



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British Columbia

V6Z 0B9

Bid Fax: (604) 775-9381

**Request For a Standing Offer
Demande d'offre à commandes**

Regional Individual Standing Offer (RISO)

Offre à commandes individuelle régionale (OCIR)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Pacific
Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

British C

V6Z 0B9

Title - Sujet RISO DND Maintenance Service	
Solicitation No. - N° de l'invitation W6841-174136/A	Date 2017-09-20
Client Reference No. - N° de référence du client	GETS Ref. No. - N° de réf. de SEAG PW-\$PWY-026-8182
File No. - N° de dossier PWY-6-39384 (026)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-10-12	
Time Zone Fuseau horaire Pacific Daylight Saving Time PDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Yi (PWY), Patty	Buyer Id - Id de l'acheteur pwy026
Telephone No. - N° de téléphone (778)919-2578 ()	FAX No. - N° de FAX (604)775-6633
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RISO DND - Maintenance Service – CFB Esquimalt - Victoria, Winchelsea Island and Masset, BC	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

REQUEST FOR STANDING OFFER (RFSO)
Maintenance Service
Various Locations, BC

IMPORTANT NOTICE TO OFFERORS

PROMPT PAYMENT IN THE CONSTRUCTION INDUSTRY

Prompt Payment Principles

Public Services and Procurement Canada advocates that construction-related payments should follow these three principles:

- **Promptness:** The department will review and process invoices promptly. If disputes arise, Public Services and Procurement Canada will pay for items not in dispute, while working to resolve the disputed amount quickly and fairly
- **Transparency:** The department will make construction payment information such as payment dates, company names, contract and project numbers, publicly available; likewise, contractors are expected to share this information with their lower tiers
- **Shared responsibility:** Payers and payees are responsible for fulfilling their contract terms including their obligations to make and receive payment, and to adhere to industry best practices

For more information: <http://www.tpsgc-pwgsc.gc.ca/biens-property/divulgation-disclosure/psdic-ppci-eng.html>

THIS DOCUMENT CONTAINS AN INDUSTRIAL SECURITY REQUIREMENT

For further instructions please consult "Special Instruction to Offeror", SI09, "Industrial Security related requirements" and "Supplementary Conditions" SC01 Industrial Security requirements, document safeguarding location.

SUPPORT THE USE OF APPRENTICES

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 Bidder's commitment to hire and train apprentices is available on Appendix 5.

PWGSC UPDATE ON ASBESTOS USE

Effective April 1, 2016, all Public Works and Government Services Canada (PWGSC) contracts for new construction and major rehabilitation will prohibit the use of asbestos-containing materials. Further information can be found at <http://www.tpsgc-pwgsc.gc.ca/comm/vedette-features/2016-04-19-00-eng.html>

ADDITION OF TERMINOLOGY

Take note of the additional paragraph is included in clause R2810D identified in SC03.

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GENERAL INSTRUCTIONS TO OFFERORS – CONSTRUCTION SERVICES (GI)

GI01 (2016-04-04) Integrity provisions—Offer

1. The *Ineligibility and Suspension Policy* (the “Policy”) in effect on the date the offer solicitation is issued, and all related Directives in effect on that date, are incorporated by reference into, and form a binding part of the offer solicitation. The Offeror must comply with the Policy and Directives, which can be found at [Ineligibility and Suspension Policy](#).
2. Under the Policy, charges and convictions of certain offences against a Offeror, its affiliates or first tier subcontractors, and other circumstances, will or may result in a determination by Public Works and Government Services Canada (PWGSC) that the Offeror is ineligible to enter, or is suspended from entering into a contract with Canada. The list of ineligible and suspended Suppliers is contained in PWGSC's Integrity Database. The Policy describes how enquiries can be made regarding the ineligibility or suspension of Suppliers.
3. In addition to all other information required in the offer solicitation, the Offeror must provide the following:
 - a. by the time stated in the Policy, all information required by the Policy described under the heading “Information to be Provided when Offering, Contracting or Entering into a Real Property Agreement”; and
 - b. with its offer, a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy. The list of foreign criminal charges and convictions must be submitted using an Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
4. Subject to subsection 5, by submitting an offer in response to this offer solicitation, the Offeror certifies that:
 - a. it has read and understands the [Ineligibility and Suspension Policy](#);
 - b. it understands that certain domestic and foreign criminal charges and convictions, and other circumstances, as described in the Policy, will or may result in a determination of ineligibility or suspension under the Policy;
 - c. it is aware that Canada may request additional information, certifications, and validations from the Offeror or a third party for purposes of making a determination of ineligibility or suspension;
 - d. it has provided with its offer a complete list of all foreign criminal charges and convictions pertaining to itself, its affiliates and its proposed first tier subcontractors that, to the best of its knowledge and belief, may be similar to one of the listed offences in the Policy;
 - e. none of the domestic criminal offences, and other circumstances, described in the Policy that will or may result in a determination of ineligibility or suspension, apply to it, its affiliates and its proposed first tier subcontractors; and
 - f. it is not aware of a determination of ineligibility or suspension issued by PWGSC that applies to it.
5. Where an Offeror is unable to provide any of the certifications required by subsection 4, it must submit with its offer a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).
6. Canada will declare non-responsive any offer in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Offeror provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine

the Offeror to be ineligible for award of a contract for providing a false or misleading certification or declaration.

GI02 (2014-03-01) Completion of offer

1. The offer shall be
 - a. submitted on the Offer and Acceptance Form provided through the Government Electronic Tendering Service (GETS) or on a clear and legible reproduced copy of such Offer and Acceptance Form that must be identical in content and format to the Offer and Acceptance Form provided through GETS;
 - b. based on the Offer Documents listed in the Special Instructions to Offerors;
 - c. correctly completed in all respects;
 - d. signed by a duly authorized representative of the Offeror; and
 - e. accompanied by
 - i. any other document or documents specified elsewhere in the solicitation where it is stipulated that said documents are to accompany the offer.
2. Subject to paragraph 6) of GI11, any alteration to the pre-printed or pre-typed sections of the Offer and Acceptance Form, or any condition or qualification placed upon the offer may be cause for disqualification. Alterations, corrections, changes or erasures made to statements or figures entered on the Offer and Acceptance Form by the Offeror shall be initialed by the person or persons signing the offer. Alterations, corrections, changes or erasures that are not initialed shall be deemed void and without effect.
3. Unless otherwise noted elsewhere in the Offer Documents, facsimile copies of offers are not acceptable.
4. Canada will make available Notices of Proposed Procurement (NPP), offer solicitations and related documents for download through the Government Electronic Tendering Service (GETS). Canada is not responsible and will not assume any liabilities whatsoever for the information found on websites of third parties. In the event an NPP, offer solicitation or related documentation would be amended, Canada will not be sending notifications. Canada will post all amendments, including significant enquiries received and their replies, using GETS. It is the sole responsibility of the Offeror to regularly consult GETS for the most up-to-date information. Canada will not be liable for any oversight on the Offeror's part nor for notification services offered by a third party.

GI03 (2015-02-25) Identity or legal capacity of the Offeror

In order to confirm the authority of the person or persons signing the offer or to establish the legal capacity under which the Offeror proposes to enter into Contract, any Offeror who carries on business in other than its own personal name shall, if requested by Canada, provide satisfactory proof of

- a. such signing authority; and
- b. the legal capacity under which it carries on business;

prior to contract award. Proof of signing authority may be in the form of a certified copy of a resolution naming the signatory(ies) that is (are) authorized to sign this offer on behalf of the corporation or partnership. Proof of legal capacity may be in the form of a copy of the articles of incorporation or the registration of the business name of a sole proprietor or partnership.

GI04 (2015-02-25) Applicable Taxes

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013.

GI05 (2017-04-27) Capital development and redevelopment charges

For the purposes of GC1.8, of R2810D "Laws, Permits and Taxes", in the General Conditions of the Contract, only fees or charges directly related to the processing and issuing of building permits shall be included. The Offeror shall not include any monies in the offer amount for special municipal development, redevelopment or other fees or charges which a municipal authority may seek as a prerequisite to the issuance of building permits.

GI06 (2015-02-25) Listing of Subcontractors and Suppliers

Notwithstanding any list of Subcontractors that the Offeror may be required to submit as part of the offer, the Offeror shall, within 48 hours of receipt of a notice to do so, submit all information requested in the said notice including the names of Subcontractors and Suppliers for the part or parts of the Work listed. Failure to do so shall result in the disqualification of its offer.

GI07 (2014-03-01) Submission of offer

1. The Offer and Acceptance Form, duly completed, shall be enclosed and sealed in an envelope provided by the Offeror, and shall be addressed and submitted to the office designated on the Front Page "Invitation to Tender" for the receipt of offers. The offer must be received on or before the date and time set for solicitation closing.
2. Unless otherwise specified in the Special Instructions to Offerors
 - a. the offer shall be in Canadian currency;
 - b. the requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All offers including such provision will render the offer non-responsive.
3. Prior to submitting the offer, the Offeror shall ensure that the following information is clearly printed or typed on the face of the offer envelope:
 - a. Solicitation Number;
 - b. Name of Offeror;
 - c. Return address; and
 - d. Closing Date and Time.
4. Timely and correct delivery of offers is the sole responsibility of the Offeror.

GI08 (2010-01-11) Revision of offer

1. An offer submitted in accordance with these instructions may be revised by letter or facsimile provided the revision is received at the office designated for the receipt of offers, on or before the date and time set for the closing of the solicitation. The letter or facsimile shall be on the Offeror's letterhead or bear a signature that identifies the Offeror.
2. A revision to a offer that includes unit prices must clearly identify the change(s) in the unit price(s) and the specific item(s) to which each change applies.
3. A letter or facsimile submitted to confirm an earlier revision should be clearly identified as a confirmation.
4. Failure to comply with any of the above provisions may result in the rejection of the non-compliant revision(s) only. The offer shall be evaluated based on the original offer submitted and all other compliant revision(s).

GI09 (2014-09-25) Rejection of offer

1. Canada may accept any offer, whether it is the lowest or not, or may reject any or all offers.

2. Without limiting the generality of paragraph 1) of GI11, Canada may reject an offer if any of the following circumstances is present:
 - a. the Offeror's offering privileges are suspended or are in the process of being suspended;
 - b. the offering privileges of any employee or subcontractor included as part of the offer are suspended or are in the process of being suspended, which suspension or pending suspension would render that employee or subcontractor ineligible to offer on the Work, or the portion of the Work the employee or subcontractor is to perform;
 - c. the Offeror is bankrupt, or where for whatever reason, its activities are rendered inoperable for an extended period;
 - d. evidence, satisfactory to Canada, of fraud, bribery, fraudulent misrepresentation or failure to comply with any law protecting individuals against any manner of discrimination, has been received with respect to the Offeror, any of its employees or any subcontractor included as part of its offer;
 - e. evidence satisfactory to Canada that based on past conduct or behavior, the Offeror, a subcontractor or a person who is to perform the Work is unsuitable or has conducted himself/herself improperly;
 - f. with respect to current or prior transactions with Canada
 - i. Canada has exercised, or intends to exercise, the contractual remedy of taking the work out of the Offeror's hands with respect to a contract with the Offeror, any of its employees or any subcontractor included as part of its offer; or
 - ii. Canada determines that the Offeror's performance on other contracts is sufficiently poor to jeopardize the successful completion of the requirement being offer on.
3. In assessing the Offeror's performance - on other contracts pursuant to subparagraph 2)(f)(ii) of GI11, Canada may consider, but not be limited to, such matters as:
 - a. the quality of workmanship in performing the Work;
 - b. the timeliness of completion of the Work;
 - c. the overall management of the Work and its effect on the level of effort demanded of the department and its representative; and
 - d. the completeness and effectiveness of the Offeror's safety program during the performance of the Work.
4. Without limiting the generality of paragraphs 1), 2) and 3) of GI11, Canada may reject any offer based on an unfavourable assessment of the
 - a. adequacy of the offer price to permit the work to be carried out and, in the case of a offer providing prices per unit, whether each such price reasonably reflects the cost of performing the part of the work to which that price applies;
 - b. Offeror's ability to provide the necessary management structure, skilled personnel, experience and equipment to perform competently the work under the Contract; and
 - c. Offeror's performance on other contracts.
5. Where Canada intends to reject an offer pursuant to a provision of paragraphs 1), 2), 3) or 4) of GI11, other than subparagraph 2)(a) of GI11, the contracting Authority will inform the Offeror and provide the Offeror ten (10) days within which to make representations, before making a final decision on the offer rejection.
6. Canada may waive informalities and minor irregularities in offers received if Canada determines that the variation of the offer from the exact requirements set out in the Offer Documents can be corrected or waived without being prejudicial to other Offerors.

GI10 (2015-02-25) Offer costs

No payment will be made for costs incurred in the preparation and submission of an offer in response to the offer solicitation. Costs associated with preparing and submitting an offer, as well as any costs incurred by the Offeror associated with the evaluation of the offer, are the sole responsibility of the Offeror.

GI11 (2015-02-25) Procurement Business Number

Offerors are required to have a Procurement Business Number (PBN) before Contract award. Offerors may register for a PBN in the Supplier Registration Information system on the [Contracts Canada](#) Web site. For non-Internet registration, Offerors may contact the nearest [Supplier Registration Agent](#).

GI12 (2013-04-25) Compliance with applicable laws

1. By submission of an offer, the Offeror certifies that the Offeror has the legal capacity to enter into a contract and is in possession of all valid licences, permits, registrations, certificates, declarations, filings, or other authorizations necessary to comply with all federal, provincial and municipal laws and regulations applicable to the submission of the offer and entry into any ensuing contract for the performance of the work.
2. For the purpose of validating the certification in paragraph 1) of GI14, a Offeror shall, if requested, provide a copy of every valid licence, permit, registration, certificate, declaration, filing or other authorization listed in the request, and shall provide such documentation within the time limit(s) set out in the request.
3. Failure to comply with the requirements of paragraph 2) of GI14 shall result in disqualification of the offer.

GI13 (2015-02-25) Approval of alternative materials

When materials are specified by trade names or trademarks, or by manufacturers' or suppliers' names, the offer shall be based on use of the named materials. During the solicitation period, alternative materials may be considered provided full technical data is received in writing by the Contracting Authority at least ten (10) calendar days prior to the solicitation closing date. If the alternative materials are approved for the purposes of the offer, an addendum to the offer documents shall be issued.

GI14 (2010-01-11) Performance evaluation

1. Offerors shall take note that the performance of the Offeror during and upon completion of the work shall be evaluated by Canada. The evaluation shall be based on the quality of workmanship; timeliness of completion of the work; project management, contract management and management of health and safety. Should the Offeror's performance be considered unsatisfactory, the Offeror's offering privileges on future work may be suspended indefinitely.
2. The form [PWGSC-TPSGC 2913](#), SELECT - Contractor Performance Evaluation Report Form, is used to record the performance.

GI15 (2011-05-16) Conflict of interest—unfair advantage

1. In order to protect the integrity of the procurement process, Offerors are advised that Canada may reject an offer in the following circumstances:
 - a. if the Offeror, any of its subcontractors, any of their respective employees or former employees was involved in any manner in the preparation of the offer solicitation or in any situation of conflict of interest or appearance of conflict of interest;
 - b. if the Offeror, any of its subcontractors, any of their respective employees or former employees had access to information related to the offer solicitation that was not available to other Offerors and that would, in Canada's opinion, give or appear to give the Offeror an unfair advantage.

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2. The experience acquired by a Offeror who is providing or has provided the goods and services described in the offer solicitation (or similar goods or services) will not, in itself, be considered by Canada as conferring an unfair advantage or creating a conflict of interest. This Offeror remains however subject to the criteria established above.
3. Where Canada intends to reject an offer under this section, the Contracting Authority will inform the Offeror and provide the Offeror an opportunity to make representations before making a final decision. Offerors who are in doubt about a particular situation should contact the Contracting Authority before offer closing. By submitting an offer, the Offeror represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. The Offeror acknowledges that it is within Canada's sole discretion to determine whether a conflict of interest, unfair advantage or an appearance of conflict of interest or unfair advantage exists.

GI16 (2016-04-04) Code of Conduct for Procurement—offer

The *Code of Conduct for Procurement* provides that Offerors must respond to offer solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements set out in the offer solicitation and resulting contract, submit offers and enter into contracts only if they will fulfill all obligations of the Contract. By submitting an offer, the Offeror is certifying that it is complying with the *Code of Conduct for Procurement*. Failure to comply with the *Code of Conduct for Procurement* may render the offer non-responsive.

SPECIAL INSTRUCTIONS TO OFFEROR'S (SI)

SI01 INTRODUCTION

1. Public Works and Government Services Canada (PWGSC) is inviting Offerors to submit proposals for Standing Offers. The selected offerors shall provide a range of services as identified in the Statement of Work section of this document.
2. It is PWGSC's intention to authorize up to two (2) Standing Offer for a period of three (3) years with two (2) one year options. The Contractor hereby grants to Canada two (2) irrevocable option to extend the term of the Standing Offer each for an ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIOD, under the same terms and conditions as contained in the Standing Offer. It is to be noted that Canada is not obliged to exercise the option. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least sixty (60) days prior to the Contract expiry date or the expiry date of an exercised option period. The total dollar value of all Standing Offers is estimated to be \$500,000.00 (GST or HST included). Individual call-ups will vary, up to a maximum of \$60,000.00 (GST or HST included). Offerors should note that there is no guarantee that the full or any amount of the Standing Offers will be called-up; PWGSC will issue call-ups only when the specific services to be provided under the Standing Offer are needed. Please refer to Section SOP04, CALL-UP PROCEDURE.

SI02 OFFER DOCUMENTS

1. The following are the Offer Documents:
 - a. Request for Standing Offer - Page 1;
 - b. General Instructions to Offeror's- Construction Services
 - c. Special Instructions to Offerors;
 - d. Clauses & Conditions identified in "Call-up Clauses or Resulting Contract Documents;
 - e. Drawings and Specifications;
 - f. Price Proposal form and related Appendix(s); and
 - g. Any amendment issued prior to solicitation closing.

Submission of an Offer constitutes acknowledgement that the Offeror has read and agrees to be bound by these documents.

SI03 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this Offer must be submitted in writing to the Contracting Authority named on the Request for Standing Offer (RFSO) Page 1 at e-mail address patty.yi@tpsgc-pwgsc.gc.ca. Except for the approval of alternative materials as described in GI13 enquiries should be received no later than (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Offerors the Contracting Authority will examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this offer sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the offer being declared non-compliant.

SI04 QUANTITY

The amount of work and estimated expenditure specified in the RFSO are only an approximation of requirements. The making of an offer by the Offeror shall not constitute an agreement by Canada. Canada may make one or several call-ups against a standing offer.

SI05 PWGSC OBLIGATION

A RFSO does not commit PWGSC to authorize the utilization of a standing offer or to pay any cost incurred in the submission of offers, or cost incurred in making necessary studies for the preparation thereof, or to procure or contract for any services. PWGSC reserves the right to reject or authorize for utilization any offer in whole or in part, with or without further discussion or negotiation. Canada reserves the right to cancel or amend the RFSO at any time.

SI06 Site Visit

N/A

SI07 REVISION OF OFFER

An offer may be revised by facsimile in accordance with "General Instructions to Offerors – Construction Services to Offerors". The facsimile number for receipt of revisions is (604)775-9381.

SI08 OFFER VALIDITY PERIOD

1. The offer cannot be withdrawn for the period of (60) days following the RFSO closing date.
2. Canada reserves the right to seek an extension to the offer validity period. Upon notification in writing from Canada, Offerors shall have the option to either accept or reject the proposed extension.
3. If the extension referred to in paragraph 2 of SI09 is accepted, in writing, by all those who submitted offers, then Canada shall continue immediately with the evaluation of the offers and its approvals processes.
4. If the extension referred to in paragraph 2 of SI09 is not accepted in writing by all those who submitted offers then Canada shall, at its sole discretion, either
 - a. continue to evaluate the offers of those who have accepted the proposed extension and seek the necessary approvals; or
 - b. cancel the request for proposal.
5. The provisions expressed herein do not in any manner limit Canada's rights in law or under G109 "General Instructions to Offerors – Construction Services".

SI09 INDUSTRIAL SECURITY RELATED REQUIREMENTS

1. At offer closing, the Offeror must hold a valid Security Clearance as indicated in section SC01 of the Supplementary Conditions. Failure to comply with this requirement will render the offer non compliant and no further consideration will be given to the offer.
2. The successful Offeror's personnel, as well as any subcontractor and its personnel, who are required to perform any part of the work pursuant to the subsequent contract must meet the mandatory security requirement as indicated in section SC01 of the Supplementary Conditions. **Individuals who do not have the required level of security will not be allowed on site.** It is the responsibility of the successful Offeror to ensure that the security requirements are met throughout the performance of the contract. Canada will not be held liable or accountable for any delays or additional costs associated with the successful Offeror's non-compliance with the mandatory security requirement.
3. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Offer Solicitations - Instructions for Offerors" on the Standard Procurement Documents Web site [Industrial Security Program](#)

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SI10 WEB SITES

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>

Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <Http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

Construction and Consultant Services Contract Administration Forms Real Property Contracting

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

Declaration Form

<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>

Performance Bond (form PWGSC-TPSGC 505)

http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505_eng.pdf

Trade agreements

<https://buyandsell.gc.ca/policy-and-guidelines/Policy-and-Legal-Framework/Trade-Agreements>

CALL-UPS CLAUSES OR RESULTING CONTRACT DOCUMENTS (CD)

1. The following are the "call up" contract documents:
 - a. Contract Page when signed by Canada;
 - b. Duly completed Price Proposal Form and any Appendices attached thereto;
 - c. Drawings and Specifications;
 - d. General Conditions and clauses

GC1	General Provisions – Construction Services	R2810D	(2017-08-17);
GC2	Administration of the Contract	R2820D	(2016-01-28);
GC3	Execution and Control of the Work	R2830D	(2015-02-25);
GC4	Protective Measures	R2840D	(2008-05-12);
GC5	Terms of Payment	R2550D	(2016-01-28);
GC6	Delays and Changes in the Work	R2860D	(2016-01-28);
GC7	Default, Suspension or Termination of Contract	R2870D	(2008-05-12);
GC8	Dispute Resolution	R2884D	(2016-01-28);
GC9	N/A		
GC10	Insurance	R2900D	(2008-05-12);
	Allowable Costs for Contract Changes under GC6.4.1	R2950D	(2015-02-25);
	Supplementary Conditions		
 - e. Any amendment issued or any allowable offer revision received before the date and time set for solicitation closing;
 - f. Any amendment incorporated by mutual agreement between Canada and the Offeror before acceptance of the offer; and
 - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Price Proposal Form submitted.

STANDING OFFER PARTICULARS

SOP01 GENERAL

1. The Offeror acknowledges that a standing offer is not a contract and that the issuance of a Standing Offer and Call-up Authority does not oblige or commit Canada to procure or contract for any services listed in the Standing Offer.
2. The Offeror offers to provide and deliver to Canada the services described in the Standing Offer, in accordance with the pricing set out in the Request for Standing Offer if, and when the Contracting Authority may request such services, in accordance with the conditions listed at subsection 3 below.
3. The Offeror understands and agrees that:
 - a. a call-up against the Standing Offer will form a contract only for those services which have been called-up, provided that such call-up is made in accordance with the provisions of the Standing Offer;
 - b. Canada's liability is limited to that which arises from call-ups against the Standing Offer made within the period specified in the Standing Offer;
 - c. Canada has the right to procure the services specified in the Standing Offer by means of any other contract, standing offer or contracting method;
 - d. the Standing Offer cannot be assigned or transferred in whole or in part;
 - e. the Standing Offer may be set aside by Canada at any time.

SOP02 PERIOD OF THE STANDING OFFER

The period for placing call-ups against the Standing Offer shall be for three (3) years with two one (1) year option years commencing from the start date identified on the Standing Offer. The Contractor hereby grants to Canada two (2) irrevocable option to extend the term of the Standing Offer each for an ADDITIONAL CONSECUTIVE TWELVE (12) MONTH PERIOD, under the same terms and conditions as contained in the Standing Offer. It is to be noted that Canada is not obliged to exercise the option. The exercise of any option will be at Canada's sole discretion, by providing notification in writing to the Contractor at least sixty (60) days prior to the Contract expiry date or the expiry date of an exercised option period

SOP03 CALL-UP LIMITATION

Each call-up against the Standing Offer will have a maximum limitation of expenditure of \$60,000.00 (Applicable Taxes included).

SOP04 CALL-UP PROCEDURE

1. Services will be called-up as follows:
 - a. The Departmental Representative will establish the scope of services to be performed. For each individual Call-Up, offerors will be considered using a computerized distribution system. This system will track all call-ups assigned to each offeror and will maintain a running total of the dollar value of business distributed. The system will contain for each offeror an ideal business distribution percentage which has been established as follows; 60% of the business for the top ranked offeror and 40% for the 2nd ranked offeror. In the

event fewer than 2 offerors are successful, the undistributed % of business will be redistributed amongst the offerors being recommended using the following formula:

$$\text{Revised Distributions \%} = \frac{\text{pre-established \%}}{100 \text{ less the non distributed \%}} \times 100$$

The Offeror who is furthest under their respective ideal business distribution percentage in relation to the other Offerors will be selected for the next call-up.

- b. For each individual call-up the Offeror will be provided the scope of work and will submit an offer to the Departmental Representative in accordance with the unit rates established under the Standing Offer. The Offeror's offer shall include all of the work as specified including; mobilizing, sub-trades, materials, labour, tools, administration fees and supervision including building permits as per local regulations.
2. The Offeror will be authorized in writing by the Contracting Authority to proceed with the work by issuance of a Call-up against the Standing Offer using form 2829.
 3. Any proposed changes to the scope of work are to be discussed with the Departmental Representative but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.

SOP05 STANDING OFFER RESPONSIBLES

Standing Offer Contracting Authority is :

Name : Patty Yi

Title : Supply Specialist

Department : Public Works and Government Services Canada

Division : Real Property Contracting

Telephone : 778-919-2578

e-mail : patty.yi@pwgsc.gc.ca

The Contracting Authority is responsible for the establishment and administration of the Standing Offer and it's revision if needed. The Contracting Authority is responsible for all contractual related questions regarding call-ups.

Standing Offer Technical Authority is :

The Technical Authority represents the Department or Organisation for which the works are executed within a call-up. The Technical Authority is responsible for all technical related questions regarding call-ups.

Name : _____

Title : _____

Department : _____

Division : _____

Telephone : ____ - ____ - _____

e-mail : _____

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The selected Offeror for the standing offer is :

Name : _____

Contact : _____

Address : _____

Telephone : ____ - ____ - _____

e-mail : _____

SUPPLEMENTARY CONDITIONS (SC)

SC01 INDUSTRIAL SECURITY RELATED REQUIREMENTS

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility security Clearance at the level of SECRET, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of RELIABILITY or SECRET as required, granted or approved by CISD/PSPC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PSPC.
4. The Contractor/Offeror must comply with the provisions of the:
 - (a) Security Requirements Check List and security guide (if applicable), attached at Annex A
 - (b) Industrial Security Manual (Latest Edition)

SC02 INSURANCE TERMS

- 1) Insurance Contracts
 - (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
 - (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the agreement. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the agreement 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.
- 2) Period of Insurance
 - (a) The policies required in the Certificate of Insurance must be in force and be maintained throughout the duration of the standing offer period.
 - (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.
- 3) Proof of Insurance
 - (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its offer, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
 - (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.
- 4) Insurance Proceeds

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

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5) Deductible

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

SC03 INTERPRETATION

R2810D General Condition GC1.1.2 Terminology is modified to include the following,

“Architectural and Engineering Services ”:

means services to provide a range of investigation and recommendation reports, planning, design, preparation, or supervision of the construction, repair, renovation or restoration of a work and includes contract administration services, for real property projects.

“Construction Services ”:

means construction, repair, renovation or restoration of any work except a vessel and includes; the supply and erection of a prefabricated structure; dredging; demolition; environmental services related to a real property; or, the hire of equipment to be used in or incidentally to the execution of any construction services referred to above.

“Facility Maintenance Services ”:

means services related to activities normally associated with the maintenance of a facility and keeping spaces, structures and infrastructure in proper operating condition in a routine, scheduled, or anticipated fashion to prevent failure and/or degradation including inspection, testing, servicing, classification as to serviceability, repairs, rebuilding and reclamation, as well as cleaning, waste removal, snow removal, lawn care, replacement of flooring, lighting or plumbing fixtures, painting and other minor works.

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CCC No./N° CCC - FMS No./N° VME

APPENDIX 1 - PRICE PROPOSAL FORM

BA01 IDENTIFICATION

Maintenance Services
Various Locations, BC

BA02 BUSINESS NAME AND ADDRESS OF OFFEROR

Name: _____

Address: _____

Telephone: _____ Fax: _____ PBN: _____

E-mail address: _____

Industrial Security Program Organisation Number (ISP ORG#) _____
(when required)

BA03 THE OFFER

CALL OUT RATES: Victoria Area and Winchelsea Island

Firm price call out rates are applied only once per call out. They cover any and all charges/expenses required to get a qualified technician and helper to and from the job site, plus one hour of productive labor on the site. If a call back is required to make good a previous service call due to defective workmanship or materials, ***the additional cost shall be borne by the contractor.***

Year ONE

Firm Price Call Out Rate – Week Days, During Regular Working hours: Monday to Friday - 0800 to 1630.						
Location	Technician	Estimated Hours per Year	Total Technician (a)	Helper	Estimated Hours per Year	Total Helper (a)
Victoria	/hr	2600/yr	\$	/hr	1200/yr	\$
Winchelsea Isl.	/hr	24/yr	\$	/hr	12/yr	\$
Total Technician (a)			\$	Total Helper (a)		\$

Total Technician (a) + Total Helper (a) = \$ _____ (A)

Firm Price Call Out Rate – Week Days, Outside of the Regular Working hours: Monday to Friday - 1631 to 0759.						
Location	Technician	Estimated Hours per Year	Total Technician (b)	Helper	Estimated Hours per Year	Total Helper (b)
Victoria	/hr	520/yr	\$	/hr	250/yr	\$
Winchelsea Isl.	/hr	4/yr	\$	/hr	4/yr	\$
Total Technician (b)			\$	Total Helper (b)		\$

Total Technician (b) + Total Helper (b) = \$ _____ (B)

Firm Price Call Out Rate – Outside of the Regular Working hours: Saturday, Sunday and Statutory Holidays.						
Location	Technician	Estimated Hours per Year	Total Technician (c)	Helper	Estimated Hours per Year	Total Helper (c)
Victoria	/hr	24/yr	\$	/hr	24/yr	\$
Winchelsea Isl.	/hr	2/yr	\$	/hr	2/yr	\$
Total Technician (c)			\$	Total Helper (c)		\$

Total Technician (c) + Total Helper (c) = \$ _____ (C)

YEAR ONE TOTAL (A) + (B) + (C) = \$ _____ (VW1)

Year TWO

Firm Price Call Out Rate – Week Days, During Regular Working hours: Monday to Friday - 0800 to 1630.						
Location	Technician	Estimated Hours per Year	Total Technician (a)	Helper	Estimated Hours per Year	Total Helper (a)
Victoria	/hr	2600/yr		/hr	1200/yr	
Winchelsea Isl.	/hr	24/yr		/hr	12/yr	
Total Technician (a)			\$	Total Helper (a)		\$

Total Technician (a) + Total Helper (a) = \$ _____ (A)

Firm Price Call Out Rate – Week Days, Outside of the Regular Working hours: Monday to Friday - 1631 to 0759.						
Location	Technician	Estimated Hours per Year	Total Technician (b)	Helper	Estimated Hours per Year	Total Helper (b)
Victoria	/hr	520/yr		/hr	250/yr	
Winchelsea Isl.	/hr	4/yr		/hr	4/yr	
Total Technician (b)			\$	Total Helper (b)		\$

Total Technician (b) + Total Helper (b) = \$ _____ (B)

Firm Price Call Out Rate – Outside of the Regular Working hours: Saturday, Sunday and Statutory Holidays.						
Location	Technician	Estimated Hours per Year	Total Technician (c)	Helper	Estimated Hours per Year	Total Helper (c)
Victoria	/hr	24/yr		/hr	24/yr	
Winchelsea Isl.	/hr	2/yr		/hr	2/yr	
Total Technician (c)			\$	Total Helper (c)		\$

Total Technician (c) + Total Helper (c) = \$ _____ (C)

YEAR TWO TOTAL (A) + (B) + (C) = \$ _____ (VW2)

Year THREE

Firm Price Call Out Rate – Week Days, During Regular Working hours: Monday to Friday - 0800 to 1630.						
Location	Technician	Estimated Hours per Year	Total Technician (a)	Helper	Estimated Hours per Year	Total Helper (a)
Victoria	/hr	2600/yr		/hr	1200/yr	
Winchelsea Isl.	/hr	24/yr		/hr	12/yr	
Total Technician (a)			\$	Total Helper (a)		\$

Total Technician (a) + Total Helper (a) = \$ _____ (A)

Firm Price Call Out Rate – Week Days, Outside of the Regular Working hours:						
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Monday to Friday - 1631 to 0759.						
Location	Technician	Estimated Hours per Year	Total Technician (b)	Helper	Estimated Hours per Year	Total Helper (b)
Victoria	/hr	520/yr		/hr	250/yr	
Winchelsea Isl.	/hr	4/yr		/hr	4/yr	
Total Technician (b)			\$	Total Helper (b)		\$

Total Technician (b) + Total Helper (b) = \$ _____ (B)

Firm Price Call Out Rate – Outside of the Regular Working hours: Saturday, Sunday and Statutory Holidays.						
Location	Technician	Estimated Hours per Year	Total Technician (c)	Helper	Estimated Hours per Year	Total Helper (c)
Victoria	/hr	24/yr		/hr	24/yr	
Winchelsea Isl.	/hr	2/yr		/hr	2/yr	
Total Technician (c)			\$	Total Helper (c)		\$

Total Technician (c) + Total Helper (c) = \$ _____ (C)

YEAR THREE TOTAL (A) + (B) + (C) = \$ _____ (VW3)

Option Year One

Firm Price Call Out Rate – Week Days, During Regular Working hours: Monday to Friday - 0800 to 1630.						
Location	Technician	Estimated Hours per Year	Total Technician (a)	Helper	Estimated Hours per Year	Total Helper (a)
Victoria	/hr	2600/yr		/hr	1200/yr	
Winchelsea Isl.	/hr	24/yr		/hr	12/yr	
Total Technician (a)			\$	Total Helper (a)		\$

Total Technician (a) + Total Helper (a) = \$ _____ (A)

Firm Price Call Out Rate – Week Days, Outside of the Regular Working hours: Monday to Friday - 1631 to 0759.						
---	--	--	--	--	--	--

Location	Technician	Estimated Hours per Year	Total Technician (b)	Helper	Estimated Hours per Year	Total Helper (b)
Victoria	/hr	520/yr		/hr	250/yr	
Winchelsea Isl.	/hr	4/yr		/hr	4/yr	
Total Technician (b)			\$	Total Helper (b)		\$

Total Technician (b) + Total Helper (b) = \$ _____ (B)

Firm Price Call Out Rate – Outside of the Regular Working hours: Saturday, Sunday and Statutory Holidays.						
Location	Technician	Estimated Hours per Year	Total Technician	Helper	Estimated Hours per Year	Total Helper
Victoria	/hr	24/yr		/hr	24/yr	
Winchelsea Isl.	/hr	2/yr		/hr	2/yr	
Total Technician (c)			\$	Total Helper (c)		\$

Total Technician (c) + Total Helper (c) = \$ _____ (C)

OPTION YEAR ONE TOTAL (A) + (B) + (C) = \$ _____ (VWOPT1)

Option Year Two

Firm Price Call Out Rate – Week Days, During Regular Working hours: Monday to Friday - 0800 to 1630.						
Location	Technician	Estimated Hours per Year	Total Technician (a)	Helper	Estimated Hours per Year	Total Helper (a)
Victoria	/hr	2600/yr		/hr	1200/yr	
Winchelsea Isl.	/hr	24/yr		/hr	12/yr	
Total Technician (a)			\$	Total Helper (a)		\$

Total Technician (a) + Total Helper (a) = \$ _____ (A)

Firm Price Call Out Rate – Week Days, Outside of the Regular Working hours: Monday to Friday - 1631 to 0759.						
Location	Technician	Estimated Hours per Year	Total Technician (b)	Helper	Estimated Hours per Year	Total Helper (b)

Victoria	/hr	520/yr		/hr	250/yr	
Winchelsea Isl.	/hr	4/yr		/hr	4/yr	
Total Technician (b)			\$	Total Helper (b)		

Total Technician (b) + Total Helper (b) = \$ _____ (B)

Firm Price Call Out Rate – Outside of the Regular Working hours: Saturday, Sunday and Statutory Holidays.						
Location	Technician	Estimated Hours per Year	Total Technician (c)	Helper	Estimated Hours per Year	Total Helper (c)
Victoria	/hr	24/yr		/hr	24/yr	
Winchelsea Isl.	/hr	2/yr		/hr	2/yr	
Total Technician (c)			\$	Total Helper (c)		

Total Technician (c) + Total Helper (c) = \$ _____ (C)

OPTION YEAR TWO TOTAL (A) + (B) + (C) = \$ _____ (VWOPT2)

CALL OUT RATES: Masset

Firm price call out rates are applied only once per call out. They cover any and all charges/expenses required to get a qualified technician and helper to and from the job site, plus one hour of productive labor on the site. If a call back is required to make good a previous service call due to defective workmanship or materials, **the additional cost shall be borne by the contractor.**

The contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the work, at cost, without any allowance for mark-up, profit or administrative overhead, in accordance with the meal, incidental expenses, kilometer rates that are provided in Appendices; A, B and C of the **National Joint Council Travel Directive**. Vehicle rental costs incurred in the performance of the work will be reimbursed at cost, without any mark-up by the contractor.

The *Directive* provides for the reimbursement of reasonable expenses necessarily incurred while travelling on government business. These provisions do not constitute income or other compensation that would open the way for personal gain.

<https://www.njc-cnm.gc.ca/directive/d10/en>

Other references that apply for traveling on government business can be found on the Government of Canada site at:

<https://www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html>

Year ONE

Firm Price Hourly Rate – To cover the travel time, to and from the site as well as one productive hour on site.						
Location	Technician	Estimated Hours per Trip	Total Technician Hours (M1)	Helper	Estimated Hours per Trip	Total Helper Hours (M1)
Masset	/hr	3/trip		/hr	3/trip	

Year TWO

Firm Price Hourly Rate – To cover the travel time, to and from the site as well as one productive hour on site.						
Location	Technician	Estimated Hours per Trip	Total Technician Hours (M2)	Helper	Estimated Hours per Trip	Total Helper Hours (M2)
Masset	/hr	3/trip		/hr	3/trip	

Year THREE

Firm Price Hourly Rate – To cover the travel time, to and from the site as well as one productive hour on site.						
Location	Technician	Estimated Hours per Trip	Total Technician Hours (M3)	Helper	Estimated Hours per Trip	Total Helper Hours (M3)
Masset	/hr	3/trip		/hr	3/trip	

Option Year ONE

Firm Price Hourly Rate – To cover the travel time, to and from the site as well as one productive hour on site.						
Location	Technician	Estimated Hours per Trip	Total Technician Hours (MO1)	Helper	Estimated Hours per Trip	Total Helper Hours (MO1)
Masset	/hr	3/trip		/hr	3/trip	

Option Year TWO

Firm Price Hourly Rate – To cover the travel time, to and from the site as well as one productive hour on site.						
Location	Technician	Estimated Hours per Trip	Total Technician Hours (MO2)	Helper	Estimated Hours per Trip	Total Helper Hours (MO2)
Masset	/hr	3/trip		/hr	3/trip	

HOURLY RATES FOR PRODUCTIVE LABOR – All Locations**Year ONE**

Firm Price Regular hourly Rate – Week Days, During Regular Working hours: Monday to Friday - 0800 to 1630.						
System	Technician	Estimated Hours	Total Technician Hours (HRa)	Helper	Estimated Hours	Total Helper Hours (HRa)
Delta V2, V3	/hr	540		/hr	100	/hr
Andover/Reliable	/hr	360		/hr	80	/hr
Barber Coleman	/hr	60		/hr	5	/hr
Alerton/Envision	/hr	240		/hr	20	/hr
Pneumatic controls	/hr	20		/hr	2	/hr
Total Technician (HRa)			\$	Total Helper (HRa)		\$

Total Technician (HRa) + Total Helper (HRa) = \$ _____ (HRa)

Firm Price Overtime Hourly Rate – Week Days, Outside of the Regular Working hours: Monday to Friday – 1631 to 0759.						
System	Technician	Estimated Hours	Total Technician Hours (HRb)	Helper	Estimated Hours	Total Helper Hours (HRb)
Delta V2, V3	/hr	30		/hr	5	/hr
Andover/Reliable	/hr	20		/hr	2	/hr
Barber Coleman	/hr	10		/hr	1	/hr
Alerton/Envision	/hr	15		/hr	1	/hr
Pneumatic controls	/hr	10		/hr	1	/hr
Total Technician (HRb)			\$	Total Helper (HRb)		\$

Total Technician (HRb) + Total Helper (HRb) = \$ _____ (HRb)

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Firm Price Holiday Hourly Rate – Outside of the Regular Working hours: Saturday, Sunday and on Statutory Holidays.

System	Technician	Estimated Hours	Total Technician Hours (HRc)	Helper	Estimated Hours	Total Helper Hours (HRc)
Delta V2, V3	/hr	15	/hr	/hr	1	/hr
Andover/Reliable	/hr	10	/hr	/hr	1	/hr
Barber Coleman	/hr	5	/hr	/hr	1	/hr
Alerton/Envision	/hr	10	/hr	/hr	1	/hr
Pneumatic controls	/hr	5	/hr	/hr	1	/hr
Total Technician (HRc)			\$	Total Helper (HRc)		\$

Total Technician (HRc) + Total Helper (HRc) = \$ _____ (HRc)

YEAR ONE TOTAL (HRa) + (HRb) + (HRc) = \$ _____ (HRy1)

Year TWO

Firm Price Regular hourly Rate – Week Days, During Regular Working hours:
Monday to Friday - 0800 to 1630.

System	Technician	Estimated Hours	Total Technician Hours (HRa)	Helper	Estimated Hours	Total Helper Hours (HRa)
Delta V2, V3	/hr	540	/hr	/hr	100	/hr
Andover/Reliable	/hr	360	/hr	/hr	80	/hr
Barber Coleman	/hr	60	/hr	/hr	5	/hr
Alerton/Envision	/hr	240	/hr	/hr	20	/hr
Pneumatic controls	/hr	20	/hr	/hr	2	/hr
Total Technician (HRa)			\$	Total Helper (HRa)		\$

Total Technician (HRa) + Total Helper (HRa) = \$ _____ (HRa)

Firm Price Overtime Hourly Rate – Week Days, Outside of the Regular Working hours:
Monday to Friday – 1631 to 0759.

System	Technician	Estimated Hours	Total Technician Hours (HRb)	Helper	Estimated Hours	Total Helper Hours (HRb)
Delta V2, V3	/hr	30	/hr	/hr	5	/hr

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Andover/Reliable	/hr	20	/hr	/hr	2	/hr	
Barber Coleman	/hr	10	/hr	/hr	1	/hr	
Alerton/Envision	/hr	15	/hr	/hr	1	/hr	
Pneumatic controls	/hr	10	/hr	/hr	1	/hr	
Total Technician (HRb)			\$	Total Helper (HRb)			\$

Total Technician (HRb) + Total Helper (HRb) = \$ _____ (HRb)

Firm Price Holiday Hourly Rate – Outside of the Regular Working hours: Saturday, Sunday and on Statutory Holidays.							
System	Technician	Estimated Hours	Total Technician Hours (HRc)	Helper	Estimated Hours	Total Helper Hours (HRc)	
Delta V2, V3	/hr	15	/hr	/hr	1	/hr	
Andover/Reliable	/hr	10	/hr	/hr	1	/hr	
Barber Coleman	/hr	5	/hr	/hr	1	/hr	
Alerton/Envision	/hr	10	/hr	/hr	1	/hr	
Pneumatic controls	/hr	5	/hr	/hr	1	/hr	
Total Technician (HRc)			\$	Total Helper (HRc)			\$

Total Technician (HRc) + Total Helper (HRc) = \$ _____ (HRc)

YEAR TWO TOTAL (HRa) + (HRb) + (HRc) = \$ _____ (HRy2)

Year THREE

Firm Price Regular hourly Rate – Week Days, During Regular Working hours: Monday to Friday - 0800 to 1630.							
System	Technician	Estimated Hours	Total Technician Hours (HRa)	Helper	Estimated Hours	Total Helper Hours (HRa)	
Delta V2, V3	/hr	540	/hr	/hr	100	/hr	
Andover/Reliable	/hr	360	/hr	/hr	80	/hr	
Barber Coleman	/hr	60	/hr	/hr	5	/hr	
Alerton/Envision	/hr	240	/hr	/hr	20	/hr	
Pneumatic controls	/hr	20	/hr	/hr	2	/hr	
Total Technician (HRa)			\$	Total Helper (HRa)			\$

Total Technician (HRa) + Total Helper (HRa) = \$ _____ (HRa)

Firm Price Overtime Hourly Rate – Week Days, Outside of the Regular Working hours:
Monday to Friday – 1631 to 0759.

System	Technician	Estimated Hours	Total Technician Hours (HRb)	Helper	Estimated Hours	Total Helper Hours (HRb)
Delta V2, V3	/hr	30	/hr	/hr	5	/hr
Andover/Reliable	/hr	20	/hr	/hr	2	/hr
Barber Coleman	/hr	10	/hr	/hr	1	/hr
Alerton/Envision	/hr	15	/hr	/hr	1	/hr
Pneumatic controls	/hr	10	/hr	/hr	1	/hr
Total Technician (HRb)			\$	Total Helper (HRb)		\$

Total Technician (HRb) + Total Helper (HRb) = \$ _____ (HRb)

Firm Price Holiday Hourly Rate – Outside of the Regular Working hours: Saturday, Sunday and on Statutory Holidays.

System	Technician	Estimated Hours	Total Technician Hours (HRc)	Helper	Estimated Hours	Total Helper Hours (HRc)
Delta V2, V3	/hr	15	/hr	/hr	1	/hr
Andover/Reliable	/hr	10	/hr	/hr	1	/hr
Barber Coleman	/hr	5	/hr	/hr	1	/hr
Alerton/Envision	/hr	10	/hr	/hr	1	/hr
Pneumatic controls	/hr	5	/hr	/hr	1	/hr
Total Technician (HRc)			\$	Total Helper (HRc)		\$

Total Technician (HRc) + Total Helper (HRc) = \$ _____ (HRc)

YEAR THREE TOTAL (HRa) + (HRb) + (HRc) = \$ _____ (HRy3)

Option YEAR ONE

Firm Price Regular hourly Rate – Week Days, During Regular Working hours:
Monday to Friday - 0800 to 1630.

System	Technician	Estimated Hours	Total Technician Hours (HRa)	Helper	Estimated Hours	Total Helper Hours (HRa)
Delta V2, V3	/hr	540	/hr	/hr	100	/hr
Andover/Reliable	/hr	360	/hr	/hr	80	/hr
Barber Coleman	/hr	60	/hr	/hr	5	/hr
Alerton/Envision	/hr	240	/hr	/hr	20	/hr

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Pneumatic controls	/hr	20	/hr	/hr	2	/hr	
Total Technician (HRa)			\$	Total Helper (HRa)			\$

Total Technician (HRa) + Total Helper (HRa) = \$ _____ (HRa)

Firm Price Overtime Hourly Rate – Week Days, Outside of the Regular Working hours:
Monday to Friday – 1631 to 0759.

System	Technician	Estimated Hours	Total Technician Hours (HRb)	Helper	Estimated Hours	Total Helper Hours (HRb)	
Delta V2, V3	/hr	30	/hr	/hr	5	/hr	
Andover/Reliable	/hr	20	/hr	/hr	2	/hr	
Barber Coleman	/hr	10	/hr	/hr	1	/hr	
Alerton/Envision	/hr	15	/hr	/hr	1	/hr	
Pneumatic controls	/hr	10	/hr	/hr	1	/hr	
Total Technician (HRb)			\$	Total Helper (HRb)			\$

Total Technician (HRb) + Total Helper (HRb) = \$ _____ (HRb)

Firm Price Holiday Hourly Rate – Outside of the Regular Working hours: Saturday, Sunday and on Statutory Holidays.

System	Technician	Estimated Hours	Total Technician Hours (HRc)	Helper	Estimated Hours	Total Helper Hours (HRc)	
Delta V2, V3	/hr	15	/hr	/hr	1	/hr	
Andover/Reliable	/hr	10	/hr	/hr	1	/hr	
Barber Coleman	/hr	5	/hr	/hr	1	/hr	
Alerton/Envision	/hr	10	/hr	/hr	1	/hr	
Pneumatic controls	/hr	5	/hr	/hr	1	/hr	
Total Technician (HRc)			\$	Total Helper (HRc)			\$

Total Technician (HRc) + Total Helper (HRc) = \$ _____ (HRc)

OPTION YEAR ONE TOTAL (HRa) + (HRb) + (HRc) = \$ _____ (HRYO1)

Option YEAR TWO

Firm Price Regular hourly Rate – Week Days, During Regular Working hours:
Monday to Friday - 0800 to 1630.

System	Technician	Estimated Hours	Total Technician Hours (HRa)	Helper	Estimated Hours	Total Helper Hours (HRa)
Delta V2, V3	/hr	540	/hr	/hr	100	/hr
Andover/Reliable	/hr	360	/hr	/hr	80	/hr
Barber Coleman	/hr	60	/hr	/hr	5	/hr
Alerton/Envision	/hr	240	/hr	/hr	20	/hr
Pneumatic controls	/hr	20	/hr	/hr	2	/hr
Total Technician (HRa)			\$	Total Helper (HRa)		\$

Total Technician (HRa) + Total Helper (HRa) = \$ _____ (HRa)

Firm Price Overtime Hourly Rate – Week Days, Outside of the Regular Working hours:
Monday to Friday – 1631 to 0759.

System	Technician	Estimated Hours	Total Technician Hours (HRb)	Helper	Estimated Hours	Total Helper Hours (HRb)
Delta V2, V3	/hr	30	/hr	/hr	5	/hr
Andover/Reliable	/hr	20	/hr	/hr	2	/hr
Barber Coleman	/hr	10	/hr	/hr	1	/hr
Alerton/Envision	/hr	15	/hr	/hr	1	/hr
Pneumatic controls	/hr	10	/hr	/hr	1	/hr
Total Technician (HRb)			\$	Total Helper (HRb)		\$

Total Technician (HRb) + Total Helper (HRb) = \$ _____ (HRb)

Firm Price Holiday Hourly Rate – Outside of the Regular Working hours: Saturday, Sunday and on Statutory Holidays.

System	Technician	Estimated Hours	Total Technician Hours (HRc)	Helper	Estimated Hours	Total Helper Hours (HRc)
Delta V2, V3	/hr	15	/hr	/hr	1	/hr
Andover/Reliable	/hr	10	/hr	/hr	1	/hr
Barber Coleman	/hr	5	/hr	/hr	1	/hr
Alerton/Envision	/hr	10	/hr	/hr	1	/hr
Pneumatic controls	/hr	5	/hr	/hr	1	/hr

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Total Technician (HRc)	\$	Total Helper (HRc)	\$
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Total Technician (HRc) + Total Helper (HRc) = \$ _____ (HRc)

OPTION YEAR TWO TOTAL (HRa) + (HRb) + (HRc) = \$ _____ (HRYO2)

MATERIAL AND REPLACEMENT PARTS – All Locations

The Department of National Defense shall be charged for all material used to perform the work, plus a mark-up to cover the administration costs and shipping if applicable. A copy of the contractors invoice from the supplier may be requested by DND for verification of prices. ONLY Original Equipment Manufactured or approved parts are to be used for this work. Estimated at \$100.00 for each contract year and option (for evaluation purposes only) x (1 + mark-up %)

Contract Year 1	Contract Year 2	Contract Year 3	Option Year 1	Option Year 2
Mark-up %	Mark-up %	Mark-up %	Mark-up%	Mark-up %
Total (1)	Total (2)	Total (3)	Total (OP1)	Total (OP2)

Summary of Estimated Costs

Sub-Total Evaluated Rates (VW1+VW2+VW3+VWOPT1+VWOP2+M1+M2+M3+MO1+MO2+HRY1+HRY2+HRY3+HRYO1+HRYO2)	\$
Material and Replacement Parts – All Locations (Mark-up) (1+2+3+OP1+OP2)	\$
Total Evaluated Financial Bid Price (Applicable Taxes Extra)	\$

BA04 OFFER VALIDITY PERIOD

The offer must not be withdrawn for a period of thirty (30) days following the date of solicitation closing.

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BA05 SIGNATURE

Name and title of person authorized to sign on behalf of Offerer (Type or print)

Signature

Date

APPENDIX 3 - SCOPE OF WORK

Summary

To provide Inspection, Installation, Service and Repair (including all labour, tools, material, equipment, supervision and transportation to job site) for specific types of Energy Management Control Systems (EMCS) and related electric, electronic, and pneumatic control equipment (primarily for HVAC control) as listed herein by manufacturer. All services will be provided on an "as and when requested" basis.

The Standing Offer will be for the use of the Department of National Defence (Base Construction Engineering Officer) at the following locations: Canadian Forces Base Esquimalt in Victoria, BC, Winchelsea Island, and in Masset, BC located in Haida Gwaii (formerly known as the Queen Charlotte Islands). The Standing Offer is for a three (3) year period from contract award with two one (1) year options.

Background

- (a) EMCS Systems are microprocessor based controllers, usually used for HVAC control.
- (b) The panels require regular maintenance and/or service, programming upgrades and modifications.
- (c) The panel programs are specific companies' proprietary systems and use concepts such as drum programming and block programming.
- (d) Most software required to program, backup and reload the EMCS panels is not off the shelf. The programs are proprietary software that is unique to the company and whose service technicians are fully trained on.

Work Included

Contractor and/or subcontractors will be expected to install, inspect, service, repair, calibrate and perform any required programming modifications, upgrades, backups and reloads for specific types of Energy Management Control Systems (EMCS) and related electric, electronic and pneumatic control equipment (primarily for HVAC control) as listed by manufacturer below.

Work Not Included

- repairs to equipment cabinets and duct work;
- repairs to water supply and drains beyond the subject equipment proper;
- repairs to electrical services beyond the subject equipment, disconnect switch (control wiring exception).

Inspections

All inspections are on an as and when requested basis. If there is no need for inspections, there is no obligation on the part of DND to call up the contractor for any work / inspection with respect to this Standing Offer.

If required, inspections will normally be carried out twice per year at the end of the heating season (April / May) and beginning of the heating season (October / November).

Inspection Checklist

Inspection checklist shall be in accordance with Manufacturers' Preventive Maintenance manuals. Contractor must provide a written (typed or printed legible) report showing major equipment inspected and serviced also indicating any defects, servicing and / or repairs required.

If required, inspections will include (but not be limited to) the following list of items:

- a) Check calibration and operation of all controllers.
 - b) Check calibration and operation of all control valves.
 - c) Check calibration and operation of all damper actuators.
 - d) Check operation of all dampers.
 - e) Check and calibrate all system sensors.
 - f) Check all relays and terminal connections.
 - g) Check voltages to controlled devices.
 - h) Check proper system pressures (pneumatic).
 - i) Check system air leaks (pneumatic).
 - j) Check/replace pneumatic filters as required.
 - k) Check operation of all auxiliary equipment.
 - l) Check device battery and verify proper operation of battery backup.
 - m) Check all EMCS voltages and charging circuits.
 - n) Check all EMCS cables and connections for proper tightness and contact.
 - o) Clean all control panels and cabinets.
 - p) Check and verify all sequences of operation.
 - q) Ensure all control loops are stable and at set point and if necessary, verify or adjust tuning constants, set points, parameter values, reset schedules and operating software.
 - r) Update any required schedules, daylight savings time, etc.
 - s) Maintain up to date backup copies of EMCS software at site.
- DND operating personnel to be notified in advance of date of site checks.
 - DND operating personnel to be notified in advance of any system modifications or changes.
 - DND operating personnel and users are to be notified in advance of any system or equipment requiring shutdown.

Fire and Safety

Movement around the various sites is subject to the following restrictions:

- strict observance of posted speed limits;
- strict adherence to security and safety regulations as laid down by DND;
- strict compliance with all smoking restrictions (All DND buildings are Non-Smoking Areas);
- parking of vehicles shall be as directed by the Site Authority

Damage caused through lack of care or observation of fire and safety measures by the Contractor's employees will be assessed against the Contractor.

Construction Safety Measures

The Contractor must observe and enforce construction safety measures required by the National Building Code, latest issue. The Contractor must ensure compliance on his part and on the part of all of his subcontractors with the standards of Part II Canada Labour Code and The Occupational Health and Safety Regulations as well as compliance with the Worker's Compensation Act and any regulations there under the said Act having to do with the prevention of accidents, the prevention of diseases, and the provision of safe working conditions including proper personal protection equipment and ventilation. In the event of conflict between the Worker's Compensation Act and regulations and Canada Labour Code Part II, and Occupational Health and Safety Regulations, the most stringent provision shall apply. Damages

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All damages resulting from work carried out by the Contractor or his representative shall be rectified by the Contractor upon notification by the Site Authority at no cost to the Crown.

Power and Water Supply

DND can provide at its discretion, free of charge, temporary electric power and water for construction purposes.

Definitions

Site Authority

Where it appears in these specifications, it shall mean the Base Construction Engineering Officers or their authorized representative.

Work

The furnishing of all labour, tools, material equipment and transportation necessary to properly complete the services to the requirements of the specifications, drawings and manufacturers' standards.

Contractor

The individual, partnership, sole proprietorship, or corporation executing the agreement.

Standard of Work

All work referred to in this agreement must be carried out in a first class manner using authentic replacement parts.

Qualifications

The Contractor must have appropriate numbers of personnel available to complete the work herein.

Technicians must be fully qualified and trained on the types of controls and equipment specified herein, and hold a current certificate of qualification and/or training issued by the manufacturer as recognized throughout the trade.

The Contractor must meet Worksafe BC codes, and all other applicable codes as required.

The Contractor may be required to present proof of certification at any time throughout the duration of the contract.

Inspection of Work

- The Contractor shall advise the Site Authority on completion of the work.
- Site inspection of the area under contract shall be conducted by the Site Authority.
- The overall performance of the Contractor and the quality of the work will be assessed by the Site Authority.

Terms are FOB Jobsite or Destination

All Transportation and/or Travel Costs to the job site shall be included in all firm quotes unless otherwise provided for under the Basis of Payment.

Service Calls - VICTORIA

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Additional service calls when authorized by the Site Authority shall be based on the quoted unit costs which will be inclusive of supplying tools, transportation, labour and supervision. Verification of time charged may be requested by the Site Authority before payment is made under the terms of the contract.

A labour voucher showing certification by DND personnel showing time of arrival and departure on the job site will be required as verification.

At CFB Esquimalt. inside the Greater Victoria Area. service calls are to start within two (2) hours of notification.

Service Calls- WINCHELSEA

Additional service calls when authorized by the Site Authority shall be based on the quoted unit costs which will be inclusive of supplying tools, transportation, labour and supervision. Verification of time charged may be requested by the Site Authority before payment is made under the terms of the contract.

A labour voucher showing certification by DND personnel showing time of arrival and departure on the job site will be required as verification.

DND is responsible for providing transportation from Nanoose Bay to Winchelsea Island. Due to the necessity of planning transportation schedules with DND to the island. Winchelsea service calls will start as agreed upon between DND and the Contractor.

Service Calls - MASSET

Additional service calls when authorized by the Site Authority shall be based on the quoted unit costs which will be inclusive of supplying tools, transportation, labour and supervision. Verification of time charged may be requested by the Site Authority before payment is made under the terms of the contract.

A labour voucher showing certification by DND personnel showing time of arrival and departure on the job site will be required as verification.

For further details, see Annex 83, Basis of Payment - Masset.

Due to its remote geographic location. Masset service calls will start as agreed upon between DND and the Contractor.

Call Backs

If a call back is required to make good a previous service call which is due to defective workmanship or materials, *the cost shall be borne by the Contractor.*

Invoicing

Overall supervision of each call out is included in the labour rates negotiated. Payment for labour shall be for persons actively working on each project. Invoices must be received no later than thirty (30) days from completion of work.

Invoices must show:

- a) the contract number;
- b) the date the work was carried out;
- c) the number Of hours spent in actual labour and the location where the work was performed; and
- d) the materials and/or parts used, and the cost of each item.

For further invoicing requirements, see R2550 (2016-01-28) General Conditions (GC5) Terms of payment – Construction Services.

Invoicing • Masset:

In addition to the above where applicable, each invoice must be supported by:

- a copy of time sheets to support the time claimed;
- a copy of the release document and any other documents as specified in the Contract;
- a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

Hours of Work

The Contractor shall normally be required to perform his services during regular working hours (*08:00 to 16:30 Monday to Friday incluslye*).

It may be possible to arrange alternate work schedules with the site authority but only if the schedule will benefit DND. Overtime costs on the part of the Contractor to suit his own schedule without prior approval will not be accepted. However, at times, it may be necessary to respond to emergency call outs on weekends, statutory holidays and at times outside of regular working hours. Therefore, Bidders are requested to submit their pricing for Overtime as showing under the Basis of Payment below.

Equipment Location and Building Number

Building# See additional notes	Brand	Software	Connection Red= PC onsite	Location
DOCKYARD				
DY8	Delta V3	Orcaview	Network	Bay 1 Mezzanine
DY10	Delta V3	Orcaview	Network	Main Hallway
DY22	Delta V3	Orcaview	Network	Closet off Exercise RM
DY26/27	Delta V3	Orcaview	Network	Hallway
DY38	Delta V3	Orcaview	Network	North Hallway
DY51	Reliable	RCStudio	Modem	Off Kitchen
DY65/66	Reliable	RC Studio	Network	Boiler Room
DY70	Reliable	RCStudio	Network	Mech Room
DYB0/83	Reliable	RCStudio	Network	Loading Bay
DY85	Delta V3	Orcaview	Network	Top floor mech room
DY99	Delta V3	Orcaview	Network	Office
DY100	Delta V3	Orcaview	Network	On Site
DY109	Reliable	RCStudio	Network	Dental Equip room
DY199	Delta V3	Orcaview	Network	1st floor Hall North
DY209	Delta V2	Igraphw	Direct	Engineers Office
DY210	Delta V3	Orcaview	Network	On Site
DY211	Barber Coleman	Internet Explorer	Network	Closet Tailors Area
DY212	Delta V3	Orcaview	Modem	MTR
DY250	Alerton	Envision	Network	Varios
DY250	Delta V3	Orcaview	Network	Area E Hallway
DY252	Reliable	RC Studio	Modem	Fan Room
DY260	Delta V3	Orcaview	Network	Attic Fan Room
DY263	Delta V2	Igraohw	Modem	Mech Room
DY265	Delta V2	Igraphw	Direct	South West Corner
SIGNAL HILL				
SH516	Delta V3	Orcaview	Network	North East Main

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SH575	Delta V3N2	Orcaview	Network	EMCS Office
SH581/508	Delta V3	Orcaview	Network	Electrical Rm in 581
SH585	Reliable	RC Studio	Modem	Fan room
SH586	Reliable	RC Studio	Modem	Basement Fan rm
SH596	Reliable	RC Studio	Network	Top Fir Mech Area
SH597	Alerton	Envision	Network	Mechanical Room
YARROWS - in Dockyard				
Y702	Delta V3	Orcaview	Network	West Side Mech Rm
NADEN				
NAD5/20	Reliable	RC Studio	Network	Boiler Room
NAD11	Reliable	RC Studio	Direct	Boiler Room
NAD30	Reliable	RC Studio	Network	Various
NAD33	Delta V3	Orcaview	Network	Boiler Room
NAD34	DeltaV3N2	Orcaview	Network	Boiler Room
NAD35-39	Reliable	RC Studio	Network	Boiler Room
NAD50	Delta V3	Orcaview	Network	Boiler Room
NAD64	Reliable	TBD	TBD	On Site
NAD67	Reliable	RC Studio	Network	Boiler Room
NAD83	Delta V3	Orcaview	Modem	Boiler Room
NAD88	Delta V2	Orcaview	Network	On Site
NAD92	Barber Coleman	Signal/Hyperterm/ XPSI	Modem	GCM-NCOT Mezzanine
NAD92	DeltaV3N2	Orcaview	Network	Outside Plb Class
NAD92A	Delta V2	Orcaview/Igraphw	Network/ Modem	West Me:zZanine
NAD97	Delta V3N2	Orcaview	Modem	Boiler Room
NAD100	Delta V3	Orcaview	Modem	Ice Plant
NAD126	Delta V3	Orcaview	Network	Boiler Room
NAD137	Delta V3	Orcaview	Direct	Janitor Closet
WORKPOINT				
WP1075/1091/ 1092	Reliable	RC Studio		Office
WP1094	Reliable	RC Studio	Modem	South Fan Room
WP1367	Delta V2	Igraphw	Modem	Boiler Room
WP1372	Reliable	RC Studio	Modem	Various Boiler Room
WP1373	Reliable	RC Studio	Modem	Various
ROCKY POINT				
RP38	Delta V2	Igraphw	Modem	Boiler Room
RP40	Delta V2	Igraphw	Modem	Boiler Room
RP137	Delta V3	Orcaview	Modem	Boiler Room
BELMONT PARK				
BEL3	Delta V3	Orcaview	Modem	Boiler Room
BEL4	Delta V3	Orcaview	Modem	Boiler Room
ALBERT HEAD				
AH1075	Reliable	RC Studio	Modem	Boiler/Mech Rm
AH1076	Alerton	Envision	Modem	Mechanical Rm
OTHER				
BaySt Armouries	Reliable	RC Studio	Modem	Boiler Room
COL103/104 - Colwood	Barber Coleman	Wonderware/XPSI Hyperterm	TBD	Boiler Room
PATB17	DeltaV3N2	Orcaview	Modem	Janitor Closet

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Ashton Armouries	Delta V2	Igraphw	Modem	Fan Room
OUTSIDE THE GREATER VICTORIA AREA				
Winchelsea Island- Nanoose	Alerton	Envision	Modem	On Site
MAS50- Masset	Delta	Orcaview		On Site

Contractor Contact

Contractor shall maintain a means of contact (i.e. telephone, cell phone or pager), during normal working hours (08:00 til/16:30 Monday to Friday) and provide an emergency contact outside normal working hours.

<i>Emergency Contact Name(s) and Numbers .</i>				
<i>Name</i>	<i>Phone Number</i>	<i>Fax Number</i>	<i>Cell Phone</i>	<i>E-mail Address</i>

List of Subcontractors

If the work includes the use of subcontractors, the names and locations of the subcontractors shall be listed as part of the bid with particulars of the work to be performed or material to be purchased. The Contracting Authority is to be notified, in writing, of any changes to the list of subcontractors prior to their commencing the Work.

<i>Name of Subcontractor</i>	<i>Company</i>	<i>Phone No.</i>	<i>Fax No.</i>	<i>E-mail Address</i>	<i>Ancillary Work</i>

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APPENDIX 4 - PERIODIC REPORTS

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APPENDIX 4 REPORTING REQUIREMENTS

TO:

Patty Yi
Standing Offer Authority
Public Works and Government Services Canada
Real Property Contracting
219 – 800 Burrard Street, Vancouver, BC
Telephone: (778) 919-2578
Facsimile: (604) 775-6633
E-mail address: patty.yi@pwqsc-tps qc.ca

FROM:

Telephone:

Facsimile:

Email address: _____

Standing Offer No. _____

Reporting Period: From _____ to _____ (Year _____ Quarter _____)

STANDING OFFER USAGE REPORT						
Date of Call-up	Call Out Point	Title or Brief Description	Extended Price (\$) Applicable Taxes Extra	Expended to Date (\$) Applicable Taxes Extra	Response to Call-Up (Yes/No)	Reason
			\$	\$		
			\$	\$		
			\$	\$		

APPENDIX 5 VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

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PUBLIC WORKS AND GOVERNMENT SERVICES CANADA APPRENTICE PROCUREMENT INITIATIVE

1. To encourage employers to participate in apprenticeship training, Offerors, 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. 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. 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. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications on page 2 of 2 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 trades people, 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 * 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.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at page 2 of 2.

If you accept fill out and sign page 2 of 2.

* *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.*

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Voluntary Certification

(To be filled out and returned with offer on a voluntary basis)

(page 2 of 2)

Note: The Offeror will be asked to fill out a report every six months or at project completion as per sample "Voluntary Reports for Apprentices Employed during the Contract" provided at Annex C

Name: _____

Signature: _____

Company Name: _____

Company Legal Name: _____

Solicitation Number: _____

Number of company employees: _____

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

Trades of those apprentices:

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ANNEX A - SECURITY REQUIREMENT CHECK LIST (SRCL)



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

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Security Classification / Classification de sécurité
unclassified

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

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



PART A (continued) / PARTIE A (suite)

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

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

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

Document Number / Numéro du document :

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

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

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

Special comments:
Commentaires spéciaux : Multi-level screening requirement - Annex A

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non Yes / Oui

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

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

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

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

PRODUCTION

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

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

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

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



PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

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

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ANNEX B - CERTIFICATE OF INSURANCE (Not required at solicitation closing)

CERTIFICATE OF INSURANCE

 Travaux publics et
Services gouvernementaux
Canada

Public Works and
Government Services
Canada

Page 1 of 2

Description and Location of Work Maintenance Services Various Locations, BC	Contract No. W6841-174136
	Project No.

Name of Insurer, Broker or Agent	Address (No., Street)	City	Province	Postal Code
Name of Insured (Contractor)	Address (No., Street)	City	Province	Postal Code
Additional Insured <i>Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services</i>				

Type of Insurance	Insurer Name and Policy Number	Inception Date D / M / Y	Expiry Date D / M / Y	Limits of Liability		
				Per Occurrence	Annual General Aggregate	Completed Operations Aggregate
Commercial General Liability Umbrella/Excess Liability				\$	\$	\$
Builder's Risk / Installation Floater				\$		
				\$		Aggregate \$
				<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		
				\$		Aggregate \$
				<input type="checkbox"/> Per Incident <input type="checkbox"/> Per Occurrence		
				\$		

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I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y

CERTIFICATE OF INSURANCE Page 2 of 2

General

The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverage listed under the corresponding type of insurance on this page.

The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.

The Policy shall be endorsed to provide the Owner with not less than 30 day notice in writing in advance of any cancellation or change or amendment restricting coverage.

Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.

Commercial General Liability

The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.

The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:

- (a) Blasting.
- (b) Pile driving and caisson work.
- (c) Underpinning.
- (d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.

The policy must have the following minimum limits:

- (a) **\$5,000,000** Each Occurrence Limit;
- (b) **\$10,000,000** General Aggregate Limit per policy year if the policy contains a General Aggregate; and
- (c) **\$5,000,000** Products/Completed Operations Aggregate Limit.

Umbrella or excess liability insurance may be used to achieve the required limits.

Builder's Risk / Installation Floater

The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.

The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.

The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.

The policy must have a limit that is **not less than the sum of the contract value** plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.

The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2>).

ANNEX D - LISTING OF SUBCONTRACTORS (Could be asked for on individual call-ups)

- 1) In accordance with GI06 – Listing of Subcontractors and Suppliers of the General Instructions - Construction Services, the Offeror should provide a list of Subcontractors per call-up.
- 2) The Offeror should submit the list of Subcontractors and for any portion of the Work valued at 20% or greater of the call-up.

	Subcontractor	Division	Estimated value of work
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			