



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

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Title - Sujet Vessel Repairs	
Solicitation No. - N° de l'invitation 5P444-180035/A	Date 2017-12-06
Client Reference No. - N° de référence du client 5P444-180035	
GETS Reference No. - N° de référence de SEAG PW-\$XLV-211-7387	
File No. - N° de dossier XLV-7-40117 (211)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-01-16	Time Zone Fuseau horaire Pacific Standard Time PST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Buchan, Torrey	Buyer Id - Id de l'acheteur xlv211
Telephone No. - N° de téléphone (250) 216-2092 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Parks Canada See herein Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

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

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5P444-180035

Amd. No. - N° de la modif.
File No. - N° du dossier
X LV-7-40117

Buyer ID - Id de l'acheteur
xlv211
CCC No./N° CCC - FMS No./N° VME

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Evaluation, and the Task Authorization Form 572 and any other annexes.

1.2 Summary

This requirement for Parks Canada Agency is to provide regular preventative maintenance and repair work, to modify equipment to suit user needs, and to provide pick-up, haul-out, transportation and launching of marine vessels up to 35 ft in length. This work is to be carried out on the eleven (11) small craft of the marine fleet of the Gulf Islands National Park Reserve (GINPR). The vessels are located at the GINPR dock at 2220 Harbour Road, Sidney, BC. Work will be done on an "as and when requested" basis as detailed in the Statement of Work attached as Annex A. The period of the Contract is from April 1, 2018 to March 31, 2019, with two one-year optional extension periods.

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Annex D. The total amount of Applicable Taxes must be shown separately.

3.1.2 Exchange Rate Fluctuation

SACC Manual clause [C3011T](#) 2013-11-06, Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Mandatory and point rated technical evaluation criteria are included in Annex D.

4.1.2 Financial Evaluation

The Financial Bid will be evaluated according to terms of Annex D, Evaluation.

4.1.2.1 Evaluation of Price

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

4.2 Basis of Selection

4.2.1 Basis of Selection – Minimum Point Rating

1. To be declared responsive, a bid must:
 - a. Comply with all the requirements of the bid solicitation; and
 - b. Meet all mandatory technical criteria; and
 - c. Obtain the required minimum score of 70 percent for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](#) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list at the time of contract award.

5.2.3. Education and Experience

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

5.2.4 Insurance Requirements

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

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.2 Task Authorization

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

6.1.2.1 Task Authorization Process

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

6.1.2.2 Task Authorization Limit

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

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

6.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means \$ 25,000.00.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

The quarterly periods are defined as follows:

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

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

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

2010C (2016-04-04) General Conditions – Services (Medium Complexity), apply to and form part of the Contract.

6.3 Security Requirements

There is no security requirement applicable to this Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from April 1, 2018 to March 31, 2019.

6.4.2 Option to Extend the Contract

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

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

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Torrey Buchan
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Marine Acquisitions
Address: 1230 Government Street

Telephone: 250-216-2092
E-mail address: Torrey.Buchan2@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is provided upon contract award.

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - _____
Facsimile: ____ - ____ - _____
E-mail address: _____

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

6.5.3 Contractor's Representative

Contact information for the Contractor's Representative responsible for the work:

Name: _____ Telephone No: _____

Facsimile No.: _____ E-mail: _____

6.6 Payment

6.6.1 Basis of Payment - Firm Unit Price(s) or Firm Lot Price – Task Authorizations

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

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

6.6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

6.6.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month (including total of Work pursuant to any completed and accepted Task Authorizations) covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-09-25) General Conditions - Medium Complexity - Services as amended herein;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the Approved Task Authorizations;
- (g) the Contractor's bid dated _____.

6.11 Insurance Requirements

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

The Contractor is responsible to decide 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 will be at the Contractor's expense, and for its own benefit and protection.

The Contractor must, if requested by the contracting authority, forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance including details of the insurance coverage, exclusions, deductibles and conditions and confirming that the insurance policy complying with the requirements is in force. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.12 Supervision of Fueling and Disembarking Fuel

The Contractor must ensure that fueling and disembarking of fuel from Canadian government vessels are conducted under the supervision of a responsible supervisor trained and experienced in these operations.

ANNEX A

STATEMENT OF WORK

A1. General

Running Repairs for Parks Canada Agency vessels based at, Sidney, British Columbia.

A2. Background

The Parks Canada Agency - Gulf Islands National Park Reserve (GINPR) has an ongoing requirement for marine vessel maintenance. GINPR currently has a marine fleet of eleven (11) vessels as identified in A6. Vessels are moored at the GINPR dock located at 2220 Harbour Road, Sidney, British Columbia. If additional vessels are purchased during the period of the Contract they will be maintained using Task Authorizations and pricing in accordance with similar boats in the current fleet.

A3. Objective

The objective is to maintain the GINPR marine fleet in excellent condition, to reduce operating costs by ensuring timely preventative maintenance, and to ensure the fleet is in fully operational condition while minimizing downtime.

A4. Scope of Work

The work related to this Contract and associated Task Authorizations will vary and will include providing regular preventative maintenance and work as described below in section A5, including pick-up, haul-out, transportation and launching of marine vessels up to 35 ft in length. The Contractor will be responsible for supplying all marine parts and materials required to perform the Work, except for engines and gear cases.

A4.1 Hours of Work

All work will be on an "as and when required" basis during the entire period of the Contract. Work may take place outside normal working hours, on weekends and holidays as needs dictate. In emergency situations the contractor may be required to work extended hours to complete repairs.

A4.2 Response Times

The mandatory minimum response time is 24 hours in the case of an emergency and 48 hours on a regular basis.

A4.3 Location of Work

Work may be completed at the Parks Canada dock and or service yard, or the Contractor's facility, as stated in the Task Authorization. The contractor will be responsible for haul-out, transport and launching of the vessels.

Note: If work is to occur at the Contractor's facilities, It is the responsibility of the Contractor to remove the vessels from the water (haul out) at GINPR and transport them to their facility for maintenance. On completion the maintenance vessels must be returned to GINPR (launched). Vehicles and trailers will not be provided by Canada for this purpose.

A5. Preventative Maintenance and repair

The regular preventative maintenance and repair required under this Contract includes but is not limited to:

A5.1 Routine Engine Servicing

The routine engine servicing listed herein shall occur every 100 hours of usage or yearly, whichever occurs first:

-
- Lubricate all lubrication points, especially when used in salt water;
 - Inspect spark plugs, Remove/Replace as required; parts are contractor supplied.
 - Drain engine oil and replace with manufacturer recommended lubricant. Engine oil is contractor supplied.
 - Remove oil filter and replace; parts are contractor supplied.
 - Replace water separating fuel filter(s); parts are contractor supplied.
 - Check corrosion control anodes, Remove/Replace as required; parts are contractor supplied.
 - Drain gear case lubricant and replace with manufacture's recommended lubricant; lubricant is contractor supplied.
 - Check power trim fluid , ensure recommended level is maintained;
 - Inspect and check battery for voltage, clean terminals as required;
 - Check control cables , adjust as required;
 - Lubricate splines on drive shaft and shift shaft;
 - Check tightness of bolts , nuts and other fasteners;
 - **Every 300 hrs** – Replace water pump impeller.

A5.2 Hydraulic Trim System(s)

The Hydraulic Trim System(s) servicing listed herein shall occur every 100 hours of usage or yearly, whichever occurs first:

- Check fluid levels in Hydraulic Power Unit, ensure recommended level is maintained;
- Clean/Paint trim tabs as required;
- Check corrosion control anodes , Remove/Replace as required;

A5.3 Hull Servicing

The Hull servicing listed herein shall occur every 100 hours of usage or yearly, whichever occurs first:

- Clean exterior thoroughly by hand scraping to remove barnacles and hard marine growth, then remove remainder of soft marine growth by pressure washing.
- Check integrity of hull and report critical defects or damage to the Technical Authority.
- Remove and replace Zinc plates as required.
- For Rigid Hull Inflatables (RHIB): Inspect tubes for damage and wear, including the tube flange and fasteners and report critical defects or damage to the Technical Authority.

A5.4 Fuel Systems

Fuel system work will be authorized on an "As and When required basis" and may include the following;

- Inspect fuel lines, valves, fittings, and tanks for wear and damage.
- Upon completion of fuel system inspections, produce a written report detailing condition of components and findings including photos of below deck lines and fittings.
- Removal and replacement of defective or damaged fuel system components.
- Inspect and install onboard fuel vapour sensors and dash mounted gauges.

A5.5 Miscellaneous Work

Miscellaneous work will be authorized on an "As and when needed" basis and may include the following:

- Repair and overhaul of propulsion engines and power distribution systems;
- Installation, removal and repair of various types of hydraulic and electric pumps;
- Troubleshooting, fault finding, and repair of electro-mechanical, hydraulic, and electrical systems;

- Maintaining painted surfaces by preparing steel and aluminum for application of various paint and epoxy systems as per product manufacturer's recommendations. This includes exterior hull painting with antifouling and re-coating of hull surfaces that have been damaged or repaired.
- Fabricating and welding ferrous and nonferrous metals;
- Installation of marine electronic components;
 - install government supplied electronics such as marine VHF radios and antennas, multifunctional displays, GPS receivers, radar scanners, depth sounder modules and transducers, AIS(Automatic Identification System) transceivers, etc.
- Repair and maintain Hypalon inflatable boat collars and accessories including but not limited to the following:
 - maintenance of fill valves and repair damage to Hypalon such as tears or holes.
 - repairing D-ring attachments, oar holders , cone ends, and grab lines.
 - testing pressure relief valves for proper operation.
 - repairing seals between the hull and inflatable collar including hull attachment points.

A6. Description of Vessels

A6.1 Gulf Islands National Park Reserve - Marine Fleet Inventory

1. - "T-170", RHIB, License #C21866BC

- Manufacturer –Titan
- Engines- 1- 75 hp Yamaha 4 stroke outboard.
- Hull type: Aluminum

2. – "Pacific Wynnd"--License CO7464 BC

- Manufacturer:- Titan Boats (Carswell Industries
- Engines- 2 – Yamaha 150 hp 4 stroke outboards.
- Hull type: Aluminum.

3. - "Skelam", License # C11599BC

- Manufacturer:-Kamma and Blake Industries
- Engines- 2 Yamaha 150 hp 4 stroke outboards.
- Hull type: Aluminum.

4. "Gulf Island Spirit ", License # CO7465BC

- Manufacturer:- Lifetimer Boats
- Engines- 2 – Yamaha 150 hp 4 stroke outboards.
- Hull type: Aluminum.

5. - Harbercraft – License # C11597BC

- Manufacturer – Harbercraft
- Engine –Yamaha 75 hp 4 stroke outboard.
- Hull type: Aluminum.

6. – Zodiac Mark 3 –License # CO7463BC

- Manufacturer –Zodiac
- Engine – Yamaha 40 hp 4 stroke outboard.
- Hull type: Aluminum.

7. “Park Endeavour”, RHIB, License # C11601BC

- Manufacturer –Titan Boats
- Engines- 2- 150 hp Yamaha 4 stroke outboards.
- Hull type: Aluminum.

8. - “Oystercatcher” License # C17141BC

- Manufacturer –Kanter Marine
- Engines- 2-Yamaha 90hp 4 stroke outboards.
- Hull type: Aluminum.

9. “Sheshuqum” License # C17142BC

- Manufacturer –Kanter Marine
- Engines- - 2- Yamaha 90hp 4 stroke outboards.
- Hull type: Aluminum.

10. “Arbutus” , License # C16539BC

- Manufacturer –Liquid Metal Marine
- Engines-1- Yamaha 150hp 4 stroke + Yamaha 9.9 -4 stroke outboards.
- Hull type: Aluminum.

11. “T-160”, RHIB, License #C17140BC

- Manufacturer –Titan
- Engines- 1- 60 hp Yamaha 4 stroke outboard.
- Hull type: Aluminum.

ANNEX B

BASIS OF PAYMENT

Note to Bidders:

To be completed by the Contracting Authority at the time of Contract Award.
 This section is included as a sample only. The actual prices will be inserted here by the Contracting Authority upon Award of the Contract. The Bidder should not submit anything here with the bid submission.

GST is extra.

All work requirements under this Contract will be fulfilled through the issuance of Task Authorizations.

B.1. Preventative Maintenance

B.1.1. Contract Year 1

The following rates apply to all preventative maintenance conducted for year 1, as described in section A5 of Annex A, Statement of Work.

Item	Vessel	100 hour / Yearly Maintenance Routine A5.1 to A5.3	Haulout & Launching Fee	Transport Fee to and from Contractor's Facility	Extended Totals
1.	T-170 RHIB	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
2.	Pacific Wynnd	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
3.	Skelam	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
4.	Gulf Island Spirit	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
5.	Harbercraft	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
6.	Zodiac Mark 3	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
7.	Park Endeavour	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
8.	Oyster Catcher	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
9.	Sheshuqum	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
10.	Arbutus	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____

Solicitation No. - N° de l'invitation
 5P444-180035/A
 Client Ref. No. - N° de réf. du client
 5P444-180035

Amd. No. - N° de la modif.
 File No. - N° du dossier
 X LV-7-40117

Buyer ID - Id de l'acheteur
 xlv211
 CCC No./N° CCC - FMS No./N° VME

11.	T-160 RHIB	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
Firm Price –Preventative Maintenance					\$_0.00_____

B.1.2. Contract Year 2

Same format as Contract Year 1.

B.1.3. Contract Year 3

Same format as Contract Year 1.

B.2 Additional Repair / Maintenance Work

B.2.1 General

B.2.1.1 Price Breakdown

The Contractor must, upon request, provide a price breakdown for all work, by specific activities with trades, person-hours, material, subcontracts and services.

B.2.1.2 Pro-rated Prices

Hours and prices for unscheduled work will be based on comparable historical data applicable to similar work at the same facility, or will be determined by pro-rating the quoted work costs in the Contract when in similar areas of the vessel.

B.2.1.3 Payment for Work

The Contractor will be paid for additional work, as authorized by Canada on task authorizations. The authorized work will be calculated as follows:

Number of hours (to be negotiated) X the rates indicated in section B2.2,

being the Contractor's firm hourly charge-out labour rate which includes overhead and profit, plus net laid-down cost of materials to which will be added a mark-up of 10 percent, plus Goods and Services Tax or Harmonized Sales Tax, if applicable, calculated at 5% percent of the total cost of material and labour. The firm hourly charge-out labour rate and the material mark-up will remain firm for the term of the Contract and any subsequent amendments.

B.2.1.4 Notwithstanding definitions or usage elsewhere in this document, or in the Contractor's Cost Management System, when negotiating *Hours* for work, PWGSC will consider only those hours of labour directly involved in the production of the subject work package. Elements of *Related Labour Costs* identified in B2.2, will not be negotiated, but will be compensated for in accordance with B2.2.

B.2.1.5 Allowance for *Related Labour Costs* such as: Management, Direct Supervision, Purchasing and Material Handling, Quality Assurance and Reporting, First Aid, Gas Free Inspecting and Reporting, and Estimating will be included as *Overhead* for the purposes of determining the *Charge-out Labour Rate* set out in clause B2.

B.2.1.6 The 10% mark-up rate for materials will also apply to subcontracted costs. The mark-up rate includes any allowance for material and subcontract management not allowed for in the Chargeout Labour Rate. The Contractor will not be entitled to a separate labour component for the purchase and handling of materials or subcontract administration.

B.2.1.7 Overtime

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Contracting Authority. Any request for payment must be accompanied by a

copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.

Payment for authorized overtime will be calculated using the rates stated in section B2.2.

The above premiums will be calculated by taking the average hourly direct labour rate premiums, plus certified fringe benefit, plus profit of 7.5 percent on labour premium and fringe benefits. These rates will remain firm for the duration of the Contract, including all amendments and are subject to audit if considered necessary by Canada.

B2.1.8 Storage Fees

Storage Fees are defined as a rate per day to keep the vessel at the contractor's facility. This rate is applicable whether alongside or in a Contractor's storage facility. Payment of Storage Fees will only be considered if the Vessel maintenance / repairs are delayed for reasons that are out of the Contractor's control. Storage fees will only be paid if agreed on by Canada, in advance, and will be administered by Task Authorization.

B2.2 Additional Repair / Maintenance Rates

The following rates shall apply to all additional repair / maintenance work that falls outside the scope of the fixed preventative maintenance work priced in section B1.

B2.2.1 Contract Year 1

A. Additional Repair / Maintenance Work – On-site Maintenance at GINPR (Sidney)

Item	Description	Charge out rate per hour
1. General Labour Rate		
1.1	Straight time	\$ __XX__
1.2	Overtime (Time & 1/2)	\$ __XX__
1.3	Overtime (Double)	\$ __XX__
2. Mechanical Labour Rate		
2.1	Straight time	\$ __XX__
2.2	Overtime (Time & 1/2)	\$ __XX__
2.3	Overtime (Double)	\$ __XX__
Item	Description	Rate per day
3.	Firm Daily Travel Rate, including all costs of transportation, food and accommodation.	\$ __XX__

Solicitation No. - N° de l'invitation
 5P444-180035/A
 Client Ref. No. - N° de réf. du client
 5P444-180035

Amd. No. - N° de la modif.
 File No. - N° du dossier
 X LV-7-40117

Buyer ID - Id de l'acheteur
 xlv211
 CCC No./N° CCC - FMS No./N° VME

	If not applicable, state \$ 0
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B. Additional Repair / Maintenance Work – On-site Maintenance at the Contractor’s Facility

Item	Description	Charge out rate per hour
1. General Labour Rate		
1.1	Straight time	\$ __XX__
1.2	Overtime (Time &1/2)	\$ __XX__
1.3	Overtime (Double)	\$ __XX__
2. Mechanical Labour Rate		
2.1	Straight time	\$ __XX__
2.2	Overtime (Time &1/2)	\$ __XX__
2.3	Overtime (Double)	\$ __XX__
Item	Description	
4.	Round Trip Transportation of Vessel to Contractor’s facility. If not applicable, state \$ 0	\$ __XX__
Item	Description	Rate per day
5.	Storage Fee	\$ __XX__

B2.2.2 Contract Year 2
 Same format as Contract Year 1.

B2.2.3 Contract Year 3
 Same format as Contract Year 1.

ANNEX C

INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance

- 1.1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$5,000,000 per accident or occurrence and in the annual aggregate.
- 1.2. The Commercial General Liability policy must include the following:
 - 1.2.1. 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.
 - 1.2.2. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - 1.2.3. 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.
 - 1.2.4. 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.
 - 1.2.5. 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.
 - 1.2.6. 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.
 - 1.2.7. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - 1.2.8. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - 1.2.9. 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.
 - 1.2.10. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - 1.2.11. 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.
 - 1.2.12. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - 1.2.13. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - 1.2.14. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - 1.2.15. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - 1.2.16. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - 1.2.17. 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.

2. Environmental Impairment Liability Insurance

- 2.1. The Contractor must obtain Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
- 2.2. 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.
- 2.3. The Contractors Pollution Liability Insurance policy must include the following:
 - 2.3.1. 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - 2.3.2. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - 2.3.3. 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.
 - 2.3.4. 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.
 - 2.3.5. 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.
 - 2.3.6. 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:

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284 Wellington Street, Room SAT-6042,
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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.

3. Marine Liability Insurance

- 3.1.** The Contractor must obtain Protection & Indemnity (P&I) insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the *Marine Liability Act*, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.
- 3.2.** The Contractor must obtain Worker's Compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the Territory or Province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is assessed any additional levy, extra assessment or super-assessment by a Worker's Compensation Board, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
- 3.3.** The Protection and Indemnity insurance policy must include the following:
 - 3.3.1.** 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.

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- 3.3.2.**Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by *Parks Canada* and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.
- 3.3.3.**Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
- 3.3.4.**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.
- 3.3.5.**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:

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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 D

EVALUATION

1. TECHNICAL EVALUATION CRITERIA

**PART 1
 MANDATORY TECHNICAL CRITERIA**

The bidder must provide proof and/or verification of the Mandatory Technical Criteria herein through supporting documentation such as certificate of qualifications and letters of authenticity from industry associations, as applicable. Failure to provide supporting documentation to verify claims may result in the Bid being declared non-responsive.

Item	Mandatory Criteria	Criteria Met? (Y / N)	Reference to supporting materials
1	The bidder must have been operating in the watercraft repair business for a minimum of five (5) years.		
2	The bidder must have a trailer and vehicle capable of towing vessels of up to 28 ft. in length.		
3	Boatyard Capacity – The bidder must have facilities capable of servicing and storing on-site up to four (4) Parks Canada vessels at any given time.		
4	The Contractor must have a minimum of three years experience repairing and maintaining Yamaha and Evinrude outboard motors.		

**PART 2
 POINT – RATED CRITERIA**

The Supplier must demonstrate that the Company and Service Team proposed have the necessary technical/managerial background and experience to carry out the work. This includes any proposed subcontractors as well as to demonstrate that suitable equipment is in place to ensure the service and work can be provided. The Supplier must also demonstrate that they have the necessary expertise to ensure the services requested herein can be provided.

Failure to provide the necessary information required to fully evaluate the bid, will render the submission non-responsive and will be given no further consideration.

The supplier must score at least **seventy (70) percent** in EACH section subject to point rating. Supplier's who fail to achieve this score will be considered technically unacceptable and will be given no further consideration. Half or part marks will not be awarded for any criterion.

Qualitative Criteria will be evaluated as follows:	
% of pts available	Information and content provided is...
UNSATISFACTORY 0-30 %	insufficient for any evaluation of the services offered.
POOR 31-59%	insufficient for effective evaluation and is considered not acceptable for meeting the services requirements.

FAIR 60-69%	minimal and is considered to be less than acceptable for meeting the services requirements.
GOOD 70-79%	sufficient for evaluation. Services offered are average and will meet the performance of the requirement.
VERY GOOD 80-90%	more than sufficient for effective evaluation. Services offered are of above average and will more than meet the requirement.
EXCELLENT 91-100%	Exceptional. Services offered exceed the performance requirements.

Point Rated Requirements	Basis of Scoring	Bid Ref Page #	Score Received & Comments
<p>Section 1 - Company Experience & Past Projects: The bidder will be evaluated upon five (5) past marine repair / servicing projects that they have undertaken on behalf of a customer. The projects must have occurred within the past five (5) years. The bidder is expected to provide sufficient detail in order to be awarded points.</p> <p>The bidder must provide a brief description of the work conducted and include the following information at minimum: a) The size of the vessel that was repaired / serviced; b) Cost of the Project; c) Type of Vessel that was repaired / serviced; d) Customer information e) Reference with customer for the purposes of a reference check. Reference should include contact information (name, organization, telephone number, e-mail address). A Letter of Reference verifying the details of the project and items a) to d) is also acceptable.</p> <p>If one project involved multiple vessels: For each section a) to e), the vessel which obtains the maximum number of points will be considered under this criterion. No additional points will be awarded for multiple vessels being included in a single project, and it is recommended that the bidder include vessel work separately as separate 'projects' if that will result in a more favourable scoring outcome.</p>			
1. Project 1	a) Size of the Vessel (in length (ft): 2 pt. – 15ft – 19 ft; 3 pt. – 20ft – 24 ft; 4 pt. – 25 ft – 29 ft; 5 pt. - 30 ft or more Max 5 points. b) Cost of the Project 1 pt - \$1,001-\$2,000 2 pt - \$2,001-\$3,000 3 pt - \$3,001-\$4,000 4 pt - \$4,001-\$5,000 5 pt - \$5,000+ Max. 5 points c) Type of Vessel 2 points – RHIB Vessel Max. 2 points d) Type of Customer 2 points – Government Entity Max. 2 points e) Reference Check		

Point Rated Requirements	Basis of Scoring	Bid Ref Page #	Score Received & Comments
	2 points – Bidder provides a reference that verifies the information provided. Max. 2 points. Total Maximum Points - 16		
2. Project 2	a) Size of the Vessel (in length (ft): 2 pt. – 15ft – 19 ft; 3 pt. – 20ft – 24 ft; 4 pt. – 25 ft – 29 ft; 5 pt. - 30 ft or more Max 5 points. b) Cost of the Project 1 pt - \$1,001-\$2,000 2 pt - \$2,001-\$3,000 3 pt - \$3,001-\$4,000 4 pt - \$4,001-\$5,000 5 pt - \$5,000+ Max. 5 points c) Type of Vessel 2 points – RHIB Vessel Max. 2 points d) Type of Customer 2 points – Government Entity Max. 2 points e) Reference Check 2 points – Bidder provides a reference that verifies the information provided. Max. 2 points. Total Maximum Points - 16		
3. Project 3	a) Size of the Vessel (in length (ft): 2 pt. – 15ft – 19 ft; 3 pt. – 20ft – 24 ft; 4 pt. – 25 ft – 29 ft; 5 pt. - 30 ft or more Max 5 points. b) Cost of the Project 1 pt - \$1,001-\$2,000 2 pt - \$2,001-\$3,000 3 pt - \$3,001-\$4,000 4 pt - \$4,001-\$5,000 5 pt - \$5,000+ Max. 5 points c) Type of Vessel		

Point Rated Requirements	Basis of Scoring	Bid Ref Page #	Score Received & Comments
	2 points – RHIB Vessel Max. 2 points d) Type of Customer 2 points – Government Entity Max. 2 points e) Reference Check 2 points – Bidder provides a reference that verifies the information provided. Max. 2 points. Total Maximum Points - 16		
4. Project 4	a) Size of the Vessel (in length (ft): 2 pt. – 15ft – 19 ft; 3 pt. – 20ft – 24 ft; 4 pt. – 25 ft – 29 ft; 5 pt. - 30 ft or more Max 5 points. b) Cost of the Project 1 pt - \$1,001-\$2,000 2 pt - \$2,001-\$3,000 3 pt - \$3,001-\$4,000 4 pt - \$4,001-\$5,000 5 pt - \$5,000+ Max. 5 points c) Type of Vessel 2 points – RHIB Vessel Max. 2 points d) Type of Customer 2 points – Government Entity Max. 2 points e) Reference Check 2 points – Bidder provides a reference that verifies the information provided. Max. 2 points. Total Maximum Points - 16		
5. Project 5	a) Size of the Vessel (in length (ft): 2 pt. – 15ft – 19 ft; 3 pt. – 20ft – 24 ft; 4 pt. – 25 ft – 29 ft; 5 pt. - 30 ft or more Max 5 points. b) Cost of the Project 1 pt - \$1,001-\$2,000 2 pt - \$2,001-\$3,000 3 pt - \$3,001-\$4,000 4 pt - \$4,001-\$5,000 5 pt - \$5,000+ Max. 5 points c) Type of Vessel		

Point Rated Requirements	Basis of Scoring	Bid Ref Page #	Score Received & Comments
	2 points – RHIB Vessel Max. 2 points d) Type of Customer 2 points – Government Entity Max. 2 points e) Reference Check 2 points – Bidder provides a reference that verifies the information provided. Max. 2 points. Total Maximum Points - 16		
Section 1 Total	Maximum Points Available - 80	Points Received	
Minimum Point Rating			56 Points
Section 2 – Company Organization & Service Team			
1. The company must provide details of their company organization chart and describe the service team being proposed to meet the service requirement.	Organizational Chart – Provide a company organization chart clearly identifying the overall chain of command, including administrative personnel and the service team proposed to perform the work specified herein. Organization Chart – 2 point for including names & positions, 4 point – Identifying the responsibilities of personnel, 2 point – identifying the reporting relationships. Service Team – 4 points per person, maximum of 16 points. Administrative Personnel – 4 points for full-time personnel proposed, 2 point for part-time personnel proposed.		
Section 2 Total	Maximum Points Available - 28	Points Received	
Minimum Point Rating			20 points
Section 3 - Company Facilities, Equipment, and Certification			
The bidder will be evaluated upon its company facilities, equipment and certifications, as follows.			
1. CWB Certification	The bidder will receive 10 points if they provide proof that they meet the following certification: CSA W47.2-M1987(R2003), Certification of Companies for		

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Point Rated Requirements	Basis of Scoring	Bid Ref Page #	Score Received & Comments
	Fusion Welding of Aluminum (minimum division level 2.1). OR The bidder will receive 5 points if they provide proof that their sub-contractor meets the above required company certification.		
2. On-water Lifting Apparatus	The bidder will receive 10 points if they have an on-water lifting apparatus at their proposed facility.		
3. Cover Work Enclosures	The bidder will receive 15 points if their proposed facility has covered work enclosures capable of housing vessels of up to 22 feet in length.		
Section 3 Total	Maximum Points Available – 35	Points Received	
Minimum Point Rating			25 points
Points Received – Section 1			
Points Received – Section 2			
Points Received – Section 3			
Total Points Received			

2. FINANCIAL BID PRESENTATION SHEET

D1 Pricing for Contract Year 1

Price For Evaluation Only (All Taxes Excluded).

D1.1 Preventative Maintenance Rates

Note for evaluation purposes all 100-hour Maintenance Routines must include the transportation cost to and from the contractor's facility.

Item	Vessel	100 hour Maintenance Routine A5.1 to 5.3	Haulout & Launching Fee	Transport Fee to and from Contractor's Facility	Total
1.	T-170 RHIB	\$ _____	\$ _____	\$ _____	\$ _____
2.	Pacific Wynnd	\$ _____	\$ _____	\$ _____	\$ _____
3.	Skelam	\$ _____	\$ _____	\$ _____	\$ _____
4.	Gulf Island Spirit	\$ _____	\$ _____	\$ _____	\$ _____
5.	Harbercraft	\$ _____	\$ _____	\$ _____	\$ _____
6.	Zodiac RIB	\$ _____	\$ _____	\$ _____	\$ _____
7.	Park Endeavour	\$ _____	\$ _____	\$ _____	\$ _____
8.	Oyster Catcher	\$ _____	\$ _____	\$ _____	\$ _____
9.	Sheshuqum	\$ _____	\$ _____	\$ _____	\$ _____
10.	Arbutus	\$ _____	\$ _____	\$ _____	\$ _____
11.	T-160 RHIB	\$ _____	\$ _____	\$ _____	\$ _____
D1.1	TOTAL ESTIMATED PRICE GST /HST Excluded, [1 to 11]:				\$ _____

D1.2 Additional Repair / Maintenance Work – On-site Maintenance at GINPR (Sidney)

Item	Description	Charge out rate per hour	Estimated Number of hours	Extended Price
1. General Labour Rate				
1.1	Straight time	\$ _____	40	\$ _____
1.2	Overtime (Time & 1/2)	\$ _____	5	\$ _____
1.3	Overtime (Double)	\$ _____	2	\$ _____

2. Mechanical Labour Rate				
1.	Straight time	\$ _____	120	\$ _____
2.	Overtime (Time &1/2)	\$ _____	15	\$ _____
3.	Overtime (Double)	\$ _____	4	\$ _____
Item	Description		Estimated Quantity	Extended Price
3.	Firm Daily Travel Rate, including all costs of transportation, food and accommodation. If not applicable, state \$ 0	\$ _____	20 days	\$ _____
Item	Description	Rate per day	No. of Days	
4.	Storage Fee	\$0.00	0	\$0.00
D1.2	Aggregate Items 1-4			
TOTAL ESTIMATED PRICE GST /HST Excluded				\$ _____

D1.3 Additional Repair / Maintenance Work – On-site Maintenance at the Contractor’s Facility

Item	Description	Charge out rate per hour	Estimated Number of hours	Extended Price
1. General Labour Rate				
1.1	Straight time	\$ _____	50	\$ _____
1.2	Overtime (Time &1/2)	\$ _____	5	\$ _____
1.3	Overtime (Double)	\$ _____	2	\$ _____
2. Mechanical Labour Rate				
2.1	Straight time	\$ _____	150	\$ _____
2.2	Overtime (Time &1/2)	\$ _____	15	\$ _____
2.3	Overtime (Double)	\$ _____	4	\$ _____
Item	Description		Estimated Quantity	Extended Price
4.	Round Trip Transportation of Vessel to Contractor’s facility.	\$ _____	5	\$ _____

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Item	Description	Rate per day	No. of Days	
5.	Storage Fee	\$ _____	25	\$ _____
D1.3	Aggregate Items 1-5			
	TOTAL ESTIMATED PRICE (GST /HST Excluded)			\$ _____

Evaluated Total – Year 1			
D1.1	D1.2	D1.3	Evaluated Total – Year 1
\$ _____	\$ _____	\$ _____	\$ _____

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D2 Pricing for Contract Year 2

Price For Evaluation Only (All Taxes Excluded).

D2.1 Preventative Maintenance Rates

Note for evaluation purposes all 100-hour Maintenance Routines must include the transportation cost to and from the contractor's facility.

Item	Vessel	100 hour Maintenance Routine A5.1 to 5.3	Haulout & Launching Fee	Transport Fee to and from Contractor's Facility	Total
1.	T-170 RHIB	\$ _____	\$ _____	\$ _____	\$ _____
2.	Pacific Wynnd	\$ _____	\$ _____	\$ _____	\$ _____
3.	Skelam	\$ _____	\$ _____	\$ _____	\$ _____
4.	Gulf Island Spirit	\$ _____	\$ _____	\$ _____	\$ _____
5.	Harbercraft	\$ _____	\$ _____	\$ _____	\$ _____
6.	Zodiac RIB	\$ _____	\$ _____	\$ _____	\$ _____
7.	Park Endeavour	\$ _____	\$ _____	\$ _____	\$ _____
8.	Oyster Catcher	\$ _____	\$ _____	\$ _____	\$ _____
9.	Sheshuqum	\$ _____	\$ _____	\$ _____	\$ _____
10.	Arbutus	\$ _____	\$ _____	\$ _____	\$ _____
11.	T-160 RHIB	\$ _____	\$ _____	\$ _____	\$ _____
D2.1	TOTAL ESTIMATED PRICE GST /HST Excluded, [1 to 11]:				\$ _____

D2.2 Additional Repair / Maintenance Work – On-site Maintenance at GINPR (Sidney)

Item	Description	Charge out rate per hour	Estimated Number of hours	Extended Price
1. General Labour Rate				
1.1	Straight time	\$ _____	40	\$ _____
1.2	Overtime (Time & 1/2)	\$ _____	5	\$ _____
1.3	Overtime (Double)	\$ _____	2	\$ _____
2. Mechanical Labour Rate				

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1.	Straight time	\$ _____	120	\$ _____
2.	Overtime (Time &1/2)	\$ _____	15	\$ _____
3.	Overtime (Double)	\$ _____	4	\$ _____
Item	Description		Estimated Quantity	Extended Price
3.	Firm Daily Travel Rate, including all costs of transportation, food and accommodation. If not applicable, state \$ 0	\$ _____	20 days	\$ _____
Item	Description	Rate per day	No. of Days	
4.	Storage Fee	\$0.00	0	\$0.00
D2.2	Aggregate Items 1-4			
	TOTAL ESTIMATED PRICE GST /HST Excluded			\$ _____

D2.3 Additional Repair / Maintenance Work – On-site Maintenance at the Contractor’s Facility

Item	Description	Charge out rate per hour	Estimated Number of hours	Extended Price
1. General Labour Rate				
1.1	Straight time	\$ _____	50	\$ _____
1.2	Overtime (Time &1/2)	\$ _____	5	\$ _____
1.3	Overtime (Double)	\$ _____	2	\$ _____
2. Mechanical Labour Rate				
2.1	Straight time	\$ _____	150	\$ _____
2.2	Overtime (Time &1/2)	\$ _____	15	\$ _____
2.3	Overtime (Double)	\$ _____	4	\$ _____
Item	Description		Estimated Quantity	Extended Price
4.	Round Trip Transportation of Vessel to Contractor’s facility. If not applicable, state \$ 0	\$ _____	5	\$ _____

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Item	Description	Rate per day	No. of Days	
5.	Storage Fee	\$ _____	25	\$ _____
D2.3	Aggregate Items 1-5			
	TOTAL ESTIMATED PRICE (GST /HST Excluded)			\$ _____

Evaluated Total – Year 2			
D2.1	D2.2	D2.3	Evaluated Total – Year 2
\$ _____	\$ _____	\$ _____	\$ _____

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D3 Pricing for Contract Year 3

Price For Evaluation Only (All Taxes Excluded).

D3.1 Preventative Maintenance Rates

Note for evaluation purposes all 100-hour Maintenance Routines must include the transportation cost to and from the contractor's facility.

Item	Vessel	100 hour Maintenance Routine A5.1 to 5.3	Haulout & Launching Fee	Transport Fee to and from Contractor's Facility	Total
1.	T-170 RHIB	\$ _____	\$ _____	\$ _____	\$ _____
2.	Pacific Wynnd	\$ _____	\$ _____	\$ _____	\$ _____
3.	Skelam	\$ _____	\$ _____	\$ _____	\$ _____
4.	Gulf Island Spirit	\$ _____	\$ _____	\$ _____	\$ _____
5.	Harbercraft	\$ _____	\$ _____	\$ _____	\$ _____
6.	Zodiac RIB	\$ _____	\$ _____	\$ _____	\$ _____
7.	Park Endeavour	\$ _____	\$ _____	\$ _____	\$ _____
8.	Oyster Catcher	\$ _____	\$ _____	\$ _____	\$ _____
9.	Sheshuqum	\$ _____	\$ _____	\$ _____	\$ _____
10.	Arbutus	\$ _____	\$ _____	\$ _____	\$ _____
11.	T-160 RHIB	\$ _____	\$ _____	\$ _____	\$ _____
D3.1	TOTAL ESTIMATED PRICE GST /HST Excluded, [1 to 11]:				\$ _____

D3.2 Additional Repair / Maintenance Work – On-site Maintenance at GINPR (Sidney)

Item	Description	Charge out rate per hour	Estimated Number of hours	Extended Price
1. General Labour Rate				
1.1	Straight time	\$ _____	40	\$ _____
1.2	Overtime (Time & 1/2)	\$ _____	5	\$ _____
1.3	Overtime (Double)	\$ _____	2	\$ _____
2. Mechanical Labour Rate				

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1.	Straight time	\$ _____	120	\$ _____
2.	Overtime (Time &1/2)	\$ _____	15	\$ _____
3.	Overtime (Double)	\$ _____	4	\$ _____
Item	Description		Estimated Quantity	Extended Price
3.	Firm Daily Travel Rate, including all costs of transportation, food and accommodation. If not applicable, state \$ 0	\$ _____	20 days	\$ _____
Item	Description	Rate per day	No. of Days	
4.	Storage Fee	\$0.00	0	\$0.00
D3.2	Aggregate Items 1-4			
	TOTAL ESTIMATED PRICE GST /HST Excluded			\$ _____

D3.3 Additional Repair / Maintenance Work – On-site Maintenance at the Contractor’s Facility

Item	Description	Charge out rate per hour	Estimated Number of hours	Extended Price
1. General Labour Rate				
1.1	Straight time	\$ _____	50	\$ _____
1.2	Overtime (Time &1/2)	\$ _____	5	\$ _____
1.3	Overtime (Double)	\$ _____	2	\$ _____
2. Mechanical Labour Rate				
2.1	Straight time	\$ _____	150	\$ _____
2.2	Overtime (Time &1/2)	\$ _____	15	\$ _____
2.3	Overtime (Double)	\$ _____	4	\$ _____
Item	Description		Estimated Quantity	Extended Price
4.	Round Trip Transportation of Vessel to Contractor’s facility. If not applicable, state \$ 0	\$ _____	5	\$ _____

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Item	Description	Rate per day	No. of Days	
5.	Storage Fee	\$ _____	25	\$ _____
D3.3	Aggregate Items 1-5			
	TOTAL ESTIMATED PRICE (GST /HST Excluded)			\$ _____

Evaluated Total – Year 3			
D3.1	D3.2	D3.3	Evaluated Total – Year 3
\$ _____	\$ _____	\$ _____	\$ _____

EVALUATED BID PRICE			
Evaluated Total – Year 1	Evaluated Total – Year 2	Evaluated Total – Year 3	EVALUATED BID PRICE
_____ \$	_____ \$	_____ \$	_____ \$

ANNEX E

BID PACKAGE CHECKLIST

E1.1 Mandatory Tender Deliverable Check List

Notwithstanding deliverable requirements specified anywhere else within this bid solicitation and its associated Statement of Work (Annex A), mandatory deliverables that must be submitted with the Bidder's tender to be deemed responsive, are summarized below.

The following are mandatory and the Bidder's submission will be evaluated against the requirement as defined herein. The Bidder must be determined to be compliant on each item to be considered responsive.

No	Reference to Solicitation	Description	Condition	Document provided	Reference to Bid (Section, Page no., etc.)
1	Front page	Request for Proposal document part 1 page 1 completed and signed;	Mandatory with the bid	<input type="checkbox"/>	
2	Part 3, Section I	Technical Bid	Mandatory with the bid	<input type="checkbox"/>	
3	Annex D, Section 2	Financial Bid Presentation Sheet, Completed	Mandatory with the bid	<input type="checkbox"/>	

E1.2 Supporting Deliverable Requirements

If the following information which supports the bid is not submitted with the Bid; it may be requested by the Contracting Authority, and it must be provided within 48 hours of the written request:

No	Reference to Solicitation	Description	Condition	Document provided	Reference to Bid (Section, Page no., etc.)
1	Article 2.3	Former Public Servant, section completed	48 hrs of written request	<input type="checkbox"/>	
2	Article 5.2.1	Integrity Provisions – Required Documentation	48 hrs of written request	<input type="checkbox"/>	
3	Article 5.2.4	Insurance Requirements – Letter or Certificate of Insurance	48 hrs of written request	<input type="checkbox"/>	
4	Article 6.5.3	Contractor's Representatives, table completed	48 hrs of written request	<input type="checkbox"/>	

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ANNEX F

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

See the following page.

Task Authorization Autorisation de tâche

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

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

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (GST/HST extra)

Enter the amount

Coût total estimatif de la tâche (TPS/TVH en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

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

Total Estimated Cost of Task (GST/HST Extra) before the revision

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

Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision

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

Increase or Decrease (GST/HST Extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (GST/HST Extra) before the revision.

Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu

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

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

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

A. Task Description of the Work required:

A. Description de tâche des travaux requis :

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

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

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

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

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

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

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

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

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

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

B. Basis of Payment:

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

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

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

Option 2:

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

(b) Insert GST/HST as a separate item under the Basis of Payment**D. Method of Payment**

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

B. Base de paiement :

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

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

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

Option 2 :

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

(b) Insérer la TPS/TVH comme élément distinct sous la Base de paiement**D. Méthode de paiement**

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

2. Authorization(s):

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

3. Contractor's Signature

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

2. Autorisation(s) :

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

3. Signature de l'entrepreneur

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



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

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

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non

Yes - Oui

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



For Revision only - Aux fins de révision seulement

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

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

1. Required Work: - Travaux requis :

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



Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

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

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

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

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

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

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

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

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

Signature

Date