



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

Bid Receiving – Environment and Climate  
Change Canada / Réception des  
soumissions – Environnement et  
Changement climatique Canada  
9250 49 Street  
Edmonton, AB T6B 1K5  
Facsimile Number for Amendments:  
(780) 495-5097

**INVITATION TO TENDER  
APPEL D=OFFRES**

**Tender to: ENVIRONMENT AND CLIMATE  
CHANGE CANADA**

We offer to perform or provide to Canada the  
services detailed in the document including any  
attachments and annexes, in accordance with the  
terms and conditions set out or referred to in the  
document, at the price(s) provided.

**Soumission aux: Environnement et Changement  
climatique Canada**

Nous offrons d=effectuer ou de fournir au Canada,  
aux conditions énoncées ou incluses par référence  
dans le document incluant toutes pièces jointes et  
annexes, les services détaillés dans le document,  
au(x) prix indiqué(s).

**Comments - Commentaries**

**Vendor/Firm Name and Address  
Raison sociale et adresse du fournisseur/de  
l=entrepreneur**

**Facsimile No. - No de télécopieur:**

**Telephone No. - No de téléphone:**

**Issuing Office - Bureau de distribution**

<b>Title-Sujet</b> Preventative Maintenance, Eureka, NU	
<b>Solicitation No. - No. de l=invitation</b> 5000031410	<b>Date</b> December 5 <sup>th</sup> , 2017
<b>Client Reference No. - No. De Référence du Client</b>	
<b>GETS Reference No. - No. de Référence de SEAG</b> n/a	
<b>Solicitation Closes -L=invitation prend fin</b> <b>at - à</b> 2 :00 pm <b>Mountain Standard Time</b> <b>on - le</b> December 21 <sup>st</sup> , 2017	
<b>F.O.B. - F.A.B.</b> Destination	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cyndi Ryan, Senior Contracting Officer e-mail: cyndi.ryan@canada.ca	
<b>Telephone No. - No de téléphone</b> (780) 951-8659	<b>Fax No. - N° de FAX:</b> (780) 495-5097
<b>Destination of Goods, Services, and Construction:</b> <b>Destinations des biens, services et construction:</b> Eureka Upper Air Weather Station Eureka, Nunavut	
<b>Security / Sécurité</b> The successful bidder must meet the security provisions as per Annex C	
<b>Delivery Required - Livraison exigée:</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>Nom et titre de la personne autorisée à signer au nom du</b> <b>fournisseur/de l=entrepreneur</b>	

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### GENERAL INSTRUCTIONS TO BIDDERS (GI) - R2410T (2016-04-04)

The following GI's are included by reference and are available at the following Web Site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2410T/10> (to proceed with a "search" insert R2410T in the ID box)

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**The standard instructions R2410T (2016-04-04) are modified as follows:**

**At Section GI09 Rejection of Bid, Subsection (3) a. and b.:**

**Delete:** In their entirety

**Insert:** "Deleted"

**At Section GI09 Rejection of Bid, Subsection (4) c:**

**Delete:** In their entirety

**Insert:** "Deleted"

**At Section GI11 Procurement Business Number**

**Delete:** In its entirety

**Insert:** "Deleted"

**At Section GI13 Approval of alternative materials**

**Delete:** (10) calendar days

**Insert:** (7) calendar days

**At Section GI14 Performance Evaluation**

**Delete:** In its entirety

**Insert:** "Deleted"

**REFERENCE TO PWGSC**

All references to the Department of Public Works & Government Services Canada (PWGSC) in the instructions, general terms, conditions and clauses identified in the Invitation to Tender (ITT) by number, date and title, are set out in the Standard Acquisition Clauses and Conditions Manual <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> and are to be replaced with the Environment and Climate Change Canada (ECCC).

**SUPPLEMENTARY CONDITIONS (SC)**

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SC02 Mandatory Health and Safety

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## SI01 BID DOCUMENTS

1. The following are the bid documents:

- a) Invitation to Tender - Page 1;
- b) Special Instructions to Bidders;
- c) General Instructions to Bidders R2410T (2016-04-04);
- d) Clauses & Conditions identified in "Contract Documents";
- e) Specifications;
- f) Bid and Acceptance Form and related Annexes & Appendice(s); and
- g) Any amendment issued prior to solicitation closing.

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

2. General Instructions to Bidders are incorporated by reference and is 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. Due to the nature of the bid solicitation, bids transmitted by facsimile or email to ECCC will **not** be accepted:

Submit bids via courier or by hand **only** to:

Environment and Climate Change Canada  
Bid Receiving Unit  
9250 49 Street  
Edmonton, AB T6B 1K5

Attention: Cyndi Ryan

For amendments to original bid you have the authority to Fax: (780) 495-5097

Bids are to be directed only to the bid receiving address specified above. Environment and Climate Change Canada will **NOT** assume responsibility for bids directed to any other location.

## SI02 ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in GI13 of R2410T "General Instructions to Bidders", enquiries should be received no later than seven (7) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer shall 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 bid sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

### **SI03 PRODUCT OPTIONS – GI13 Approval of Alternative Materials**

1. Where documents stipulate a particular product, substitutions will be considered by Environment and Climate Change Canada (ECCC) up to seven (7) calendar days before receipt of Bids.
2. When a request to substitute a product is made, ECCC may approve substitution and will issue an Addendum to known bidders.
3. In submission of substitutions to products specified, Bidders shall include in their Bid, any changes required in work to accommodate such substitutions. A later claim by Bidder for an addition to contract price because of changes in work necessitated by use of substitutions will not be considered.
4. Submissions shall provide sufficient information to enable ECCC to determine acceptability of such products.
5. Provide complete information on required revisions to other work to accommodate each substitution, dollar amount of additions to or reductions from Bid Price, including revisions to other work.
6. Unless substitutions are submitted in this manner and subsequently accepted, provide products specified.

### **SI04 SUBCONTRACTORS – GI06 Listing of Subcontractors and Suppliers**

1. Subject to the provisions of this clause, the successful bidder (the Contractor) may subcontract any part of the Work but not the whole of the Work.
2. The Contractor shall notify Canada in writing of the Contractor's intention to subcontract.
3. A notification referred to in paragraph 2) of GI06 shall identify the part of the Work and the Subcontractor with whom the Contractor intends to subcontract.
4. Canada may for reasonable cause, object to the intended subcontracting by notifying the Contractor in writing within six(6) days of receipt by Canada of a notification referred to in paragraph 2) of GI06.
5. If Canada objects to a subcontracting, the Contractor shall not enter into the intended subcontract.
6. The Contractor shall not change, nor permit to be changed, a Subcontractor engaged by the Contractor, in accordance with this clause, without the written consent of Canada.

7. The Contractor shall ensure that all the terms and conditions of the Contract that are of general application shall be incorporated in every other contract issued as a consequence of the Contract, at whatever tier, except those contracts issued solely to suppliers at any tier for the supply of Plant or Material.
8. Neither a subcontracting nor Canada's consent to a subcontracting shall be construed to relieve the Contractor from any obligation under the Contract or to impose any liability upon Canada.

#### SI05 SITE VISIT

1. There will be no site visits scheduled for this requirement.

#### SI06 BID PREPARATION, EVALUATION PROCEDURES AND CERTIFICATIONS

##### 1. Bid Preparation Instructions

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copies)

Section III: Certifications (3 hard copies)

Prices are to appear in the financial bid only – found at Annex B “Basis of Payment”. No prices are to be indicated in any other section of the bid. *Note: The financial bid must be presented sealed in a separate envelope. The financial envelope will not be opened until after bidder has successfully met the requirements outlined in the mandatory and technical evaluations.*

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

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

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

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

- 3) print on both sides of the paper.

**Section I: Technical Bid**

In their technical bid, bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. The evaluation of the mandatory point-rated technical criterial will be based on a “rules of evidence” approach in that the evaluation committee can only conduct its evaluation based on the contents of the Bidders bid. The onus is therefore on the Bidder to ensure that its bid is complete, clear, and that it provides sufficient detail for the evaluation committee to evaluate the bid.

In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed. Part 2, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.

**Section II: Financial Bid**

Bidders must submit their financial bid in a separate sealed envelope, in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

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

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

**Section III: Certifications**

Bidders must submit the certifications required.

**2. Evaluation Procedures**

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

**2.1 Introduction**

To meet the requirement described herein, the experience of the Bidder must be



work for which the Bidder was under contract to clients exterior to the Bidder's own organization. In the case of a joint venture, the combined experience of the parties forming the joint venture will be considered in the evaluation of the experience of the bidder.

Listing experience without providing any supporting data to describe where and how such experience was obtained will result in the experience not being included for evaluation purposes.

## 2.2 Evaluation Process

All bids will be evaluated in accordance with the process outlined in this Article.

The Evaluation Process and Contractor Selection are subdivided into four stages.

Bidders will not be given any information regarding the status of their bid, any preliminary scores or results relating thereto, or any similar details until such time as the evaluation of all bids has been completed and a Contract has been awarded.

Notwithstanding that the evaluation and selection methodology will be conducted in Stages, the fact that Canada has proceeded to any next Stage shall not be deemed to mean that Canada has conclusively determined that the proposal has successfully passed all the previous Stages.

(a) Stage 1: Confirmation of compliance with the **MANDATORY TECHNICAL CRITERIA**;

The bids must meet all mandatory technical criteria set out below. The Bidder must provide the necessary documentation to support compliance. Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Mandatory criteria are evaluated on a simple pass or fail basis. This will be evaluated as either "Met" or a "Not Met".

MANDATORY TECHNICAL CRITERIA		INSTRUCTIONS	Met	Not Met
<b>M1.</b>	<b>Acceptance of ECCC Terms and Conditions and Resulting Contract Clauses</b>			
	The Bidder <b>must</b> accept the ECCC Terms and Conditions relating to this bid solicitation in addition to the Resulting Contract Clauses	To demonstrate it meets this criteria, the Bidder <b>must</b> sign the page 1 of this bid solicitation document and return it with their bid. By signing the front page, the bidder agrees to all of ECCC Terms and Conditions.  Within its bid documentation, the Bidder must not make any modifications or changes to the pre-existing Terms and Conditions of the attached bid solicitation. Any changes made to these conditions will automatically render the Bidder non-responsive.		

<b>M2.</b>	<b>Proposed Resources</b>			
	<p>The Bidder must propose three (3) resources in its bid, including one (1) resource in each of the following categories:</p> <ul style="list-style-type: none"> <li>i. Carpenter</li> <li>ii. Electrician</li> <li>iii. Plumber</li> </ul>	<p>To demonstrate it meets this requirement, for each of the three (3) proposed resources, the Bidder must identify within its bid:</p> <ul style="list-style-type: none"> <li>i. The name of each proposed resource;</li> <li>ii. The category under which each resource is being proposed (e.g. whether carpenter, electrician or plumber)</li> </ul>		
<b>M3.</b>	<b>Qualifications of the proposed resources</b>			
	<p>The Bidder must demonstrate that each of the resources proposed under M2 possesses the required qualifications to perform the work.</p>	<p>To demonstrate it meets this requirement, the Bidder must provide a copy of the certifications of the proposed resources in its bid, as follows:</p> <ul style="list-style-type: none"> <li>i. Carpenter: the Bidder must provide a copy of the carpenter journeyman trade certification of the proposed resource</li> <li>ii. Electrician: the Bidder must provide a copy of the electrician journeyman trade certification of the proposed resource</li> <li>iii. Plumber: the Bidder must provide a copy of the plumber journeyman trade certification of the proposed resource</li> </ul>		
<b>M4.</b>	<b>Availability of the Proposed Resources</b>			
	<p>The Bidder must demonstrate that the proposed resources are willing and available to perform the Work.</p>	<p>To demonstrate it meets this requirement, for each of the proposed resources, the Bidder <b>must</b> provide a signed letter confirming the availability and willingness of the resource to perform the Work under the resulting Contract.</p> <p>The Bidder must do this using the template provided under Annex G, Letter of Availability and Willingness to Perform the Work Under the Contract, for each of the proposed resources.</p>		

(b) Stage 2: **POINT RATED TECHNICAL CRITERIA;**

Bids that meet all the MANDATORY TECHNICAL CRITERIA will be evaluated against the rated requirements described in the Point Rated Technical Criteria.

The Evaluation team will allocate points for the Technical Score in accordance with the maximum points assigned to each criterion.

The evaluation will take the form of reviewing the statements and supporting material referenced in the responses to the rated requirements to determine the score to be awarded. Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score, or the use of the word "should".

To be considered compliant, the bid must also meet or exceed the minimum required overall pass mark of 60 of the 100 available points. Any Bidder's proposal not meeting the overall minimum pass mark will be deemed non-compliant and the proposal will receive no further consideration. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly.

	POINT-RATED TECHNICAL CRITERIA	INSTRUCTIONS	POINTS
<b>R1. Corporate Experience of the firm (Bidder) – Total Available Points = 20 *See Note #1</b>			
R.1.1.	<p>Number of years of experience in maintaining and repairing electrical distribution equipment such as power cable, transformer, panel, switchboard, and circuit breakers:</p> <ul style="list-style-type: none"> <li>○ 5 or more years = 5 points</li> <li>○ 4+ years = 4 points</li> <li>○ 3+ years – 3 points</li> <li>○ 2+ years = 2 points</li> <li>○ Less than 2 years = 1 point</li> </ul>	<p>For criteria R1.1-R1.4, the Bidder should provide a resume detailing the corporate experience of the firm with the last 5 years prior to date of bid closing. The Bidder should do this using the template Annex H, Corporate Experience of the Bidder Template.</p> <ul style="list-style-type: none"> <li>i. Title or name of the organization for whom the work was performed, including the name of the project, if applicable;</li> <li>ii. Description of the work performed, (e.g. minimum of 1-2 paragraphs; the Bidder should describe the type of work performed in sufficiently detailed manner, including if the work was done for either maintaining and repairing prime diesel power generators, maintaining and repairing cogeneration or heat recovery systems, or maintaining or repairing electric switchgear apparatus);</li> <li>iii. Start and end dates (month/year);</li> <li>iv. Number of years or months of experience acquired;</li> <li>v. Name, title, email and phone number of a customer reference contact person who can validate the information provided by the Bidder;</li> <li>vi. Location of where the work was performed</li> </ul> <p><b>*** Specific Note: for criteria R1.1-R1.4, points will only be awarded for the corporate experience of the Bidder (i.e. the firm's experience). Points will not be awarded under this criterion for the experience of the individual resources proposed to do the work.</b></p>	
R.1.2.	<p>Number of years of experience in maintaining and repairing Services/Lighting equipment:</p> <ul style="list-style-type: none"> <li>○ 5 or more years = 5 points</li> <li>○ 4+ years = 4 points</li> <li>○ 3+ years – 3 points</li> <li>○ 2+ years = 2 points</li> <li>○ Less than 2 years = 1 point</li> </ul>		
R.1.3.	<p>Number of years of experience in maintaining and repairing Heating/Ventilation equipment such as fuel oil furnace, fuel oil unit heater, air handler with glycol coil, exhaust fan and thermostat:</p> <ul style="list-style-type: none"> <li>○ 5 or more years = 5 points</li> <li>○ 4+ years = 4 points</li> <li>○ 3+ years – 3 points</li> <li>○ 2+ years = 2 points</li> <li>○ Less than 2 years = 1 point</li> </ul>		
R.1.4.	<p>Number of years of experience in maintaining and repairing mechanical plumbing equipment such as circulating pump, pressure pump, expansion tank, glycol loop, hot water loop, hot water baseboard heater, drain, and heat exchanger:</p> <ul style="list-style-type: none"> <li>○ 5 or more years = 5 points</li> <li>○ 4+ years = 4 points</li> <li>○ 3+ years – 3 points</li> <li>○ 2+ years = 2 points</li> <li>○ Less than 2 years = 1 point</li> </ul>		

R2. <b>Experience of the Individual Resources – Total Points Available = 80 **See Note #2</b>			
R.2.1. Experience of the <b><u>Certified Carpenter</u></b> (up to 20 of the available 80 points)			
R.2.1.1.	Number of years of experience in maintaining and repairing buildings and facilities: <ul style="list-style-type: none"> <li>o 10 or more years = 10 points</li> <li>o 9 years = 9 points</li> <li>o 8 years = 8 points</li> </ul> Note: 1 point for each year, up to a maximum of 10 points	For criteria R.2.1., the Bidder should provide a resume using the Proposed Resources Work Experience Template (Annex I) detailing the experience within the last 10 years from date of bid closing of the proposed <b>Certified Carpenter Resource</b> . To demonstrate the experience, the Bidder should identify the following information within their resume of the proposed resource: <ul style="list-style-type: none"> <li>i. Name of the Resource;</li> <li>ii. Certifications obtained;</li> </ul>	
R.2.1.2.	Number of years of experience in maintaining and repairing buildings and facilities in the Arctic: <ul style="list-style-type: none"> <li>o 10 or more years = 10 points</li> <li>o 9 years = 9 points</li> <li>o 8 years = 8 points</li> </ul> Note: 1 point for each year, up to a maximum of 10 points	For each work experience identified in its resume: <ul style="list-style-type: none"> <li>iii. Name of the organization the work or project was performed for;</li> <li>iv. Description of the work performed as it pertains to criteria R.2.1.1 – R.2.1.2;</li> <li>v. Start and end dates (month/year);</li> <li>vi. Number of years or months of experience;</li> <li>vii. Name, title, email and phone number of a customer reference contact person who can validate the information provided by the Bidder;</li> <li>viii. Location where the work was performed</li> </ul>	
R.2.2. Experience of the main <b><u>Certified Electrician</u></b> (up to 30 of the 80 available points):			
R.2.2.1.	Number of years of experience in maintaining and repairing electrical distribution equipment such as power cable, transformer, panel, switchboard, and circuit breakers: <ul style="list-style-type: none"> <li>o 10 or more years = 10 points</li> <li>o 9 years = 9 points</li> <li>o 8 years = 8 points</li> </ul> Note: 1 point for each year, up to a maximum of 10 points	For criteria R.2.2., the Bidder should provide a resume using the Proposed Resources Work Experience Template (Annex I) detailing the experience within the last 10 years from date of bid closing of the proposed <b>Certified Electrician Resource</b> . To demonstrate the experience, the Bidder should identify the following information within their resume of the proposed resource: <ul style="list-style-type: none"> <li>i. Name of the Resource;</li> <li>ii. Certifications obtained;</li> </ul>	
R.2.2.2.	Number of years of experience in maintaining and repairing Services/Lighting equipment: <ul style="list-style-type: none"> <li>o 10 or more years = 10 points</li> <li>o 9 years = 9 points</li> <li>o 8 years = 8 points</li> </ul> Note: 1 point for each year, up to a maximum of 10 points	For each work experience identified in its resume: <ul style="list-style-type: none"> <li>iii. Name of the organization the work or project was performed for;</li> <li>iv. Description of the work performed as it pertains to criteria R.2.2.1 – R.2.2.3;</li> <li>v. Start and end dates (month/year);</li> <li>vi. Number of years or months of experience;</li> </ul>	

R.2.2.3.	<p>Number of years of experience in maintaining and repairing equipment in the Arctic:</p> <ul style="list-style-type: none"> <li>o 10 or more years = 10 points</li> <li>o 9 years = 9 points</li> <li>o 8 years = 8 points</li> </ul> <p>Note: 1 point for each year, up to a maximum of 10 points</p>	<ul style="list-style-type: none"> <li>vii. Name, title, email and phone number of a customer reference contact person who can validate the information provided by the Bidder;</li> <li>viii. Location where the work was performed</li> </ul>	
R.2.3. Experience of the main <b>Certified Plumber</b> (up to 30 of the 80 available points):			
R.2.3.1.	<p>Number of years of experience in maintaining and repairing Heating/Ventilation equipment such as fuel oil furnace, fuel oil unit heater, air handler with glycol coil, exhaust fan and thermostat:</p> <ul style="list-style-type: none"> <li>o 10 or more years = 10 points</li> <li>o 9 years = 9 points</li> <li>o 8 years = 8 points</li> </ul> <p>Note: 1 point for each year, up to a maximum of 10 points</p>	<p>For criteria R.2.3., the Bidder should provide a resume using the Proposed Resources Work Experience Template (Annex I) detailing the experience within the last 10 years from date of bid closing of the proposed <b>Certified Plumber Resource</b>. To demonstrate the experience, the Bidder should identify the following information within their resume:</p> <ul style="list-style-type: none"> <li>i. Name of the Resource;</li> <li>ii. Education;</li> <li>iii. Certifications;</li> </ul>	
R.2.3.2.	<p>Number of years of experience in maintaining and repairing mechanical plumbing equipment such as circulating pump, pressure pump, expansion tank, glycol loop, hot water loop, hot water baseboard heater, drain and heat exchanger:</p> <ul style="list-style-type: none"> <li>o 10 or more years = 10 points</li> <li>o 9 years = 9 points</li> <li>o 8 years = 8 points</li> </ul> <p>Note: 1 point for each year, up to a maximum of 10 points</p>	<p>For each work experience identified in its resume:</p> <ul style="list-style-type: none"> <li>i. Name of the organization the work or project was performed for;</li> <li>ii. Description of the work performed as it pertains to criteria R.2.3.1 – R.2.3.3.;</li> <li>iii. Start and end dates (month/year);</li> <li>iv. Number of years or months of experience;</li> </ul>	
R.2.3.3.	<p>Number of years of experience in maintaining and repairing equipment in the Arctic:</p> <ul style="list-style-type: none"> <li>o 10 or more years = 10 points</li> <li>o 9 years = 9 points</li> <li>o 8 years = 8 points</li> </ul> <p>Note: 1 point for each year, up to a maximum of 10 points</p>	<ul style="list-style-type: none"> <li>v. Name, title, email and phone number of a customer reference contact person who can validate the information provided by the Bidder;</li> <li>vi. Location where the work was performed</li> </ul>	
<b>TOTAL</b>			____/100

**IMPORTANT NOTES REGARDING THE POINT RATED-CRITERIA:**

\* **Note #1:**

**For criteria R1 (Corporate Experience of the Bidder), and criteria R2 (Experience of the Individual Resources Proposed by the Bidder).** Canada reserves the right to contact any of the customer references identified in the Bidder's bid to validate the information provided. If there is a conflict between the information provided by the customer reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.

**\*\* Note #2:**

**For criteria R 2.1.2., R 2.2.3., and R 2.3.3.,** for the purpose of assessing experience working in the Arctic, the word "Arctic" is defined as experience working in the Arctic Circle, or north of 66 degrees of latitude.

(c) Stage 3: Evaluation of the Financial Bid;

Once the technical evaluation scores are established for all proposals, the Financial Bids will be opened and evaluated by the Contracting Authority. The technical scores shall not be changed once the financial bids are opened.

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

The Total Bid Price for Evaluation will be established as per Annex B – Basis of Payment. The Bidder must complete all cells within that document in order for their bid to be deemed responsive. Note: a cell cannot remain blank. However, an amount of \$0.00 or NIL can be entered. It must be understood that all work is to be performed and response of \$0.00 or NIL does not mean the work will not be completed, it means that the price is included somewhere else within the Financial bid.

The financial bid will be the total combined costs of all columns listed in Table 1.1 and Table 1.2 found in Annex B – Basis of Payment.

(d) Stage 4: Contractor selection.

Highest Combined Rating Technical Merit (70%) and Price (30%)

- (a) Meet All Mandatory Requirements including submitting copies of all certifications.
- (b) To be declared responsive, a bid must:
  - (i) comply with all the requirements of the bid solicitation
  - (ii) meet all mandatory technical evaluation criteria
  - (iii) obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating.
- (c) Bids not meeting (i) or (ii) or (iii) will be declared non-responsive.
- (d) Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

**Calculation grid**

- 1) The technical evaluation is weighted at 70%.
- 2) The price is weighted at 30%.

**NOTE:**

In this requirement "Nunavut Representations" will allow for up to a maximum of 10% downward adjustment to a proponent's price, **for evaluation purposes only**, in accordance with the Bid Criteria found in SI07 of this ITT document.

- 3) The proposal obtaining the highest technical evaluation shall be awarded 70 points; all other proposals deemed acceptable shall be prorated.
- 4) The lowest technically eligible financial proposal shall be awarded 30 points; all other technically eligible proposals shall be prorated.
- 5) The sum of the technical and financial scores is used to determine the final score. The contract will be awarded to the firm obtaining the highest overall score. Where several bids are equal, the one with the highest technical rating will be selected.

6) **Example**

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		90/100	81/100	72/100
Bid Evaluation Price		\$66,000.00	**\$56,000.00** Note: Aboriginal Business receiving 10% downgrade for <i>evaluation purposes only</i> Financials now determined to be \$50,400.00	\$44,000.00
Calculations	Technical Merit Score	$90/90 \times 70 = 70$ points	$81/90 \times 70 = 63$ points	$72/90 \times 70 = 56$ points
	Pricing Score	$44,000/66,000 \times 30 = 19.99$ points	$44,000/50,400 \times 30 = 26.19$ points	$44,000/44,000 \times 30 = 30$ points
Combined Rating		89.99	89.19	86
Overall Rating		1st	2nd	3rd

### **3. Certifications**

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a Contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

#### **3.1 Certifications Required Precedent to Contract Award**

##### **Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true. The Bidder must complete the attached "List of Names for Integrity Verification Form" found in Annex F.

#### **SI07 Nunavut Land Claim Agreement Evaluation Criteria**

The requirements of the Nunavut Land Claims Agreement will apply to the proposed procurement. Bidders are therefore requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve local, regional and Inuit citizens and businesses in carrying out the work under this project. The benefits that apply to this procurement are contained in: Article 24 of The Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

In compliance with the requirements of Article 24 – Government Contracts, of The Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada, the following conditions will apply in the award of any Contract resulting from this solicitation:

##### **1 Contractor Selection**

In order to be considered responsive, a bid must satisfy all mandatory terms, conditions, and meet minimum technical specifications of this solicitation document. The total assessed bid price will be used for evaluation purposes only and will be calculated by reducing the total actual bid price by a percentage equal to the total number of points assigned through evaluation of the bid in accordance with the Nunavut Settlement Area Bid Criteria.



## 2 Nunavut Settlement Area Bid Criteria

Bids will be evaluated and allocated a range of points (whereby each point is equivalent to one percent) in accordance with the degree to which the Bidder's proposed method of carrying out the work meets the objectives of the following criteria:

In this requirement "Nunavut Representations" will allow for up to a maximum of 10% downward adjustment to a Bidder's price, for evaluation purposes only, in accordance with the following Bid Criteria. This provides for socioeconomic benefits in the region.

BID CRITERIA	AVAILABLE POINTS
The existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area	5 Points
The employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contract.	3 Points
The undertaking of commitments, under the contract, with respect to on-the-job training or skills development for Inuit.	2 Points
<b>TOTAL POSSIBLE POINTS</b>	<b>10 Points</b>

For purposes of interpretation:

"Inuit firm" shall be a firm, the name of which appears on the most current list of the Inuit firms created in accordance with the requirements of Article 24.7.1 of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada, and

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

"deliveries to" means "goods delivered to, and services performed in".

For more information on the contents of these lists, please contact:

Nunavut Tunngavik Incorporated  
PO Box 280  
Rankin Inlet, NU, X0C 0G0

Phone: 867-645-5400  
Facsimile: 867-645-3451

3 Evaluation and Assessment – Submission Requirements

In order for a bid to be assigned points for representations made in respect of any criterion (hereinafter collectively referred to as the “Nunavut Representations”), appropriately documented evidence of conformance with the stated objective of the criterion must be provided with the tender submission. It is not enough to provide just your return address, you must provide proof for each of the criterion that you are self-representing.

The Minister reserves the right to verify any information provided in the “Nunavut Representations” and that untrue statements may result in the tender being declared non-responsive.

4 Treatment of Representations and Warranties

The Bidder acknowledges that:

- a) The Minister relies upon the “Nunavut Representations” to evaluate bids; and
- b) The “Nunavut Representations” shall become covenants under any contract(s) resulting from this solicitation.

5 Evaluation Criteria

The benefits that apply to this procurement are contained in Article 24, Inuit of Land Claims Agreement (NLCA) Clauses:

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

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

**SI08 REVISION OF BID**

1. A bid may be revised by letter or facsimile in accordance with GI08 of R2410T “General Instructions to Bidders”. The facsimile number for receipt of revisions is (780) 495-5097.

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**SI09 BID RESULTS**

1. A public bid opening has **not** been scheduled.
2. Following evaluation of all bid, bidders will be advised of the results by letter.

**SI10 INSUFFICIENT FUNDING**

1. In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work, Canada in its sole discretion may:
  - a) cancel the solicitation; or
  - b) obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid; and/or
  - c) negotiate a reduction in the bid price and/or scope of work of not more than 15% with the Bidder submitting the lowest compliant bid. Should an agreement satisfactory to Canada not be reached, Canada shall exercise option (a) or (b).

**SI11 BID VALIDITY PERIOD**

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1) of SI11 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1) of SI11 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either:
  - a) continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - b) cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI09 – Rejection of Bids from R2410T "General Instructions to Bidders".

**SI12 CONSTRUCTION DOCUMENTS**

1. The successful contractor **may** be provided with one paper copy of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer if available from the ECCC Technical Authority. Additional copies, up to a maximum of one (1), will be provided free of charge upon request by the contractor. Obtaining more copies shall be the responsibility of the contractor including costs.

**SI13 SECURITY CLEARANCE**

The successful Contractor MUST if requested:

1. Provide personal data including the full name, date of birth, present address and other data as requested by the ECCC representative, for each person working on site, once building is occupied, to correct deficiencies or do warranty work for this project. This information will be used for security clearance purposes. Fingerprinting may be required. This information must be provided on request.
2. Ensure that all persons working on site to correct deficiencies or do warranty work, hold a valid security clearance issued by ECCC Departmental Security.
3. The level of Security Clearance that is required for the work to commence has been deemed "ECCC Reliability – for Facility Access".

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## SUPPLEMENTARY CONDITIONS (SC)

### SC01 INSURANCE TERMS

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

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

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

### SC02 MANDATORY HEALTH AND SAFETY

FOR WORK IN NUNAVUT

#### 1. PRIME CONTRACTOR

- 1.1. The Contractor shall, for the purposes of the Occupational Health and Safety Act - Nunavut, and for the duration of the Work of the Contract:
  - 1.1.1. act as the Employer, where there is only one employer on the work site, in accordance with the Authority Having Jurisdiction;
  - 1.1.2. accept the role of Contractor/Principal Contractor/Constructor, where there are two or more employers involved in work at the same time and space at the work site, in accordance with the Authority Having Jurisdiction; and
  - 1.1.3.. agree, in the event of two or more Contractors working at the same time and space at the work site, without limiting the GC3 - Execution and Control of Work GC 3.7, to the Project Managers order \* to:
    - 1.1.3.1. assume, as the Principal Contractor, the responsibility for the Canada's other Contractor(s); or
    - 1.1.3.2. accept that Canada's other Contractor is Principal Contractor and conform to that Contractor's Site Specific Health and Safety Plan.

\* "order definition": after contract award, Contractor is ordered by a Change Order

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## 2. WORKERS COMPENSATION BOARD AND SAFETY PROGRAM

- 2.1. The Contractor shall provide the following to the Contracting Authority, prior to Contract Award:
- 2.1.1. A Workers Compensation Board Claims Cost Summary - Nunavut
  - 2.1.2. a Workers Compensation Board letter of good standing, also listing covered Directors, Principals, Proprietor(s) or Partners who will be or will be or who are anticipated to be present on the work site(s); and
  - 2.1.3. a Certificate of Recognition (COR) or Registered Safety Plan (RSP) acceptable to the Authority Having Jurisdiction (AHJ). A health and safety policy and program, as required by the respective provincial/territorial Occupational Health and Safety Act, will be acceptable in lieu of a COR or RSP. If none is required by law, a copy of a health and safety policy and program that has been sent to the AHJ for review will also be acceptable, provided that the recommended Tenderor certifies that it has been sent to the AHJ.
- 2.2 The Contractor shall deliver all of the above documents to the Contracting Authority on or before the date stated (usually 3-5 days after notification) by the Contracting Authority. Failure to comply will result in a breach of promise/disqualification from the project, at which time the Contracting Authority will be free to approach the next lowest responsive/another Tenderer.

## 3. PERMITS, NOTIFICATIONS AND SAFETY PLAN

- 3.1. The Contractor shall provide to the ECCC Technical Authority:
- 3.1.1. prior to the pre-construction meeting, a transmittal and copy of the Advance Notification of Project form, contained herein, as sent to the Authority Having Jurisdiction (AHJ), unless this requirement is waived by the Technical Authority; and
  - 3.1.2. prior to commencement of work and without limiting the terms of General Instructions to Bidders GI12 and GC4 - Protective Measures GC 4.2
    - 3.1.2.1. copies of all other necessary permits, notifications and related documents as called for in the scope of work/specifications and/or (AHJ); and
    - 3.1.2.2. a site specific Health and Safety Plan which is acceptable to the AHJ, unless this requirement is waived by the Project Manager.

**ADVANCE NOTIFICATION OF CONSTRUCTION PROJECT**

To Provincial Labour Authority:  
 This Advance Notification is to advise you that we, the listed contractor, will be undertaking a Federal Construction Project within your jurisdiction for which we are designated the Prime/Principal/General Contractor and that we will be the party responsible for the overall coordination of safety on the construction site.  
 A pre-construction meeting for this project will be held at (Location) \_\_\_\_\_ on (Date) \_\_\_\_\_ at (Time) \_\_\_\_\_.  
 An invitation for a representative of the provincial/territorial authority to attend this meeting is extended. The Site Specific Safety Plan will be reviewed at this meeting. Should you wish to attend please contact the name listed below.

Date:		File Number:	
Contract Amount:		Project Number:	
Business/Legal Name of Employer/Prime Contractor (AB)(BC); Employer/Contractor (SK); Employer/Principal Contractor (MB)(QC)(NF&Labrador)(NT & Nunavet); Employer/Constructor (ON)(NS)(NB)(PE)(YT)			
<u>Mailing Address:</u>		<u>Telephone:</u>	
		<u>Fax Number:</u>	
		<u>Contact Name:</u>	

**PROJECT DETAILS**

Location of Project	
Nature of Work/Process Undertaken	
Name of Site Superintendant	
Contact Number for Superintendant	
Estimated Start Date of Project	
Estimated Project Duration	
Number of Workers to be Employed	

List of Sub-Contractors to be Employed (Use additional Space if Required)

Company Name	Business Address/Location

**OWNER INFORMATION**

Project Owner:	Environment and Climate Change Canada
Owners Representative:	
Owner Representative Contact Number:	

**Hazardous Regulated Activities**

This is a notification to the Provincial/Territorial Labour Authority of the Hazardous Regulated Activities that are to be undertaken during the project by the Prime/Principal Contractor or Constructor or any sub-contractors. This list may not be inclusive and may be amended from time to time.

Note to Prime/Principal Contractor or Constructor:

Any Hazardous Regulated Activities which are listed must also have elements included in the Site Specific Safety Plan Listing working Procedures for those activities.

Check Box for activities to be undertaken and provide estimated duration of activities in hours/days.

Check	Activity	Estimated Duration
	Working in or with Trenching/Excavation/Tunnels	
	Use of Scaffolding/Swing Stages	
	Working from Heights requiring fall protection systems	
	Crane Operations	
	Working from Heights requiring fall protection systems	
	Crane Operations	
	Work in Confined Spaces	
	Blasting and/or use of explosives	
	Use and or exposure to high voltage electrical	
	Hot Work	
	Demolition	
	Use of temporary structures, stairs, ramps or landings, and constructed ladders	
	Use of Heavy Equipment which may/may not require traffic control	
	Working on or near water	
	Working with hazardous substances/regulated products *	
	Working with radiation emitting devices	
	Working with or exposure to Asbestos, PCBs or Lead	

Please list any other hazardous regulated activities, which are not listed, below:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* If the work is to occur in an occupied space, as a renovation or a lease fit-up, the Prime/Principal Contractor or Constructor is required to provide copies of MSDSs for all controlled products to the Owner's Representative and to maintain copies on site.



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## DISTRIBUTION

The Prime/Principal Contractor or Constructor is responsible to ensure proper distribution of this form and must provide proof that the form was sent to the Labour Authority. Work activities cannot commence until such proof has been provided. Proof can be by registered mail receipt, or by providing a copy of a fax transmittal notice, or any other means providing indication that the Labour Authority has received this document:

Original: to applicable provincial/territorial labour authority  
Copies to: ECCC Technical Authority and ECCC Contracting Officer

A copy of this form is to be posted at the project site prior to the commencement of work.

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**NOTE:**

Please do not include any forms that include personal 3rd party information such as the names of the contractor's employees and their related claims information

## LABOUR AUTHORITY CONTACTS

The contacts below represent the Labour Authority in the various jurisdictions. They are not representatives of the Workers Compensation. Do not contact the people referenced below for issues pertaining to WCB or WCB Clearances. Those queries must be directed specifically to the WCB, and where the WCB has both a Labour and Compensation component, WCB issues must be directed to the Compensation/Employer Services sections.

Workers' Compensation Board  
Northwest Territories and Nunavut  
Prevention Services  
Box 8888  
Yellowknife, NT  
X1A 2R3

Attention: Gordon Becket, Chief Industrial Safety Officer  
E-mail: gordonb@wcb.nt.ca  
Telephone: 867-669-4403  
Facsimile: 867-873-0262

**CONTRACT DOCUMENTS (CD)**

1. The following are the contract documents:

- a) Contract Page when signed by Canada;
- b) Duly completed Bid and Acceptance Form and any Appendices attached thereto;
- c) Drawings and Specifications;
- d) General Conditions and clauses
  - GC1 General Provisions 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 R2850D (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 R2880D (2008-05-12);
  - GC9 Contract Security (if applicable) R2890D (2014-06-26)
  - GC10 Insurance R2900D (2008-05-12);
- Supplementary Conditions
  - Allowable Costs for Contract Changes Under GC6.4.1 R2950D (2015-02-25);
  - Schedules of Wage Rates for Federal Construction Contracts;
- e) Any amendment issued or any allowable bid revision received before the date and time set for solicitation closing;
- f) Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; 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. Schedules of Wage Rates for Federal Construction Contracts is included by reference and may be accessed from the Web site:

[http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment\\_standards/contracts/schedule/index.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/labour/employment_standards/contracts/schedule/index.shtml).

4. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

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**BID AND ACCEPTANCE FORM (BA)**

**BA01 IDENTIFICATION**

Work under this contract will involve, but is not limited to the following for Environment and Climate Change Canada (ECCC): Supply of all labour, material, tools, equipment, transportation, and supervision necessary to complete the Requirement of Preventative Maintenance for the Eureka Upper Air Weather Station as detailed in Annex A, the Specifications.

**BA02 BUSINESS NAME AND ADDRESS OF BIDDER**

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

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

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

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

GST #: \_\_\_\_\_

**BA03 THE OFFER**

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

\$ \_\_\_\_\_ (leave blank) \_\_\_\_\_ excluding GST/HST.

**Note: This information will be taken from Annex B – Basis of Payment.**

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**BA04 BID VALIDITY PERIOD**

The bid shall not be withdrawn for a period of **120 days** following the date of solicitation closing.

**BA05 ACCEPTANCE AND CONTRACT**

Upon acceptance of the Contractor's offer by Canada, a binding Contract shall be formed between Canada and the Contractor. The documents forming the Contract shall be the contract documents identified in Contract Documents (CD).

**BA06 CONSTRUCTION TIME**

The Contractor shall perform and complete the Work to be in compliance with the schedule set forth by ECCC as listed below:

- Phase One – by January 31<sup>st</sup>, 2018
- Phase Two – by July 31<sup>st</sup>, 2018

**BA07 SIGNATURE**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## ANNEX A – REQUIREMENT

### Facility Maintenance Crew with Carpenter, Electrician and Plumber completing Preventative Maintenance at the Eureka Weather Station, Nunavut

#### 1. Context

- 1.1. Work comprises of services from a General Contractor (prime contractor), and some materials to supply a preventive and corrective maintenance contract for January of 2018 (approximately) and again in spring/summer of 2018 (TBD).

For the first phase of work in January of 2018 (approximately), one plumber and one electrician will stay on site for a period to be determined by the bidder. The duration of work on site for this phase is estimated by Environment and Climate Change Canada (ECCC) to be around 6 days, each day totaling 10 hours for the plumber and 10 hours for the electrician for a total estimated 120 man hours. The second phase of work in spring/summer of 2018, one plumber, one electrician and one carpenter will remain on site for a period to be determined by the bidder. The duration of work on site for the second phase is estimated by ECCC to be around 6 days, each day including 10 hours for the plumber, 10 hours for the electrician and 10 hours for the carpenter, for an estimated total 180 man hours. The total estimated man hours for the entire contract is 300 hours (120 hrs each for the plumber and electrician and 60 hours for the carpenter). Work is being divided into phases so that some critical items can be addressed before the winter months whereas the remaining more seasonal items can be addressed during the warmer months.

A representative of the General Contractor (prime contractor) must be on site to ensure compliance to Health and Safety regulations, supervise and coordinate. That person can be one of three trades persons; at condition that person also has the required license, etc. The bidder must review all annexes. Lists, prepared by suppliers, of parts that have been already shipped to Eureka must be reviewed by the bidder. If parts are missing to complete listed tasks, once contract awarded, the bidder will have to order missing parts, equipment, etc. The bidder must include in its bid the estimate of the duration of the stay. The bidder must include in its bid additional hours for travelling. The charter flight to and from Yellowknife, NT will be provided by ECCC. One way flight duration is usually from about 7:00 AM to 5:00 PM. Once contract awarded, the bidder must inform ECCC of the estimated weight and volume of its tools and personal protective equipment, the estimated weight and volume of its cargo. The meals and rooms on site in Eureka will be provided by ECCC.



**Photo 1 - Aerial View of the Weather Station**

- 1.2. Eureka Weather Station is located in High Arctic on the north side of Slidre Fjord, at the northwestern tip of Fosheim Peninsula, Ellesmere Island. The location coordinates are 79° 59' 41" N and 85° 48' 48" W and is accessed primarily by air with an all season air strip located about 1.5 km northeast of the site. An annual sea lift provides the area with a majority of the bulk goods and supplies since it is covered with ice most of the year. The site consists of the Weather Station and the outlying areas (the Airstrip, Skull Point DND, Fort Eureka DND and AStrO Lab ) within the radius of 15 kilometers.



Figure 2 - Location of Eureka Weather Station

**2. Period of contract**

2.1. The contract is effective from date of award through completion of work, approximately January 2018 through July 2018. The exact dates of the travel and stay will be confirmed at contract award.

**3. Maintenance Requirements**

3.1. Provide labour, parts as required, tools, transportation and supervision necessary for the preventative and corrective maintenance on electrical and mechanical systems, buildings and accessories on behalf of Environment & Climate Change Canada, Eureka, Nunavut. The work specified below and in the annexes is the basic requirement and should not restrict any additional work required to suit the manufacturer recommendations and maintain a trouble free operation.

3.2. Work specified for each system maybe scheduled together with other systems work described herein provided it meets Environment & Climate Change Canada requirements. Coordinate work with Environment & Climate Change Canada on-site.

3.3. Maintenance and repairing of Electrical Distribution equipment such as:

- a) Power cables,
- b) Transformers,
- c) Panels,
- d) Switchboards,
- e) Circuit breakers.
- f) Thermography of all power cables connections and apparatus b) to e).
- g) Works described in annex document "Maintenance 2017 TASKS ELECTRICIAN"
- h) Other tasks required on site, etc.

See annexes for details. Inspect, clean, re-torque all connections and verify system operation. Make necessary adjustments/settings for optimum operation. In addition to this list, refer to Original Equipment Manufacturer Manuals, Standards Operation Procedure and/or O&M Manual for additional information. Conform to the strictest requirements for the maintenance to ensure efficiency, reliability and safety of the site.

3.4. Maintenance and repairing of Electrical Services/Lighting such as:

- a) Wall receptacles,
- b) GFCI receptacles,
- c) Switches,
- d) Junctions boxes,
- e) Interior and Exterior Lighting fixtures,
- f) Photocells / motion detectors,
- g) Heat traces for piping.
- h) Heat seals for Arctic/Freezer doors
- i) Works described in annex document "Maintenance 2017 TASKS ELECTRICIAN"
- j) Other task required on sites, etc.

See annexes for details. Inspect, clean, re-torque all connections and verify system operation. Make necessary adjustments/settings for optimum operation. In addition to this list, refer to Original Equipment Manufacturer Manuals, Standards Operation Procedure and/or O&M Manual for additional information. Conform to the strictest requirements for the maintenance to ensure efficiency, reliability and safety of the site.



3.5. Maintenance and repairing of Heating/Ventilation equipment such as:

- a) Fuel oil furnaces,
- b) Fuel oil boilers,
- c) Fuel oil unit heaters,
- d) Air handlers with glycol coils,
- e) Exhaust fans,
- f) Thermostats.
- g) Works described in annex document "Maintenance 2017 TASKS PLUMBER"
- h) Other task required on sites, etc.

See annexes for details. Inspect, clean, re-torque all bolts and verify system operation. Make necessary adjustments/settings for optimum operation. In addition to this list, refer to Original Equipment Manufacturer Manuals, Standards Operation Procedure and/or O&M Manual for additional information. Conform to the strictest requirements for the maintenance to ensure efficiency, reliability and safety of the site.

3.6. Maintenance and repairing of mechanical plumbing equipment such as:

- a) Circulating pumps,
- b) Pressure pumps,
- c) Expansion tanks,
- d) Glycol loops,
- e) Hot water loops,
- f) Hot water baseboard heaters,
- g) Drain pipes,
- h) Heat exchangers.
- i) Strainers
- j) Works described in annex document "Maintenance 2017 TASKS PLUMBER"
- k) Other task required on sites, etc.

See annexes for details. Inspect, clean, re-torque all bolts and verify system operation. Make necessary adjustments/settings for optimum operation. In addition to this list, refer to Original Equipment Manufacturer Manuals, Standards Operation Procedure and/or O&M Manual for additional information. Conform to the strictest requirements for the maintenance to ensure efficiency, reliability and safety of the site.

3.7. Maintenance and repairing of building and accessories such as:

- a) Exterior walls and crawlspaces,
- b) Interior walls and ceiling,
- c) Paint,
- d) Doors,
- e) Windows,
- f) Stairs
- g) Fences,
- h) Caulking,
- i) Insulation,
- j) Works described in annex document "Maintenance 2017 TASKS CARPENTER"
- k) Other task required on sites, etc.

See annexes for details. Inspect, clean and verify system operation. Make necessary adjustments/settings for optimum operation. In addition to this list, refer to Original

Equipment Manufacturer Manuals, Standards Operation Procedure and/or O&M Manual for additional information. Conform to the strictest requirements for the maintenance to ensure efficiency, reliability and safety of the site.

- 3.8. Among plumber, electrician and carpenter, if one is completing his list of tasks before others, this person must have all required authorizations to assist other trades as a helper or apprentice. Because of the volume of works (tasks) on site, limited time on site, cost for stay, cost for charter flights, it is unacceptable for ECCC that a contractor does not involve continually in works on site by contract term of 10 hours a day.
- 3.9. The Contractor must ensure that its employees bring, and wear when required, personal protective equipment, including equipment required for working at a heights.
- 3.10. The electrician must assist when the plumber is asking to disconnect, connect or investigate for mechanical works such as tasks with pump, actuator, motorized valve, etc. The general contractor has to coordinate works of sub-contractors to optimize schedule and minimize delays and non-productivity.
- 3.11. The general contractor that sub-contracts the electrician, plumber and carpenter is responsible of the health and safety on work site.

#### **4. Basis of pricing – found in Annex B “Basis of Payment”**

- 4.1. Provide a lump sum for the complete preventive maintenance and corrective maintenance, including parts, labor and travel time. Note that the round-trip flights will be supplied by ECCC from and to Yellowknife, NT. ECCC will reimburse at cost hotel fees and meal fees during travels according to Government of Canada travel policy. All receipts required. The Unit Prices are inclusive of labor, tradesmen, travel and living costs, shipment of tools and personal protective equipment to and from Yellowknife, NT.
- 4.2. Provide hourly rates for the following personnel for any optional additional works not in the Contract and requested by Environment & Climate Change Canada during the maintenance contract before the site visit or during the site visit. All trade people shall have Journeyman status.
  - a) Electrician, up to a maximum of 50 hours
  - b) Plumber, up to a maximum of 50 hours
  - c) Carpenter, up to a maximum of 50 hours
- 4.3. Upon review and acceptance of all price revisions by the Contracting Authority, an amendment will be issued to the contract in the form of a change order.
- 4.4. GST is not included in unit prices, but will be added as a separate item to any resulting invoice.
- 4.5. Shipping/Freight: The cost to ship materials and/or supplies is FOB destination, freight prepaid and charged back as a separate item on the invoice and supported by a copy of the freight companies invoice.
- 4.6. Original Equipment Manufacturer (OEM) parts and other (if approved by ECCC) parts are to be billed with profit & administration, total margin, of 15% maximum over the original OEM or supplier cost.

- 4.7. Environment & Climate Change Canada reserves the right to purchase internally the parts specified by the contractor.
- 4.8. If consumables parts/pieces of the inventory of ECCC on site are used by the contractor, the contractor will have to notify ECCC in advance and supply a complete list of these items. A credit to compensate will have to be approved and applied.
- 4.9. Labour rate and part cost for field work:

Complete Annex B – Basis of Payment

The Contractor will not be charged for living costs in Eureka Weather Station. Meals and bed provided by ECCC in the Weather Station.

- 4.10. Miscellaneous: Environment & Climate Change Canada will reserve the right to have work completed on a lot or hourly basis. When work is requested on a lot basis and additional work becomes necessary, the additional work shall be performed on an hourly basis plus the applicable charges for parts. When the Supplier's personnel are delayed in Eureka after their work is completed, Environment & Climate Change Canada will compensate the Supplier to a maximum of eight (8) hours pay for each calendar day for each employee on site.

## 5. Compliance with Safe Work Practices & Health and Safety Policies

- 5.1. The Contractor must meet or exceed safe working policies. The Contractor shall reference and utilize all applicable Health and Safety Policies and Procedures including, but not limited to, Hot Work Permits, Hot Tap Permits and Lock-Out and Tag-Out Policy in carrying out their work on site.

The Contractor shall comply with all statutes, codes, regulations and by-laws applicable and where necessary, shall review with those public authorities having jurisdiction in order that the consents, approvals, licenses and permits required for the project may be applied for and obtained.

The Contractor shall comply with the provincial/territorial Health and Safety Act and WHMIS Regulation, the provincial/territorial Occupational Health and Safety Act and Regulations for Construction, all applicable notices, the Canada Labour Code Part II, the Electrical Inspection Authority directives and notices (if applicable), Federal and provincial/territorial Building and Fire Codes, the local building permit inspections.

The Contractor shall have, and maintain current, their company Health and Safety Plan and Training Program including their Zero Energy (lock-out and tag-out) Policy and Procedures.

- 5.2. Environment and Climate Change Canada reserves the right to require the Contractor to remove and replace, in a timely manner, any of the Contractor's staff who Environment and Climate Change Canada deems to be unsuitable in accordance with Annex D – Eureka Code of Conduct. Should the removal/replacement occur at a time other than the regularly scheduled resupply flights, the Contractor will be responsible for the cost of transportation to and from Eureka for the replacement person or persons.

**LISTS OF TASKS FOR THE CARPENTER**

**1. Compliance**

- 1.1. If the carpenter notices an installation that is not compliant with current standards, he must advise the representative of ECCC.
- 1.2. The carpenter must comply with the acknowledged rules of the art and the best practices.
- 1.3. The carpenter must comply with the current version of any other applicable standards, codes, rules, etc.
- 1.4. The carpenter must comply with lockout procedures and ensure zero energy state when working on equipment.
- 1.5. The carpenter must wear and/or use appropriate personal protective equipment.
- 1.6. The general contractor that sub-contracts the carpenter is responsible of the health and safety on work site.

**2. Location: New Garage**

- 2.1. Reseal three 12'X12' garage doors. Contractor must supply parts.



**3. Power House**

- 3.1. Reseal double door. Contractor must supply parts.



**4. Main Complex – Warehouse**

4.1. Replace worn plywood floor. Plywood already on site, supplied by ECCC.



**5. Main Complex – Boiler Room**

5.1. Install a 1' X 1' grill in the door of the boiler room. Contractor must supply parts.

**6. Incinerator building**

5.1. Build step and small platform to access fuel tank. Coordinate locally with station manager and staff. Wood for stairs already on site, supplied by ECCC.



7. Old Garage

7.1. Build step and small platform to access fuel tank. Coordinate locally with station manager and staff. Wood for stairs already on site, supplied by ECCC.



7.2. Reseal and align both garage doors. Contractor must supply parts.



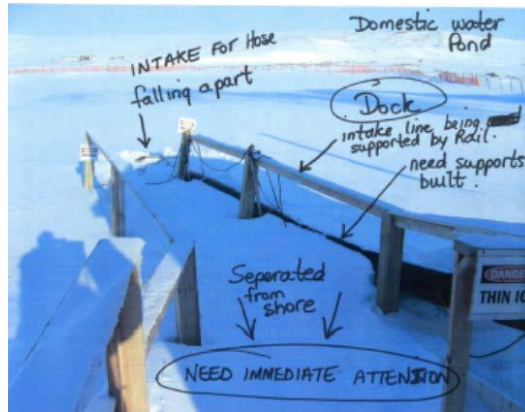
8. Fresh water reservoir

8.1. Rebuild intake hose box. Coordinate locally with station manager and staff. Wood already on site, supplied by ECCC.





- 8.2. Repair ramp and dock. Coordinate locally with station manager and staff. Wood already on site, supplied by ECCC.



- 8.3. Repair fence. Coordinate locally with station manager and staff. New fence and posts supplied by ECCC.





**9. Location: All buildings**

- 9.1. Reseal and readjust about 15 doors. This is Clarke, similar to a freezer door with a heated seal. Contractor must supply parts.



- 9.2. Proceed to inspections listed in Preventive Maintenance program. See inspection form in Annex.
- 9.3. Proceed to corrective work on request if time remains available when on site to do so.
- 9.4. Proceed to vacuum cleaning of work site when required.

**Materials list for the Carpenter**

- See attached Appendix #1



**LISTS OF TASKS FOR THE ELECTRICIAN**

**1. Compliance**

- 1.1. The electrician must comply with the current version of the Canadian electrical code, part I CSA C22.1.
- 1.2. If the electrician notices an installation that is not compliant with current standards, he must advise the representative of ECCC.
- 1.3. The electrician must comply with the acknowledged rules of the art and the best practices.
- 1.4. The electrician must comply with the current version of any other applicable standards, codes, rules, etc.
- 1.5. The electrician must comply with lockout procedures and ensure zero energy state when working on equipment.
- 1.6. The electrician must wear and/or use appropriate personal protective equipment, including arc flash protection and compliance to current version of Workplace Electrical Safety CSA Z462.
- 1.7. The general contractor that sub-contracts the plumber is responsible of the health and safety on work site.

**2. Location: New Garage**

- 2.1. Complete the assembly of a welding fume extractor. Parts are supplied by ECCC.



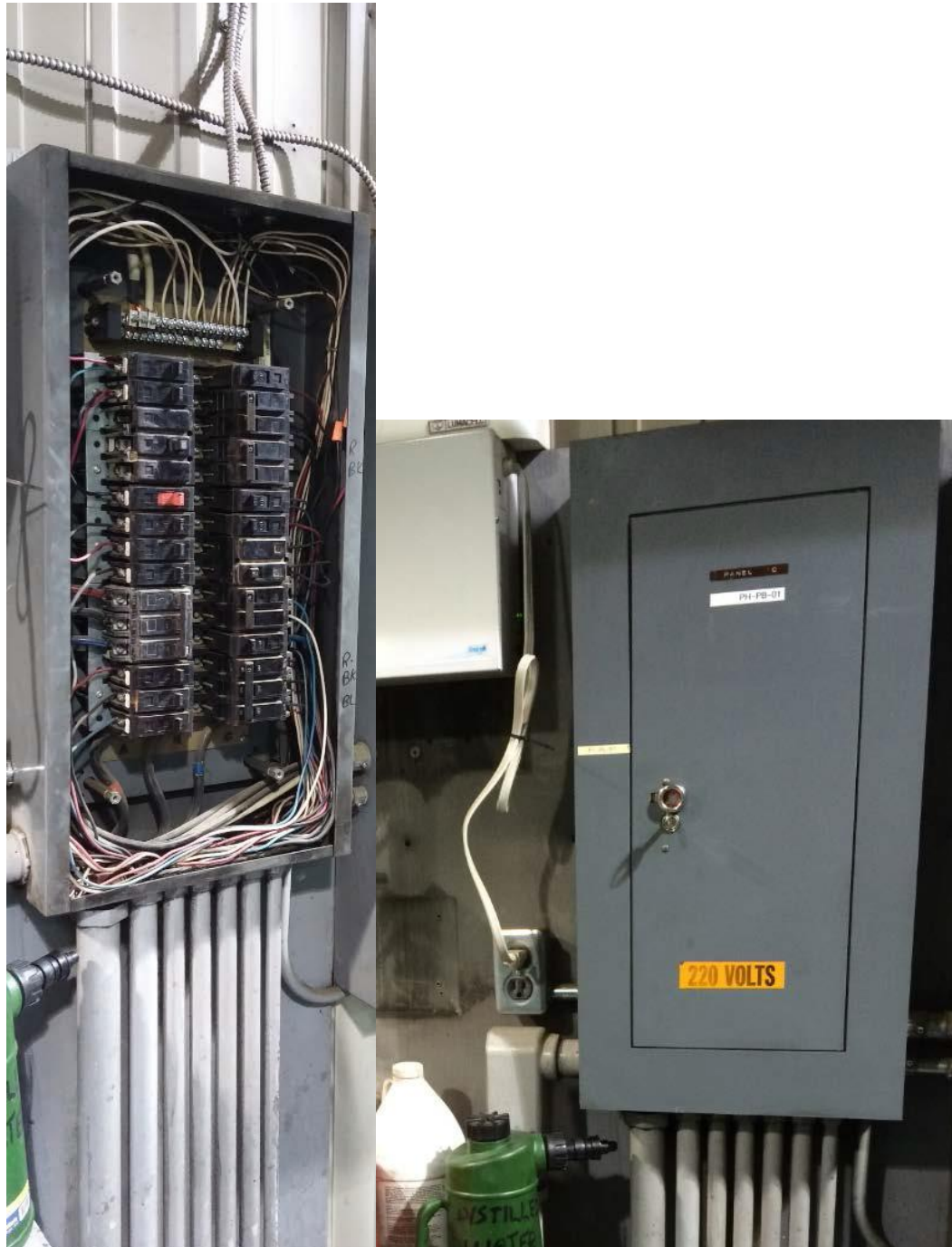
3. Location: Water Tank House

- 3.1. Replace panel WTH-PB-01 by a new panel 225A 347/600V 3 phase, 4 wires. See material list, items 1 to 6a that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



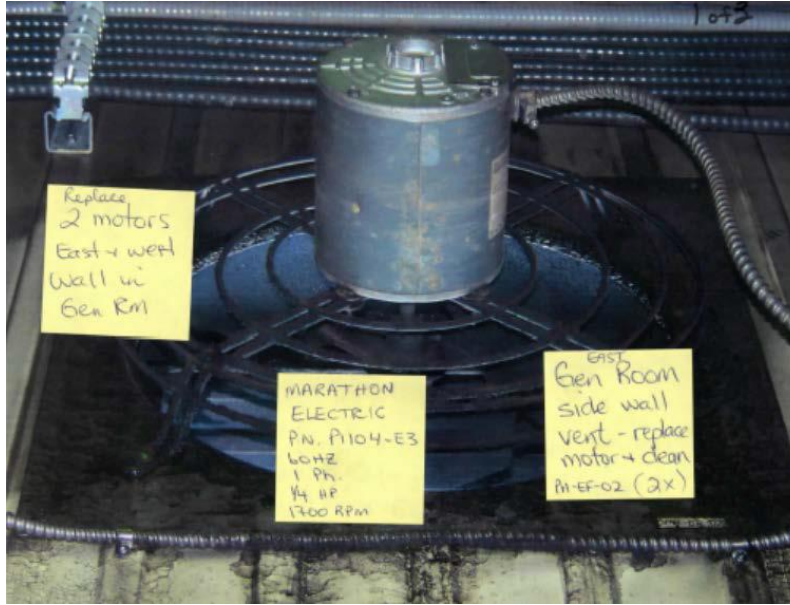
4. Power House

- 4.1. Replace panel PH-PB-01 by a new panel 225A, 120/208V, 3 phase, 4 wires, 42 circuits. See material list, items 7 to 13a that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.





- 4.2. Replace fan motors and clean units, grills, louvers, etc. for PH-EF-01 and PH-EF-02. See material list, item 14 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



- 4.3. Repair red alarm light outside Power House.



**5. Fresh Water Reservoir Pump house**

5.1. Install four (4) new duplex 20A receptacles GFCI, Teck cables and circuit breakers. See material list, items 15 to 21 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



**6. Eureka International airport building**

6.1. Install four (4) new duplex 20A receptacles GFCI, Teck cables and circuit breakers. See material list, items 22 to 28 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



## 7. AStrO Lab

- 7.1. Relocate wall thermostat of electric baseboard heater H7, in room 123, fed by Panel E, Circuit 17.
- 7.2. Relocate wall thermostat of electric baseboard heater H19, in laboratory room 117, fed by Panel G, Circuits 7 & 8.
- 7.3. Replace wall thermostat of electric baseboard heater H21, in laboratory room 117, fed by Panel G, Circuits 9 & 10.
- 7.4. Replace wall thermostat of electric baseboard heater H22, in laboratory room 117, fed by Panel G, Circuits 9 & 10.
- 7.5. Replace wall thermostat of electric baseboard heater H23, in laboratory room 117, fed by Panel G, Circuits 11 & 12.
- 7.6. See material list, item 29 to 32 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.

## 8. Main Complex – Electrical & Mechanical Room

- 8.1. Inspect contactors and overload protection of air handler AHU-1 and AHU-2 and of fresh air electric pre-heater installed on AHU-2.

## 9. Main Complex – Kitchen

- 9.1. Inspect contactors and overload protection of Fryer.
- 9.2. Inspect contactors and overload protection of electric "BBQ".
- 9.3. Inspect contactors and overload protection of Range.



- 9.4. Install ten (10) Retro reno PAR20 light fixture LED 60W to replace existing halogen 50W. These new light fixtures are supplied by ECCC.



## 10. Main Complex – Kitchen back room

- 10.1. Install one (1) duplex receptacle for a refrigerator and Teck cable. Spare breakers are available in panel B (could be discussed on site to find the panel that is the most convenient for running the cable. See material list, items 33 to 38 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.. Some existing panels are flush mount, which may involve gypsum dismantlement and rebuild, running cable inside wall and crawl space and other specific site conditions. For information, existing panels inside the Main Complex are mostly Federal Pioneer NBLP42B-4LCST.



**11. Main Complex – Weather Office**

- 11.1. Replace the existing weak UPS (or weak battery) by a model with brand new batteries to obtain autonomy of, at least, 30 minutes. This delay is required to cover the time required to operate the manual transfer switch to emergency backup generator. See material list, item 39 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



**12. Main Complex – Gym**

- 12.1. Install a new duplex receptacle and related wiring, cable and/or conduits. Parts are supplied by ECCC.





### 13. Outdoor

- 13.1. Install four (4) Street light fixtures LED 60W to replace existing High Pressure Sodium or Metal Halide 250 to 400W. These new light fixtures are supplied by ECCC.



- 13.2. Install four (4) Door Wall Pack light fixtures LED 14W to replace existing Metal Halide 70W. These new light fixtures are supplied by ECCC.



- 13.3. Install four (4) Wall Pack light fixtures LED 56W to replace existing High Pressure Sodium or Metal Halide 250 to 400W. These new light fixtures are supplied by ECCC.



### 14. Location: All buildings

- 14.1. Proceed to inspections listed in Preventive Maintenance program. See inspection form in Annex.
- 14.2. Proceed to thermography of all electrical Panels, Transformers, Splitter Trough, disconnect switches, etc.
- 14.3. Proceed to vacuum cleaning of electrical apparatus when required.

### Materials list for the Electrician

- See attached Appendix #2

**LISTS OF TASKS FOR THE PLUMBER**

**1. Compliance**

- 1.1. The plumber must comply with the current version of the National Plumbing Code of Canada NRCC 53302.
- 1.2. The plumber must comply with the current version of the Installation code for oil-burning equipment CSA B139.
- 1.3. If the plumber notices an installation that is not compliant with current standards, he must advise the representative of ECCC.
- 1.4. The plumber must comply with the acknowledged rules of the art and the best practices.
- 1.5. The plumber must comply with the current version of any other applicable standards, codes, rules, etc.
- 1.6. The plumber must comply with lockout procedures and ensure zero energy state when working on equipment.
- 1.7. The plumber must wear and/or use appropriate personal protective equipment.
- 1.8. The general contractor that sub-contracts the plumber is responsible of the health and safety on work site.

**2. Location: New Garage**

- 2.1. Replace IN and OUT connections on the hot water heater and shut off valves. See material list, items 1 to 6a that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.
- 2.2. Replace the hot water heater with the spare unit that the station already has.



- 2.3. Replace 10 bleed valves ½" NPT that drain by bottom. See material list, item 6b that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.

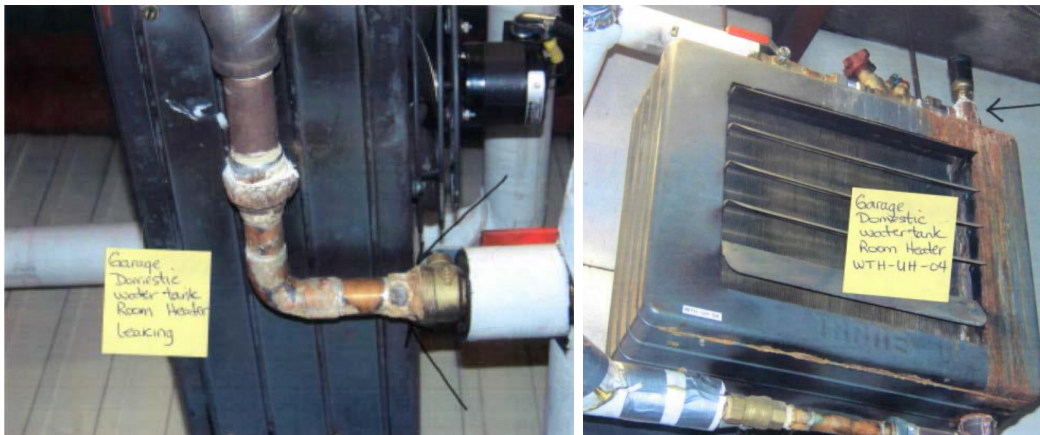


### 3. Location: Water Tank House

- 3.1. Lubricate or wax level indicators to ensure they are moving freely with minimal friction. See material list, items 7 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.
- 3.2. Install supports to the PVC pipes at the bottom of the tanks to properly attach them to floor. See material list, items 8 and 8a that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.
- 3.3. Remove Fernco Type flexible couplings with worm gear hose clamps and replace by PVC couplings. Flanges will be used as unions. Replace red gasket. See material list, items 9 and 12 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



- 3.4. Replace ball valve 2" NPT on pump WTH-P-01. See material list, item 13 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.
- 3.5. Replace unit heater WTH-UH-04 and install dielectric unions to reduce corrosion. See material list, item 13a that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



- 3.6. Repair and/or reinstall valve with proper fittings. See material list, item 13b that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



#### 4. Power House

- 4.1. Reinstall shaft covers, for safety, on the pumps PH-P-01 and 02.
- 4.2. Replace both unit heater PH-UH-01 and 02. See material list, item 14 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor. Replace motor and shaft of motorized damper PH-OAD-01. Pre-charge domestic water expansion tanks PH-ET-01 and 02 at the specified pressure.
- 4.3. Replace 5 bleed valves 1/4" NPT and 5 bleed valves 1/8" NPT. See material list, items 14a and 14b that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.





- 4.4. Replace bleed valve 1/2" NPT that drain by top. See material list, item 14c that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



- 4.5. Repair and/or reinstall fuel fire shut-off. Parts required to be defined once contract awarded. Procedure to be established by general contractor and plumber in accordance with operational constraints of the Station.



- 4.6. Replace union and the deteriorated short pipe section. See material list, items 14a and 14b that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



## 5. AStrO Lab

- 5.1. Pre-charge domestic water expansion tank of pump PU4 at 20 PSI.  
5.2. Minor soldering repair of a 1/2" copper pipe that leaks. Domestic hot water under sink in women washroom. See material list, item 15 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.

## 6. Main Complex – Water tank room

- 6.1. Lubricate or wax level indicators to ensure they are moving freely with minimal friction. See material list, items 16 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



- 6.2. Verify and pre-charge all 10 expansion tanks for softened domestic water, reverse osmosis domestic water, heating water, glycol of exhaust air heat recovery.



- 6.3. Replace manometer on water pressure tank. See material list, item 21 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



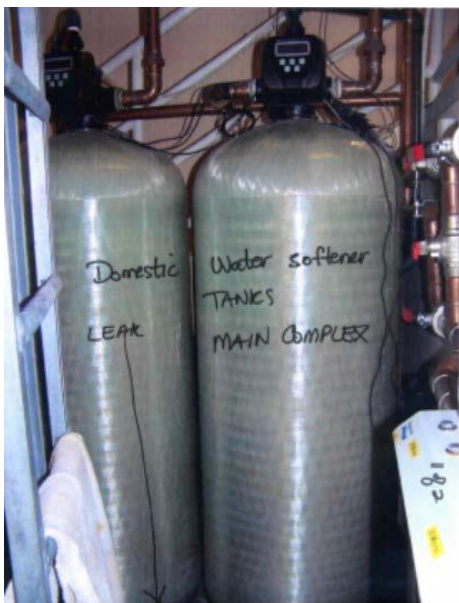
- 6.4. Replace heat exchanger HE-2. The new heat exchanger is already on site, supplied by ECCC. See material list, items 25 to 28 that may be supplied by ECCC, for hardware required for installation. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



- 6.5. Replace the defective thermometer on heat exchanger HE-2. See material list, item 24 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.
- 6.6. The discharge line of pump P-20 must be replaced from the valve to the union to repair two leaks. See material list, item 23a to 23d that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



- 6.7. Repair leak under the tank of water softener. Parts required to be defined once contract awarded.





**7. Main Complex – Boiler Room (Warehouse)**

- 7.1. Clean strainer of pumps P-19, P-19A.
- 7.2. Replace pump P-21 and clean strainer and valves of pump P21 and P22. Verify operation temperature and differential pressure in the operating/installation manual (curve) to confirm that the pumps work as supposed in their specifications range. See material list, items 18 to 20 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



**8. Main Complex – Elec & Mec Room**

- 8.1. Replace 3/4" sweat check valve next to pump P-24.



- 8.2. Clean pump P-24, impeller and casing.
- 8.3. Replace the thermometer on domestic hot water, located close to Hot water Heaters. See material list, item 24 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



- 8.4. Replace motorized valve of Air Handler AHU-1. This part is already on site, supplied by ECCC. To complete this replacement, missing material must be supplied by the contractor.



- 8.5. Replace a proportional actuator. This part is already on site, supplied by ECCC. To complete this replacement, missing material must be supplied by the contractor.



- 8.6. Install a new manometer on air handler AHU-2. See material list, item 29 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.

**9. Main Complex – Crawl space**

- 9.1. Repair drainage pipes in East section. The crawl space is considered a confined space. Follow Safety requirements prior to do the work. See material list, items 30 to 45 that may be supplied by ECCC. The contractor has to review documents from suppliers to confirm material already ordered. Missing material must be supplied by the contractor.



- 9.2. Repair drainage pipes in West section. The crawl space is considered a confined space. Follow Safety requirements prior to do the work. These parts are already on site, supplied by ECCC. To complete this repair, missing material must be supplied by the contractor.





## 10. Sewage Tank shelter

- 10.1. Foot valves of pumps P-14 and P-15 should be installed vertically to avoid repetitive kick down.
- 10.2. Clean sewage tanks. Check and inspect pumps and floats. Wash out. Replacement parts are already on site, supplied by ECC. To complete this replacement, missing material must be supplied by the contractor.



## 11. Old Garage

- 11.1. Service fuel oil fired unit heater OFUH-01 that is broken down.





**12. Location: All buildings**

- 12.1. Proceed to all inspections listed in Preventive Maintenance program. See inspection forms in Annex.
- 12.2. Review tasks and parts list. Inform ECCC if part(s) or hardware is (are) missing in the parts list to complete listed tasks.
- 12.3. Service all furnaces and unit heaters. Inspect, clean, replace components as required.

**13. Other mechanical works**

- 13.1. Replace exhaust fan EF-16 in mechanical room 114. Duct 7" X 8.5", motor 1/3 HP 115V 1725 RPM. Réf. doc. EOC M15831A
- 13.2. Replace one shower mixing valve in men restroom of second floor in visitor area.
- 13.3. Proceed to vacuum cleaning to keep work site clean, when required.

**Materials list for the Plumber**

- See attached Appendix #3

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## ANNEX B – BASIS OF PAYMENT

1.1 Unit prices herein are firm for the duration of the contract. For the purposes of this contract ECCC has estimated approximately 12 days for labour – (6 days with 2 tradespeople and 6 days with 3 tradespeople.)

Upon review and acceptance of all price revisions by the Contracting Authority, an amendment will be issued to the contract in the form of a change order.

1.2 For work requested on a "Lot" basis, the Unit Prices are firm all-inclusive, including profit overhead, labor, tradesmen, travel of staff to and from the departure location at Yellowknife, NT, \*living costs, shipment of tools and personal protective equipment to and from site, and Contractor administrative requirement. Materials and shipment of materials is not included.

\* Any meals, accommodations or living costs incurred while travelling to or from the departure location (Yellowknife, NT) are to be included in the firm, all-inclusive prices. Note that the Contractor will not charge travel or living costs while on site in Eureka. These costs (meals and accommodations) will be the responsibility of ECCC and not be billed by the Contractor.

1.3 GST/HST is not included in unit prices or hourly rates, but will be added as a separate item to any resulting invoice.

1.4 Shipping/Freight: The cost to ship materials and/or supplies is FOB destination, freight prepaid and charged back as a separate item on the invoice and supported by a copy of the freight companies invoice.

1.5 Original Equipment Manufacturer (OEM) parts and other (if approved by ECCC) parts are to be billed with profit & administration, total margin, of 15% maximum over the original OEM or supplier cost.

1.6 Environment & Climate Change Canada reserves the right to purchase internally the parts specified by the Contractor.

1.7 If consumables parts/pieces of the inventory of ECCC on site are used by the Contractor, the Contractor must notify ECCC prior to use and supply a complete list of these items. A credit to compensate will have to be approved and applied.

1.9 Hourly Rates – to be included in Table 1.2 listed below

Provide hourly rates for the following personnel **for any optional additional works** not in the Contract and requested by Environment & Climate Change Canada during the preventative maintenance contract.

- A. Carpenter, up to a maximum of 50 hours
- B. Electrician, up to a maximum of 50 hours
- C. Plumber, up to a maximum of 50 hours

**TABLE 1.1 - Scheduled maintenance items – FIRM PRICE:**  
*(Bidders must provide a value in each of the blank boxes)*

Item	Description	Unit of Issue	Unit Price	Extended Price
1	<b>Certified Carpenter</b> Hours on station at 10 hour days, seven days per week, and for a total of 6 days.	Per diem		
2	<b>Certified Electrician</b> Hours on station at 10 hour days, seven days per week, and for a total of 12 days.	Per diem		
3	<b>Certified Plumber</b> Hours on station at 10 hour days, seven days per week, and for a total of 12 days.	Per diem		
4	<b>Travel Hours</b> between Supplier's headquarters and Eureka.	Hour		
5	<b>Material and/or Supplies</b> at Contractor's cost plus a mark-up of maximum 15%	Lot		
<b>TOTAL 1.1</b>				<b>\$ _____</b>

NOTE: The Contractor will not be charged for living costs while onsite in Eureka. These costs will be handled internally within ECCC and not billed to the Contractor.

NOTE: Transportation between Yellowknife, NT and the Eureka Weather Station will be provided by Environment and Climate Change Canada for all regular maintenance. All regular maintenance events will be scheduled to coincide with ECCC charter flights to minimize cost for the Crown.

**TABLE 1.2 – Labor and Materials rate for field work in addition to Items 1-5 above:  
For the purposes of evaluation – we will estimate that all 50 hours are required.**

Item	Description	Unit of Issue	Unit Price	Extended Price
A	<b>Certified Carpenter</b> Additional work – up to 50 hours	hourly		
B	<b>Certified Electrician</b> Additional work – up to 50 hours	hourly		
C	<b>Certified Plumber</b> Additional work – up to 50 hours	hourly		
<b>TOTAL 1.2</b>				<b>\$ _____</b>

**Canada's Total Liability (1.1 + 1.2 = \$ \_\_\_\_\_**

*Miscellaneous:*

*Environment & Climate Change Canada will reserve the right to have work completed on a lot or hourly basis. When work is requested on a lot basis and additional work becomes necessary, the additional work shall be performed on an hourly basis plus the applicable charges for parts and freight. Where the additional works results in transportation delays, creating additional travel costs, these will be paid by Environment & Climate Change Canada when authorized in advance. If the Supplier's personnel are delayed in Eureka after their work is completed, Environment & Climate Change Canada will compensate the Supplier to a maximum of ten (10) hours pay for each calendar day.*



**ANNEX C – Security Requirement Checklist**

See attached document.

## ANNEX D – Eureka Code of Conduct

### HAWS (HIGH ARCTIC WEATHER STATION) CODE OF CONDUCT

Employees of Environment and Climate Change Canada and other residents of this station are assured of:

- A safe and healthy workplace and living conditions.
- An atmosphere free of harassment and one in which they are guaranteed personal dignity.
- The right of personal choice provided that it does not compromise the above.

In order to promote these principles, all residents and guests are expected to abide by the following guidelines:

- a) **Personal Health:** Wherever possible remain healthy (proper rest, diet, exercise, hygiene, annual checkups, etc.). If a concern arises, share this in confidence with the Site Authority in order that he/she can assist you should it become necessary.
- b) **Promote Safety:** “Safety First” should be an underlying principle for all activities, whether at work or play. Be particularly alert when working alone, when exposed to the elements or when working with flammable substances. Medical attention is at least three hours away and you can die from a minor injury.
- c) **Drugs and Alcohol:** Illegal drugs or substances are prohibited at this station. While the consumption of alcoholic beverages outside of the workplace and during non-working hours is permitted, moderation encouraged expected. A person who is intoxicated must be of little help during an emergency when all hands are required.
- d) **Environment:** All residents are expected to conduct their activities in a fashion which must result in minimal damage to the natural environment or aggravation to wildlife.
- e) **House Rules:** The staff at this station has promulgated a number of “House Rule” for the benefit of all residents. Some of the items covered include: recreational equipment, quiet hours or areas, **non-smoking areas**, house-keeping chores, etc. All staff and visitors to the station are expected to become familiar these practices and to abide by them.

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### Annex E – Insurance

The following are Insurance Coverages that must be obtained upon notification that a contract will be awarded:

#### **G2001C (2014-06-26) Commercial General Liability Insurance**

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

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

- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation or ideas, or infringement of copyright, trademark, Tile or slogan.
- o. All Risks Tenants Legal Liability – to protect the contractor for liabilities arising out of its occupancy of leased premises.
- p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

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**G2040C (2014-06-26) Environmental Impairment Liability Insurance**

Type 1: "Pollution Legal Liability - Fixed Site Coverage"

1. The Contractor must obtain Pollution Legal Liability – Fixed Site Coverage insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Pollution Legal Liability - Fixed Site Coverage policy must include the following:
  - a. Additional Named Insured: Canada (as Represented by ECCC) is added as an additional named insured, but only with respect to liability arising out of the Contract.
  - b. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - c. Separation of Insureds: The policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
  - f. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice

234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

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

**ANNEX F – Integrity**

As per the attached document.



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**Annex G**

**Letter of Availability and Willingness  
to perform Work under the Contract**

I \_\_\_\_\_ **[insert name]**, confirm that I am willing and available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation, and that I am willing to undergo any required training to do the work.

I further confirm that \_\_\_\_\_ **[insert name of Bidder]** has the authorization to provide my name as a resource in its bid for the Weather Observation Services Contract.

\_\_\_\_\_

Name and Signature

\_\_\_\_\_

Date

**Annex H  
CORPORATE EXPERIENCE OF THE BIDDER TEMPLATE**

	<b>E.g. Project #1</b>
Title or name of the organization for whom the work was performed, including the name of the project (if applicable)	
Description of the work performed, (e.g. minimum of 1-2 paragraphs, the Bidder should describe the type of work performed in a sufficiently detailed manner, including if the work was done for either maintaining and repairing prime diesel power generators, maintaining and repairing cogeneration or heat recovery systems, or maintaining or repairing electric switch gear apparatus)	
Start and end dates (month/year)	
Number of years or months of experience	
Name, title, email and phone number of a customer reference contact person who can validate the information provided by the Bidder	
The location where the work was performed.	
	<b>Repeat the same lines and entries as per the above for each project listed under the Bidder's Corporate Resume (E.g. Project #2, #3, #4 etc...)</b>
Name of the organization the work was performed for	
Description of the work provided, including role and responsibilities of the proposed resource;	
Start date (specify month and year);  ( continue repeating the other entries)	

**ANNEX I  
INDIVIDUAL RESOURCE WORK EXPERIENCE TEMPLATE**

	Provide the following information for each resource
Name of the Resource	
Certifications obtained	
	For each work experience identified in the resume of the proposed resource, the Bidder should provide the following  E.G Experience (repeat for each different work experience)
Name of the organization the work was performed for	
Description of the work performed	
Start and end dates (month/year)	
Number of years or months of experience	
Name, title, email and phone number of a customer reference contact person who can validate the information provided by the Bidder.	
Location where the work was performed	
	Experience #2, #3, #4 etc...(repeat for each different work experience)

**Annex J  
Bidders Checklist**

The following is a list of items that the Bidder is to take into consideration when completing a bidder's package. This list was compiled to assist the bidder. It may not be a complete breakdown and should not be interpreted to represent all requirements. It is the sole responsibility of the bidder to ensure everything requested throughout this whole document has been provided along with their bid. :

**Considerations for the Bid Submission package:**

Item #	Completed	Task
1		The Bidder <b>must</b> sign the front page of this document. It is being recommended as a best practice that the bidder initial at the bottom of each and every page as an indication that they've reviewed this package in its entirety.
2		Bids must be delivered to the address indicated on the front page – given the nature of this solicitation; we will not be accepting bids via facsimile or email.
3		Enquiries (found on page 5) - If you have questions, you only have up until seven days before closing. Please ensure to send them in writing to the email address indicated on the front page of this document.
4		Nunavut Land Claims Area (pages 16 – 18) - Inuit Benefits – please ensure to include with your bid all relevant information that will provide the benefits for you. It is not enough to state you meet, provide the documentation.
5		Evaluation - Mandatory Technical Criteria (pages 9-10) – ensure that you have followed all instructions – signed document where applicable and provide documentation required to meet all items listed under M1-M4.
6		Point Rated Technical Criteria (pages 11 – 13) – ensure to review all requirements and provide all supporting documentation with your bid (for example: resumes of Firm and all proposed personnel, as well as, an Emergency Service Call Plan
7		Basis of Payment (pages 62-64). Bidder must provide their financial bid as per Annex B, Basis of Payment.
8		Reminder on Bid Preparation (pages 7-8) – keep all sections in separate envelopes. It is requested that prices appear only in the financial bid.
9		Contractor Representative (page 27) – please complete all information as it relates to whom will represent your firm.
10		Annexes F, G, H and I must be completed (pages 71 – 74).

**The following requirements are not required at the bid submission but will be required prior to award of a contract:**

Item #	Completed	Task
1		Certifications (page 71) – Annex F – Integrity Verification form must be completed,
2		Security (page 20) – Bidders must provide a valid security clearance for the Bidder and its proposed resources prior to contract award.
3		Insurance (page 21) – Prior to contract award, Bidders must provide a letter from their insurance broker or insurance company that states that the Bidder, if awarded a contract, will be eligible for the required insurances found in Annex E.
4		Mandatory Health and Safety (page 21-24) – The Bidder must present a copy of their Health and Safety Plan as well as all required WCB documentation allowing them to work in Nunavut.