessarily be limited to the following:
  - a. **Document review.**—Review equipment logs and advise of any trending patterns of failure, wear, or deterioration.
  - b. **Overcapacity devices.**—Check and adjust overcapacity limit switch (East Dam stoplog lifter) and overcapacity devices (West Dam stoplog lifter) to ensure that they go off at 85% of Safe Working Load (SWL). (Note that due to the impossibility of estimating loads under certain conditions, the Technical Authority requires that these devices be set less than the SWL to ensure that the operators do not exceed crane capacity.)



- c. **Load testing.**—to procedure given in Section 6 of CAN/CSA B167-08. Required only in final year of Contract, unless in the judgement of the Professional Engineer signing-off on the certification it is required sooner, such as in the case of the installation of new equipment or if a piece of lifting equipment has had major overhaul or modification during the lifetime of this Contract. When performed, load test must be complete before structural and mechanical inspections take place.
  - d. **Inspections.**—Undertake a combination of visual inspection, hands-on inspection, and non-destructive testing (NDT) in sufficient detail to assess the capability of the hoisting equipment as described in O. Reg. 851 and for “Periodic Inspections” in Section 5 of CAN/CSA B167-08. Undertake non-destructive testing of hooks, load-bearing welds on spreader beam and on vertical lift gates, on lever arms of spreader beam, and on other parts as recommended by the Professional Engineer signing-off on the certification of structural and mechanical competency. Inspect and assess all other aspects of the equipment's operations (e.g. gantry travel, gain heaters, etc.) in addition to the load-handling elements of the equipment.
  - e. **Deficiencies.**—If certification cannot be given for a piece of hoisting equipment, list deficiencies and Technical Authority will arrange for repairs either via a call for Activity 12 or Activity 13 services, or through others, as required depending on the nature of the problem found. Be prepared to re-assess equipment and then issue certification upon correction of all deficiencies.
4. **Scheduling.**—Do this work at a mutually convenient time, most likely June and combined with, or immediately following, the spring inspection work of Activity 10.

#### **A5.19. ACTIVITY 16 – Engineered Lifts**

- 1. **Definition.**—Although there may be other circumstances, the most probable scenario for this work would be a situation where a stoplog is jammed in the sluice and overload devices have tripped, indicating a lift approaching the safe working load would be required to free the log.
- 2. **Scope.**—This work involves the services of a Professional Engineer licensed to practice in Ontario who can provide services related to an “engineered lift.” The Professional Engineer shall:
  - a. Meet with operators.
  - b. Review the problem which caused the overload devices to be triggered.
  - c. Advise as to how or if the lift can be accomplished safely.
  - d. Provide inspection services after the lift to ensure that no damage to the lifting devices ensued from the operation or to identify what repairs need be undertaken.
  - e. Re-certify the hoisting equipment when condition merits it.
- 3. **Schedule.**—This work would most likely be required during the ice flush or freshet, but may take place at any time of year.
- 4. **Deliverables**
  - a. As part of Initial Submittals of A5.2, provide a letter with the name of the Professional Engineer who has been retained for this work and certifying that this individual has been to the site and is generally familiar with the stoplog lifting machines. If there is a change to the stated individual, immediately

notify the TA and provide the required information on the replacement.

- b. When the need arises: Provide written document describing procedure for engineered lift and the procedure for inspecting and re-certifying the stoplog lifting machine after the lift, signed and sealed by the Professional Engineer.

#### **A5.20. ACTIVITY 17 – Monthly Inspection of Lights**

1. **Background.**—PSPC has a programme of regularly checking the operation of its equipment and reporting back to a database. The work of checking the lights on the dam decks is part of that system.
2. **Scope.**—On a monthly basis, check functioning of all deck lights located on the two dams and submit a written inspection report to Technical Authority. Scope of inspection to include:
  - a. Verify correct operation of photocells. If lights do not come on via photocell control, test for power at photocell. If photocell is defective, replace it. If no power at photocell, check panel and verify operation of contactor. If contactor is not working, note this in report.
  - b. Verify operation of all lamps and bulbs. Replace burnt lamps, bulbs, and defective sockets. Report on defective ballasts.
  - c. Verify condition of lamppost and its connection to deck; report on defects found.
  - d. Verify fixtures for broken components; report on defects found. Clean lenses as required.
  - e. Check for proper fusing in lampposts and replace fuses as required.
  - f. Check for proper grounding, and check wiring to requirements of Canadian Electrical Code. Report on defects found.
3. **Crew Size.**—This work must be done by an electrician. Repairs must be certified by ESA where applicable.
4. **Schedule.**—Monthly, on or about the 20<sup>th</sup> of the month.

#### **A5.21. ACTIVITY 18 – Spare Parts**

1. **Definition.**—The Technical Authority wishes to maximize uptime for all flow control equipment at the Rideau Falls dams. A judicious selection of spare parts available on site will help to achieve this goal.
2. **Scope.**—Identify need for spare parts for gates, gate heaters, or stoplog lifters, based upon Contractor's expertise in the field and experience with the Rideau Falls equipment and discuss this with Technical Authority. Upon approval from Technical Authority, select optimal make and model for each spare part and purchase the parts through the Task Authorization process. **NOTE:** depending on the situation, some of the spare parts may possibly be purchased directly by PSPC rather than through Contractor, but in general most parts would be purchased by Contractor.
3. **Schedule.**—As required, but at least once per year, discuss spare parts with Technical Authority.
4. **Deliverables.**—Spare parts, as approved by Technical Authority, stored securely either at Contractor's facility or (better, if possible) within lockup at 1 John Street. Contractor must maintain an up-to-date inventory of spare parts, including parts number, date of purchase, expiry date (if applicable) and storage

location, and provide this to Technical Authority in electronic format whenever inventory changes. Contractor must keep an up-to-date hard copy on site.

**A5.22. ACTIVITY 19 – Phase-Out**

1. **Definition.**—This work will be required at the end of the Contract to allow a new Contractor to undertake the work at the Rideau Falls Dam. The intent is to make the transition as smooth as possible.
2. **Scope.**—Provide knowledge transfer to the new Contractor by having the most senior member of the labourer, crane operator, and crane mechanic crew providing verbal knowledge transfer to the incoming Contractor. The stoplog lifting operating crew must provide at least a full day of verbal knowledge transfer and coaching to the new crew. The others may provide a one-half-day question and answer session with the incoming Contractor.
3. **Schedule.**—This work will be required immediately before the end of the Contract.
4. **Deliverables.**—Verbal knowledge transfer only; no written deliverables are expected.

**A5.23. Reporting on Work Done**

1. General Requirements for Reporting
  - a. Record in Log Book the work performed to all equipment on site.
  - b. Log Book is Crown property; do not remove from site.
  - c. Written reports must be typed or written neatly in ink. Wording must be clear and grammatically correct.
2. For water control operations:
  - a. Outside of ice flush
    - i. Immediately report via telephone or email to Technical Authority when the operation is complete.
    - ii. Report all incidents of broken or escaped stoplogs to Technical Authority via telephone at the time of the incident. Follow up with a written report within 48 hours of reporting the broken or escaped stoplogs.
  - b. During ice flush, also keep records of the time and nature of operations required by the City of Ottawa. At the end of the day, report via email to Technical Authority on what transpired that day.
  - c. Advise Technical Authority via email whenever Contractor has noted problems with the equipment (e.g. loose end caps on stoplogs, etc.) describing the damage observed. Report also on problems with the dam structure itself (e.g. damage to railings, etc.) if the latter have been noted in passing. Include photographs as required to clearly describe the damage observed.
3. For spring and fall and pre-freshet inspections: Within 5 working days of completion of work at the dam, submit a *Report* via email as a PDF file to the following requirements:
  - a. Provide a separate *Report* for each machine, clearly identifying which dam and which machine was inspected, and document findings.

- b. *Report* must use a clear and consistent terminology to describe which piece of equipment is being discussed. Use “west hoist of east dam,” “west drum of east gate of west dam,” or similar rather than vague terminology like “Hoist 1” or “Gate A” or other non-descriptive terms that does not clearly indicate which piece of equipment is being referred to.
  - c. If applicable, *Report* must make recommendations for corrective action that include description of particular defects and of repairs recommended along with a priority (e.g. immediately, within the next six months, within the next year, etc.) and include a cost estimate or cost range for what would be a fair and reasonable price for parts and labour.
  - d. *Report* may also include items that, in the professional opinion of the inspector, would improve the reliability or longevity of the equipment, again including a priority and a cost estimate or cost range.
  - e. Write *Report* in a professional and accurate manner, either typed or written neatly in ink. Employee responsible for Work must sign *Report*.
4. For work done under Activity 15 *Annual Inspection & Certification*
- a. Reports and certifications must be signed by a Professional Engineer licensed to practice in Ontario.
  - b. Provide written report summarizing findings and providing conclusions and recommendations. If applicable, report may also include recommendations for the future actions that, in the opinion of the Professional Engineer, are needed to enhance safety, increase reliability, improve uptime, or extend the life of the hoisting equipment and thereby allow PSPC to make informed decisions regarding maintenance planning, equipment overhaul, and equipment modernization.
  - c. Make recommendations for corrective action that include description of particular defects and of repairs recommended along with a priority (e.g. immediately, within the next six (6) months, within the next year, etc.) and include a cost estimate or cost range for what would be a fair and reasonable price for parts and labour.
  - d. **Certification.**—Provide a separate written certification for each piece of hoisting equipment.

## **A6. ADMINISTRATIVE REQUIREMENTS**

### **A6.1. Communications**

- 1. Make communications on items related to administration of the Contract through Contracting Authority.
- 2. Except during ice flush, make all other communications through Technical Authority. Technical Authority will make all liaisons with other parties (City of Ottawa, Parks Canada, etc.) and will transmit required information to Contractor. During ice flush, communicate directly with the City of Ottawa as required.
- 3. Provide Technical Authority with current phone, cell phone, and fax numbers to enable Technical Authority to have a twenty-four (24) hour, seven (7) day per week (including Statutory Holidays) access to Contractor’s representative.
- 4. Do not refuse any call for service requested by Technical Authority.

**A6.2. Housekeeping**

1. Leave the dam and work areas clean upon completion of each Activity.
2. In cases where tools or equipment must be left at the dam site overnight, PSPC will allow Contractor to store small items in the Damkeepers’ office at 1 John Street.
3. Provide off-site storage for all items that cannot be stored in the Damkeepers’ office at 1 John Street.
4. Dispose of rubbish and waste materials off-site in accordance with City of Ottawa requirements for waste disposal.
5. Keep the change-room and lunchroom generally tidy, but note that it is cleaned by others under another contract.

**A6.3. Language of Work**

1. Communications with Technical Authority and Contracting Authority may be in either English or French.

**A6.4. Parking**

1. Parking is available at the east side of the East Dam, in front of the 1 John Street building. This parking is reserved for PSPC. Technical Authority will provide parking authorization passes for Contractor to use this parking. Return these passes at the end of the contract.

**A6.5. Permits**

1. Pay all fees and obtain all permits before starting Work. Provide authorities with plans and information for acceptance certificates. Submit certificates from Authority Having Jurisdiction as evidence that Work done meets their requirements. (This is expected to apply to electrical work requiring electrical permits and ESA inspections.)

**A6.6. Replacement Parts**

1. Undertake repair or replacement of all faulty parts or components as may be necessary to restore the hoisting equipment to proper operating condition.
2. **Government-Supplied Material (GSM).**—PSPC maintains an inventory of some spare parts which Contractor may use to effect repairs as Government-Supplied Material (GSM). The GSM inventory is located at 1 John Street. See Section 13 of this SOW for details. Install GSM to OEM instructions. For all Government Supplied Material used, indicate type and number of parts used in *Report* so that PSPC may replenish its supplies.
3. Provide all other replacement parts required to effect Work as part of the Task Authorization. These may include, but need not necessarily be limited to: bearings, motor components, hoist components, electrical components. Indicate source of these parts in the *Report* (see Section 5.22). For all Contractor-supplied parts, use either:
  - a. OEM-approved parts, or
  - b. Parts equal to OEM specifications and produced specifically for the purpose intended and for which product data and proof of compliance has been submitted to Technical Authority before purchase.

4. Remove from the site and dispose of all damaged parts that have been removed from the equipment.
5. Do NOT try to repair faulty modules on-site if the equipment was designed for the complete replacement of modules.

**A6.7. Subcontracting**

1. Provide as part of the Initial Submittals of A5.2, a list of all sub-contractors (if used) including a description of Work to be performed by sub-contractor.
2. Notify Technical Authority and Contracting Authority, in writing, of any changes to the list of sub-contractors whenever this occurs during the Contract.
3. Whenever Contractor sub-contracts work, submit a copy of the subcontract purchase order to Technical Authority and Contracting Authority.

**A6.8. Utilities**

1. Under normal conditions, the Technical Authority will allow Contractor to use the 120V service available at the dam deck.
2. In times of power outage, provide portable generators as required to effect Work.

**A7. HEALTH AND SAFETY REQUIRMENTS**

**A7.1. Regulatory Requirements**

1. Abide by, all relevant Legislation, Regulations, Codes, and Standards and ensure that all work undertaken at the dam site on behalf of PSPC is completed in a safe manner.
2. Provide all necessary safety training and personnel protective equipment as required to effect Work.
3. Ensure that sub-contractors are equally compliant.

**A7.2. Safety Procedures**

1. Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of work, immediately stop work and advise Technical Authority verbally and in writing.
2. Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Technical Authority and provide Technical Authority with written report of action taken.
3. Technical Authority may stop work if non-compliance of health and safety regulations is not corrected.

**A7.3. Health and Safety Submittals**

1. PSPC requires a variety of submittals proving Contractor compliance with legislated requirements. Hence, within two (2) weeks (14 calendar days) of Contract Award, submit the following to Technical Authority:

2. **Company information (submit for sub-contractors as well):**

- a. *Clearance Certificate* from the Workplace Safety Insurance Board (WSIB) and/or Commission de la Santé et de la Sécurité au Travail (CSST), or *proof of disability insurance coverage* from private company. To be re-issued with each progress payment. Must be valid at all times.
- b. *Company's Health & Safety Policy Statement* meeting the requirement of the Ontario Occupational Health and Safety Act.
  - i. Usually 1 page, this is a clear, concise policy statement reflecting management's commitment, support, and attitude to the health and safety program for the protection of their employees.
  - ii. Statement must be signed by the employer at the highest level of management at the workplace.
- c. *Company's Occupational Health and Safety Program* meeting the requirements of the Ontario Occupational Health and Safety Act.
  - i. Usually five to fifteen (5 to 15) pages, describing, in a general way, how Contractor handles health and safety in the firm.
- d. *Sub-contractor information* – Provide names and contact information for all sub-contractors who will be working on site.

3. **Employee information.**—For all members of Contractor's team (both staff and sub-contractors) who will be on site for this Contract (in all cases, provide updates in case of employee changes during the course of the Contract):

- a. *Names* of all persons who will be present on site during the course of this Contract, both employees and sub-contractors.
- b. *Proof of health & safety training* for all employees in a minimum of the following areas:
  - i. *Workplace Hazardous Materials Information System (WHMIS)*. All crewmembers on site must have this training. Products currently anticipated to be used at the site include lubricants.
  - ii. *Working at Heights*. All crewmembers on site must have this training.
  - iii. *First Aid and CPR*. Whenever a crew is on site, at least one employee must be trained in first aid and CPR.
  - iv. Additional training as required to address other specific hazards associated with this Contract (e.g. boat-related courses).

4. **Site-Specific Hazard Assessment and Health and Safety Plan (SSHASSP).**—The SSHAHSP must contain, but need not be limited to, the following:

- a. *Description.*—A brief description of what Contractor understands Work of the Contract to be.
- b. *Hazard identification, analysis, and mitigation measures.*—A list of Contract-specific activities to be undertaken at the site complete with the hazards associated with each activity, complete with a series of procedures to be used to mitigate the hazard. This section is usually five to ten (5 to 10) pages long, depending on the number of hazards identified.



- i. Mitigation measures may include a range of engineering controls, work practices, and personal protective equipment.
- ii. This section must include activities to be undertaken by sub-contractors.
- iii. Currently-known hazards involved in Work of this contract include:
  - (1) working at heights;
  - (2) working over water;
  - (3) working at night;
  - (4) boat work;
  - (5) working with live steam;
  - (6) use of explosives taking place nearby (during ice flush);
  - (7) electrical hazards;
  - (8) working during inclement weather; and,
  - (9) slips, trips, and fall hazards on the dam deck such as tripping over crane rails.
- c. *Emergency contacts.*—An organizational chart showing the specific chain-of-command and specify the overall responsibilities of Contractor’s employees and sub-contractors at Work site in the case of emergencies. This is usually a list of names, roles, and phone numbers, and must include all sub-contractors.
- d. *Emergency response plan.*—List emergencies that could perceivably occur during the course of work and what steps you will take to respond. For example, provide a rescue plan in the event a worker falls in the water.
- e. *Hazard communication plan.*—How Contractor will inform workers, visitors, and other individuals about the hazards during work. This may include but need not be limited to signage, barriers, and tailgate meetings.
- f. *Safety orientation briefing.*—Contractor must provide a short (15-minute) safety briefing for their employees and sub-contractors summarizing the hazards and hazard mitigations measures appropriate to the site. All persons are to sign-off as having received this briefing before starting Work. Submit a copy of the briefing agenda and signed attendance list to Technical Authority.
  - i. Safety briefing is required for all new personnel before they go on site the first time.
  - ii. Repeat this safety briefing before the pre-freshet inspection (Activity 11) because of the higher risks due to work during inclement weather.
- g. If work arises in the course of the contract where the hazards for performing the work are different than the hazards assumed in the SSHAHSP, then provide a one-off document pertaining to that work alone. If such cases arise, it is mostly likely to be in the course of a Task Authorizations.

#### **A7.4. Hazardous and Other Materials**

- 1. *Designated Substances Report* for the East dam deck has been completed and is attached. There is no *Designated Substances Report* for the West dam, but as this dam was built only in 1998 it is not expected that any Designated Substance (other than silica in the concrete) would exist at that dam.
- 2. Should material resembling a hazardous material not previously identified or documented be encountered during the execution of Work, stop Work and notify Technical Authority. Do not proceed until written



instructions have been received from Technical Authority.

3. It is not anticipated that Contractor would be using any hazardous materials in the course of the Contract.
4. Manage all products used in Work to requirements of the *Workplace Hazardous Materials Information System (WHMIS) Regulations and Chemical Substances of the Occupational Health and Safety Act and Regulations*.
  - a. For all products used in Work, submit a copy of Material Safety Data Sheets (MSDS) to Technical Authority three (3) weeks before starting work.
  - b. Use only those maintenance products recommended by OEM.

**A8. QUALIFICATIONS OF PERSONNEL**

1. Have on staff, or provide under sub-contract, all the skills required to perform Work of this contract.
2. Before starting work, submit to Technical Authority the names, responsibilities, and skills of the personnel involved in each operation, and including of qualification to the requirements listed below where applicable.
  - a. As part of Initial Submittals of A5.2, submit names and proof of qualifications of individual persons who will function as General Labourers, Overhead Crane Inspectors, Overhead Crane Operators, and Overhead Crane Technicians.
  - b. As part of Initial Submittals of A5.2, submit names of firm with whom Contractor intends to subcontract for the services of: Boat Operator, Millwright, Non-Destructive Testing Inspector, and Professional Engineer; alternatively, if these are in-house resources, submit actual names of individuals. However, in all cases where only names of firm have been submitted, then submit names and qualifications of actual individuals at minimum 2 hours before these persons are go on-site.
  - c. Substitute personnel (e.g. in case of illness of original personnel, etc.) must hold equivalent qualifications to the original personnel. Submit proof thereof to Technical Authority as soon as need for substitute personnel is known.
3. A single individual may hold more than one skill qualification.
4. Contractor or his sub-contractor must be factory-authorized to service Stahl and Shaw-Box hoists and have full access to the engineering required to replace obsolete crane components required for certification with all required support documentation.
5. Contractor is responsible for selecting the mix of skills required to complete any given Activity, keeping in mind the need to comply with statutory and regulatory requirements. The skills set required for this contract are expected to include, but need not necessarily be limited to, the following:
  - a. **Boat Operator**.—who must hold at minimum a Pleasure Craft Operator’s Card.
  - b. **Electrician**—licensed to work in Ontario as a Journeyman *Construction and Maintenance Electrician* (Trade ID #309A). An Ontario Certificate of Qualification or a Red Seal endorsement on an out-of-Province Certificate of Qualification is sufficient proof of meeting this requirement.
  - c. **General Labourer**.

- d. **Millwright**—licensed to work in Ontario as a Journeyman *Industrial Mechanic Millwright* (Trade ID# 433A). An Ontario Certificate of Qualification or a Red Seal endorsement on an out-of-Province Certificate of Qualification is sufficient proof of meeting this requirement.
- e. **Non-Destructive Testing Inspector**.—who must be certified to CAN/CGSB 48.9712-2006 *Non-destructive Testing, Qualification and Certification of Personnel*, Level II minimum. Submit proof of fulfilling these requirements.
- f. **Overhead Crane Inspector**.—A person who has sufficient skill and knowledge in the field of electric overhead cranes and is sufficiently familiar with the relevant regulations to determine deviations from the proper conditions.
  - i. A letter from a training provider indicating that the inspector has completed hoist inspection training is sufficient proof of meeting the educational portions of this requirement.
  - ii. Inspector must also hold the experience requirement described in CAN/CSA B167-08 *Overhead travelling cranes – Design, inspection, testing, maintenance, and safe operation*.
- g. **Overhead Crane Operator**.—who must hold the experience and training qualifications for operation of electric overhead travelling cranes as described in CAN/CSA B167-08 *Overhead travelling cranes – Design, inspection, testing, maintenance, and safe operation*.
- h. **Overhead Crane Technician**— a person who is knowledgeable, experienced, and trained in all aspects of diagnosis and repair of defects in overhead hoists and cranes.
  - i. A letter from a training provider indicating that the technician(s) have completed hoist mechanic training is sufficient proof of meeting the educational portion of this requirement.
  - ii. Technician must also hold the experience requirement described in CAN/CSA B167-08 *Overhead travelling cranes – Design, inspection, testing, maintenance, and safe operation*.
- i. **Professional Engineer**.—who must be licensed to work in Ontario and must have a minimum of 5 years' experience in the design, construction or maintenance of cranes; knowledge of the relevant regulations and standards; knowledge of associated hazards to carry out the inspection; and the ability to make professional judgements about the safe condition of the hoisting devices and which measures need be taken in order to ensure their continued safe operation. Professional Engineer preparing engineered lift plans must have prepared and certified at least two (2) engineered lift plans in the last five (5) years. Submit résumé and references providing proof of fulfilling these requirements.
- j. **Welding Inspector**.—who must be certified to CSA W178.2-08 (R2013) *Certification of Welding Inspectors* in the Category of "*Buildings, Bridges, Industrial Structures, Machinery, Cranes, Rail, and Road Vehicles (Steel)*." Company must be certified to CSA W178.1-08 *Certification of Welding Inspection Organizations*. Submit proof of fulfilling these requirements.

## **A9. QUALITY ASSURANCE**

### **A9.1. Responsibilities**

- 1. Contractor is responsible for Quality Control during the Contract, including but not limited to such things as ensuring log book is kept up-to-date and for reviewing *Report of Work* for completeness and accuracy before submitting to Technical Authority.

2. PSPC will undertake Quality Assurance reviews at random intervals.

#### **A9.2. Acceptance Criteria**

1. Quality Assurance is the actions taken by PSPC to verify that work performed by Contractor meets Contract requirements.
2. PSPC will monitor Contractor’s performance using the following quality assurance criteria:
  - a. Timeliness of Contractor response.
  - b. Quality of work performed (thorough, accurate, dam left secure and in good condition).
  - c. Clearness, accuracy, and completeness of log book entries and other reports.
3. Contractor must put in place his own Quality Control program. This must be submitted to Technical Authority as part of Initial Submittals of A5.2

#### **A10. HISTORICAL OPERATIONAL FREQUENCY OF RIDEAU FALLS DAMS**

Combined operations at East and West Dams, these are the number of days per month in which water control operations were done.

Month	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	Average
Jan	5	0	2	3	0	0	1	2	9	5	2.7
Feb*	4	2	0	2	0	0	3	2	2	0	1.5
Mar*	13	6	0	7	9	9	7	3	2	3	5.9
Apr	9	10	12	9	0	12	1	7	13	13	8.6
May	1	0	5	2	0	5	0	4	2	0	1.9
Jun	0	2	4	3	0	0	0	0	3	0	1.2
Jul	0	0	0	6	0	0	0	0	1	0	0.7
Aug	0	0	2	0	0	0	0	0	0	0	0.2
Sep	1	0	2	0	0	0	0	0	0	0	0.3
Oct	0	0	0	0	0	0	7	0	0	0	0.7
Nov	0	7	0	0	0	0	2	0	0	0	0.9
Dec	0	0	2	0	0	0	6	6	2	5	2.1
<b>TOTAL</b>	<b>33</b>	<b>27</b>	<b>29</b>	<b>32</b>	<b>9</b>	<b>26</b>	<b>27</b>	<b>24</b>	<b>34</b>	<b>26</b>	<b>26.7</b>

#### **NOTES**

- \* These months do not include ice flush and freshet periods, where the operating crew is full-time on-site and many operations are done per day.

#### **A11. GOVERNMENT SUPPLIED MATERIAL**

##### **A11.1. Keys**

1. Keep keys fully protected and secure at all times.
2. Duplication of keys is strictly prohibited.
3. Return keys at end of Contract or when instructed to do so by Technical Authority.

**A11.2. Snow Melter Product**

1. See product details under Activity 1.

**A11.3. Spare Parts**

1. See details under A6.6

**A12. PSPC INSPECTION CHECKLISTS**

**A12.1. Monthly Inspections**

**Note:** Include these items in Spring, Fall, and Pre-Freshet inspections.

1. **Visual check of gantry frames and hoist components**
  - a. Visually check for leakage of gearbox oil or other fluids
  - b. Ensure labels on operator controls are present and legible
  - c. Visually check gantries’ frames for evidence of cracks, loose fasteners, or other damage
  - d. Visually check for evidence of damage to other components
  - e. Identify areas requiring touch-up painting
  - f. Ensure end stops for hoist trolley are present on gantry
  - g. Ensure bumpers for crane rail end stops are present on gantry
2. **Visual check of spreader beams**
  - a. Examine shackles and lifting lugs for wear or other damage
  - b. Examine lever arms’ bolts to ensure nuts have not slackened
  - c. Identify areas requiring touch-up painting
3. **Visual check of crane rails.**—Check that rail stops are all present and securely fastened to crane rails
4. **Functional check of stoplog lifters in no-load conditions**
  - a. Start machines and, with only the weight of the empty spreader beam on hooks, check operation of all crane functions to ensure they are functioning normally, smooth and regular with no hesitations, vibrations, binding, weaving, unusual sounds, rough operation, or other irregularity or for maladjustment interfering with proper operation. Ensure two hoists and their trolleys are moving in tandem, adjusting accordingly to produce this.
    - i. Travel in both directions on dam deck. Normal check: travel entire length of crane rails from one end to the other and back to start. Minimum length of travel in snow conditions: from one sluice to another and back to start.
    - ii. Move trolley the full length of travel in upstream and downstream direction on bridge
    - iii. Check hoisting movements up and down. Length of travel: from upper limit switches to the point just before where the lever arms of the lifting beam touch the top stoplog
  - b. For all motions, check brake actions for slippage, play, drift, or binding
  - c. For all motions, check emergency stop button operation
5. **Control devices**
  - a. Verify function of all limit switches on gates and stoplog lifters
  - b. Ensure all control buttons are responsive to the touch
6. **Stoplog lifter hoists, including wire rope and blocks**
  - a. Inspect and lubricate according to hoist manufacturer's maintenance recommendations, running out the rope as required to inspect area that flexes around block sheaves

- b. Inspect, measure, and record hook information to OEM-provided procedures
- c. Apply liberal amounts of grease to exposed surfaces of trolley drive mechanism

7. **Vertical lift gates**

- a. Check for leaks around gearmotors and around planetary gear reducers
- b. Only when there is no ice upstream of the gates, verify that each of the two gates will operate (raise or lower maximum 0.5m and return to original position)

**A12.2. Spring & Fall Inspections**

---

**Note:** Spring and fall inspections also include all the Monthly Inspection items

1. **Records.**—Ensure dated and signed inspection records are being kept on file and are readily available
2. **Crane rails**
  - a. Check bolts and rail alignment
  - b. Check for wear or other damage to crane rail
  - c. Check rail joints as gantry crosses them for problems, excessive gap, flexing, or other problem
3. **Gantry travel mechanisms**
  - a. Check operation and condition of gantry drive motors and associated power transmission components
  - b. Lubricate motor bearings
  - c. Check and adjust motor brakes
  - d. Inspect and lubricate wheel bearings
4. **Electrical items**
  - a. Cable reel and festoon
    - i. Inspect stoplog lifters’ power supply cables at both ends and along entire length for damage
    - ii. Adjust spring on cable reel if required to ensure cable does not drag on deck
  - b. Check contacts for pitting or deterioration
  - c. Examine visible portions of connection cable and electrical cables everywhere on machine for problems with sheathing
  - d. Check for glazing, scoring, etc. on motor brakes
  - e. Ensure free operation of all controls
  - f. Check for performance and reliability of limit switches
  - g. Check function labels for legibility
5. **Spreader Beams**
  - a. Examine shackles and eyes for wear
  - b. Examine lever arm bolts for wear and damage and to ensure nuts have not slackened
6. **Stoplog lifter hoists, wire rope, and rigging devices**
  - a. Inspect and lubricate "monthly," "semi-annual," and “annual” items from hoist OEM manuals
  - b. Change gearcase oil (fall inspection only) using procedure and products in OEM manuals
  - c. Ensure all warning and safety labels are visible and legible
  - d. Ensure end stops for trolley are secure on gantry
7. **Vertical Lift Gate System**

- a. **Gates**
  - i. Grease gate wheels (fall only)
  - ii. Test travel of gate through full range of motion
- b. **Wire Rope**
  - i. Inspect wire rope, measure and record rope diameter in minimum of 5 places, and compare against criteria from ASME B30.2 when making recommendations for replacement of wire rope
  - ii. Grease wire rope with penetrating sulfonate-based grease to OEM recommendations
  - iii. Visually inspect wire rope terminations at bottom of gate
  - iv. Check drums for cracks and groove wear and for proper reeving of wire rope
- c. **Bearings**—Grease pillow block bearings to OEM manual
- d. **Gearboxes (planetary and worm)**
  - i. Check oil level in planetary and in worm gear reducers, topping up with OEM-recommended products as required
  - ii. Inspect mounting feet of gearmotor for cracks and security of fasteners
- e. **Flexible couplings**—Grease flexible couplings to OEM recommendations
- f. **Motors**
  - i. Inspect motors, lubricate bearings, and measuring air gaps between rotor and stator to detect possible bearing problems
  - ii. Check motor brakes, adjust if necessary
  - iii. Inspect mounting feet for cracks
  - iv. Ensure nothing is interfering with motor ventilation (e.g. insect nests)
- g. **Handcrank mechanism**
  - i. Lubricate handcrank sprockets and chain with 10W30 motor oil as per OEM recommendations, inspecting sprockets for defects
  - ii. Test for successful operation the emergency hand-crank mechanism following OEM instructions
- h. **Electrical and control devices**
  - i. Verify correct operation of all limit switches
  - ii. Perform Programmable Logic Controller(PLC) maintenance as per Régulvar's recommendations
  - iii. Check for free operation of buttons and controls at dam deck level
  - iv. Check electrical contacts for pitting or deterioration
  - v. Check for deterioration in sheathing of electrical supply cables
  - vi. Check for proper operation all lights on stoplog lifters and on dam deck
- i. **Heaters**—Check gate heater blower motors and lubricate bearings

#### **A12.3. Pre-Freshet Inspections**

**Note:** Pre-Freshet inspections also include all the Monthly Inspection items

- 1. **Records**—Ensure dated and signed inspection records are being kept on file and are readily available.

2. **Electrical and control devices**

- a. Examine visible portions of connection cable and electrical cables everywhere on machine for problems with sheathing
- b. Check function labels for legibility
- c. Cable reel
  - i. Inspect stoplog lifters' power supply cables at both ends and along entire length for damage
  - ii. Adjust spring on cable reel if required to ensure cable does not drag on deck

3. **Spreader Beams**

- a. Examine shackles and eyes for wear
- b. Change lever arm bolts for new (3/4" dia. A325 or A490 bolts)

4. **Stoplog Lifter Hoists, Wire Rope, and Rigging Devices.**—Inspect "monthly" items from hoist OEM manuals, but do not change gearcase lubrication (which is to be done in fall inspection instead for temperature reasons). Instead, check oil level and top-up, if necessary, with OEM-recommended product

5. **Vertical Lift Gate System**

a. **Gearboxes (planetary and worm)**

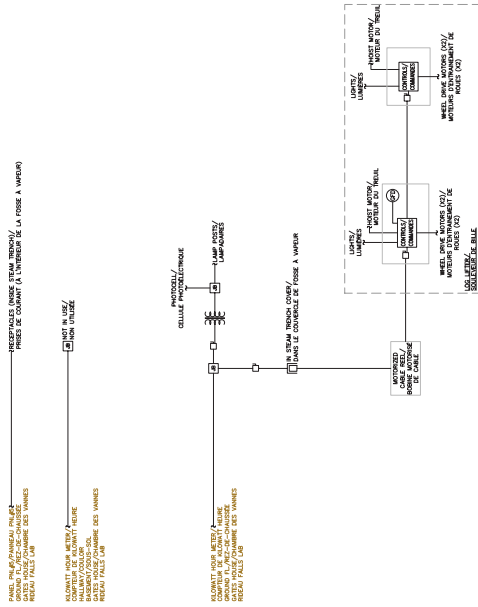
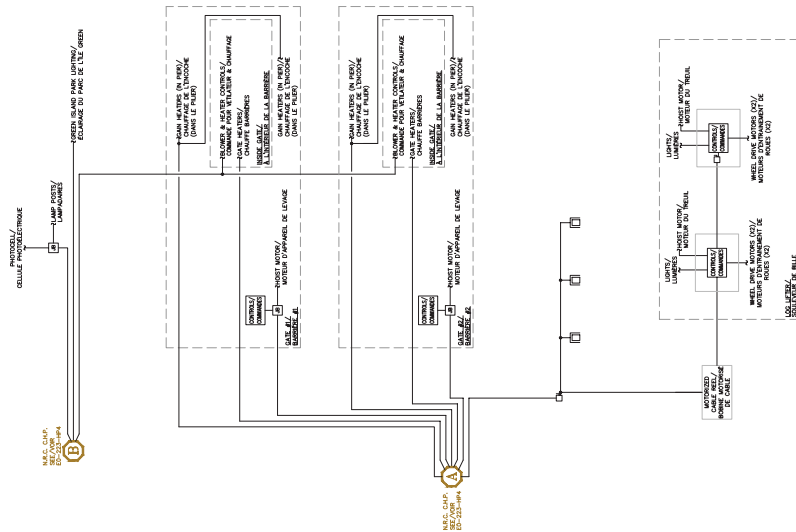
- i. Check oil level in all gear reducers, topping up with OEM-recommended products as required
- ii. Inspect gearmotor mounting feet for cracks and security of fasteners

b. **Motors**

- i. Inspect mounting feet for cracks
- ii. Ensure nothing is interfering with motor ventilation

c. **Electrical and control devices**

- i. Verify correct operation of all limit switches
- ii. Perform PLC maintenance as per Régulvar's recommendations
- iii. Check for free operation of buttons and controls at dam deck level

[illegible][illegible]

**RIDEAU FALLS DAMS/  
BARRAGES DES  
CHUTES RIDEAU**

Ottawa, Ontario

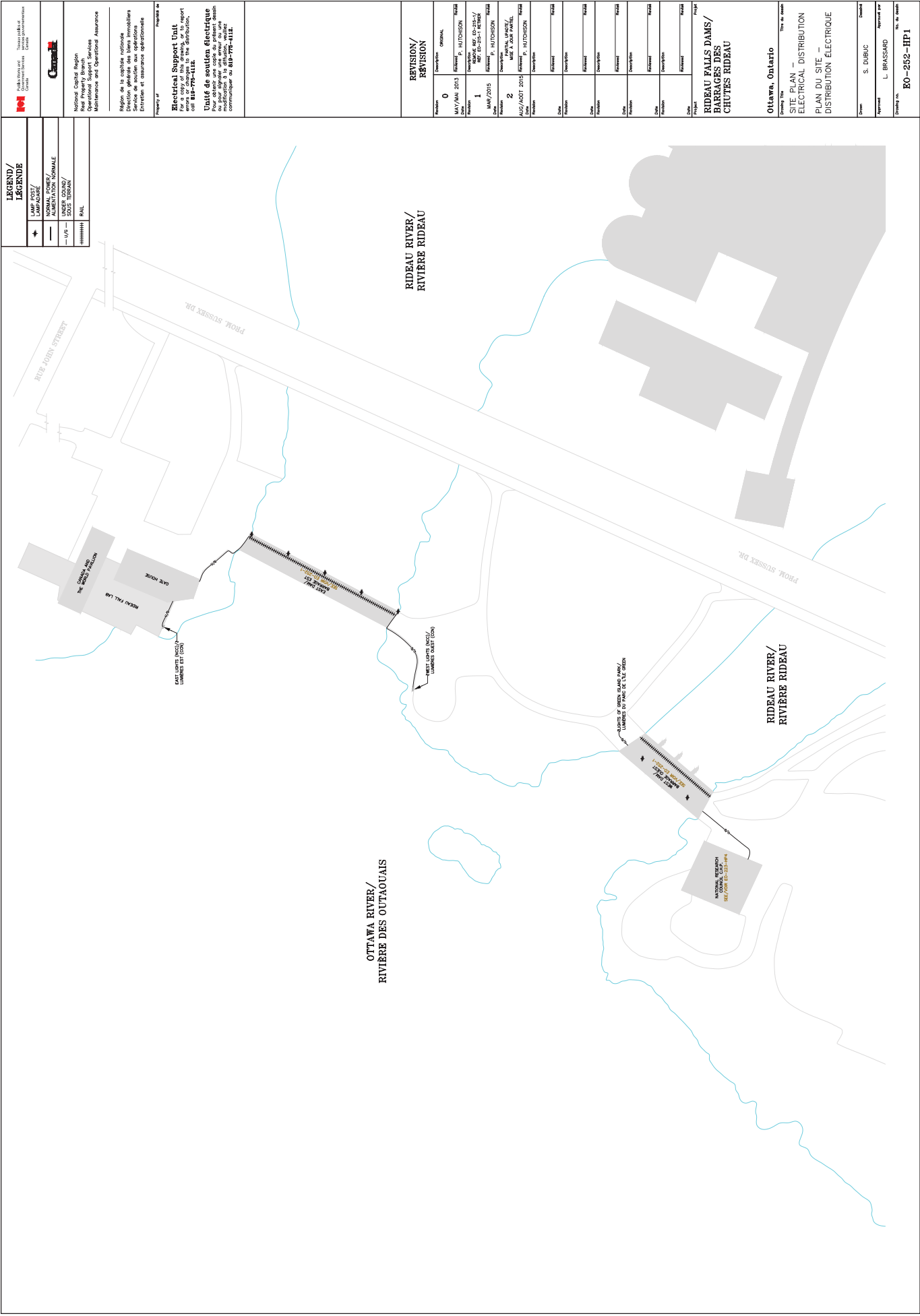
**SINGLE LINE DIAGRAM  
ELECTRICAL  
DISTRIBUTION**

Drawn	S. DUBUC	Dessiné
Approved	L. BRASSARD	Approuvé par

Ordering no.	Nat. du dossier
FO-050-1	

E0-252-1





## Task Authorization Autorisation de tâche

APPENDIX "D"  
ANNEXE "D"

**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.

---

**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 <input type="checkbox"/> No - Non <input type="checkbox"/> 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 \$
--	--	---

**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.

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.

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.

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



Appendix E --Annexe E  
**Claim for Progress Payment**  
**Demande de paiement progressif**

If necessary, use form PWGSC-TPSGC 1112 to record detail costs  
Si nécessaire, utiliser le formulaire PWGSC-TPSGC 1112 pour inscrire les coûts détaillés

Contractor's Name and Address Nom et adresse de l'entrepreneur	Claim No. N° de la demande	Date YYYY-MM-DD / AAAA-MM-JJ	Contract Price - Prix contractuel
	File No. - N° du dossier		Contract Serial No. N° de série du contrat
Contractor's Procurement Business Number (PBN) Numéro d'entreprise-appvisionnement (NEA) de l'entrepreneur		Financial Code(s) - Code(s) financier(s)	
Contractor's Report of Work Progress (if needed, use additional sheets) Compte rendu de l'avancement des travaux par l'entrepreneur (si nécessaire, utiliser des feuilles supplémentaires)			

Period of work covered by the claim Période des travaux visée par la demande ▶	Current Claim Demande courante		Previous Claims Demandes précédentes		Total to Date Total à date (A + B)
	(A)	Tax Rate Taux de taxe	(B)	Tax Rate Taux de taxe	
<b>Description:</b> (Expenditures must be claimed in accordance with the basis and/or method of payment of the contract) <b>Description :</b> (Les dépenses doivent être réclamées conformément à la base de paiement et (ou) à la méthode de paiement du contrat).		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
		%		%	
Contractor's GST No. N° de TPS de l'entrepreneur	Subtotal Sous-total				
Contractor's QST No. No. de TVQ de l'entrepreneur	Applicable taxes Taxes applicables				
Total					
Less holdbacks on expenditures only (Applicable taxes excluded) Moins les retenues sur les dépenses uniquement (Taxes applicables en sus)					
Total Amount of Claim (including applicable taxes) Montant total de la demande (incluant les taxes applicables)					
Percentage of the work completed Pourcentage des travaux achevés	%	Current Claim Demande courante ▶	Amount due Montant dû		

Claim No.  
N° de la demande

Contract Serial No.  
N° de série du contrat

## CERTIFICATE OF CONTRACTOR

### I certify that:

- All authorizations required under the contract have been obtained. The claim is consistent with the progress of the work and is in accordance with the contract.
- Indirect costs have been paid for or accrued in the accounts.
- Direct materials and the subcontracted work have been received, accepted and either paid for or accrued in the accounts following receipt of invoice from supplier/subcontractor, and have been or will be used exclusively for the purpose of the contract.
- All direct labour costs have been paid for or accrued in the accounts and all such costs were incurred exclusively for the purpose of the contract;
- All other direct costs have been paid for or accrued in the accounts following receipt of applicable invoice or expense voucher and all such costs were incurred exclusively for the purpose of the contract; and
- No liens, encumbrances, charges or other claims exist against the work except those which may arise by operation of law such as a lien in the nature of an unpaid contractor's lien and in respect of which a progress payment and/or advance payment has been or will be made by Canada.

Contractor's Signature - Signature de l'entrepreneur

Check the box if the claim is being made with respect to advance payment provisions included in the basis of payment of the contract.

☐

This claim, or a portion of this claim, is for an advance payment.

### I certify that:

- The funds received will be used solely for the purpose of the contract and attached is a complete description of the purpose to which the advance payment will be applied.
- The amount of the payment is established in accordance with the conditions of the contract.
- The contractor is not in default of its obligations under the contract.
- The payment is related to an identifiable part of the contractual work.

Contractor's Signature - Signature de l'entrepreneur

## CERTIFICATES OF DEPARTMENTAL REPRESENTATIVES

**Scientific/Project/Inspection Authority:** I certify that the work meets the quality standards required under the contract, and its progress is in accordance with the conditions of the contract.

**Inspection Authority (all other contracts):** I certify that the quality of the work performed is in accordance with the standards required under the contract.

Signature of Scientific / Project / Inspection Authority  
Signature de l'autorité scientifique ou responsable du projet / de l'inspection

**PWGSC Contracting Authority:** I certify that, to the best of my knowledge, the claim is consistent with the progress of the work and is in accordance with the contract. This claim, however, may be subject to further verification and any necessary adjustment before final settlement.

Contracting Authority Signature de l'autorité contractante

**Client's Authorized Signing Officer - (must sign the interim claim):** I certify that the claim is in accordance with the contract.

Client Signature du client

**Client's Authorized Signing Officer - (must sign the final claim):** I certify that all goods have been received and all services have been rendered, that the work has been properly performed and that the claim is in accordance with the contract.

Client Signature du client

## ATTESTATION DE L'ENTREPRENEUR

### J'atteste que :

- Toutes les autorisations exigées en vertu du contrat ont été obtenues. La demande correspond à l'avancement des travaux et est conforme au contrat.
- Les coûts indirects ont été réglés ou portés aux livres.
- Les matières directes et les travaux de sous-traitance ont été reçus, et le tout a été accepté et payé, ou encore porté aux livres après réception de factures envoyées par le fournisseur ou le sous-traitant; ces matières et ces travaux ont été ou seront utilisés exclusivement aux fins du contrat.
- Tous les coûts de la main-d'œuvre directe ont été réglés ou portés aux livres et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Tous les autres coûts indirects ont été réglés ou portés aux livres après réception des factures ou pièces justificatives pertinentes et tous ces coûts ont été engagés exclusivement aux fins du contrat.
- Il n'existe aucun privilège ni demande ou imputation à l'égard de ces travaux sauf ceux qui pourraient survenir par effet de la loi, notamment le privilège d'un entrepreneur non payé à l'égard duquel un paiement progressif et/ou un paiement anticipé a été ou sera effectué par le Canada.

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

Cocher la case si la demande est faite en rapport avec les dispositions relatives aux paiements anticipés qui se trouvent dans la base de paiement du contrat.

Cette demande, ou une partie de cette demande, est pour un paiement anticipé.

### J'atteste que :

- Les fonds reçus ne serviront uniquement qu'aux fins du contrat; ci-joint est une description complète des fins auxquelles le paiement anticipé sera utilisé.
- Le montant du paiement est établi conformément aux conditions du contrat.
- L'entrepreneur n'a pas manqué à ses obligations en vertu du contrat.
- Le paiement porte sur une partie identifiable des travaux précisés dans le contrat.

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

## ATTESTATIONS DES REPRÉSENTANTS DU MINISTÈRE

### Autorité scientifique ou responsable du projet / de l'inspection :

J'atteste que les travaux sont conformes aux normes de qualité exigées en vertu du contrat et que leur avancement est conforme aux conditions du contrat.

**Responsable de l'inspection (tous les autres contrats) :** J'atteste que la qualité des travaux exécutés est conforme aux normes exigées en vertu du contrat.

Date (YYYY-MM-DD / AAAA-MM-JJ)

**Autorité contractante de TPSGC :** J'atteste, au meilleur de ma connaissance, que la demande correspond à l'avancement des travaux et est conforme au contrat. Toutefois, cette demande pourrait faire l'objet d'une autre vérification et de tout rajustement nécessaire avant le règlement final.

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

**Signataire autorisé du client - (doit signer la demande provisoire) :** J'atteste que la demande est conforme au contrat.

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)

**Signataire autorisé du client - (doit signer la demande finale) :** J'atteste que tous les biens ont été reçus, que tous les services ont été rendus, que tous les travaux ont été exécutés convenablement, et que la demande est conforme au contrat.

Title - Titre

Date (YYYY-MM-DD / AAAA-MM-JJ)