



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:

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

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Quebec

K1A0S5

Bid Fax: (819) 997-9776

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du

fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

Marine Emergency Response Division/Division des
Interventions en cas d'urgence maritime

Centennial Towers 7th Floor - 7W11

200 Kent Street

Ottawa

Ontario

K1A0S5

Title - Sujet EREP: Portable Skimmer (Small)	
Solicitation No. - N° de l'invitation F7047-160034/A	Date 2017-12-15
Client Reference No. - N° de référence du client F7047-160034	
GETS Reference No. - N° de référence de SEAG PW-\$ERD-004-26586	
File No. - N° de dossier 004erd.F7047-160034	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-02-01	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Weil, Ashley	Buyer Id - Id de l'acheteur 004erd
Telephone No. - N° de téléphone (613) 292-3550 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: SEE HEREIN	

Instructions: See Herein

Instructions: Voir aux présentes

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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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Schedules Include the Basis of Payment (Schedule A) and the Deliveries and Milestones (Schedule B).

The Annexes include the Statement of Work (SOW), the Technical Statement of Requirement (TSOR), the Technical Bid Evaluation Plan, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572, and any additional appendices and other identified documents.

1.2 Summary

This procurement is part of the Environmental Response Equipment (ERE) Program for the Canadian Coast Guard (CCG), and forms part of the Oceans Protection Plan announced in November 2016. Under the ERE Program, CCG is renewing its suite of environmental response (ER) equipment, ensuring a robust and strategic national response capability. The ERE Program will replace aging ER equipment and potentially introduce new response technologies to over 80 locations across Canada; this objective will be realized through approximately 50 to 100 unique equipment procurements.

On behalf of the CCG, Public Works and Government Services (PWGSC) is procuring small portable multi-cassette skimmer packages and associated products and services. The skimmer constitutes a portable, buoyant device that uses oleophilic cassette modules to recover spilled oil from water. These cassette modules are easily interchangeable to allow the response effort to be optimized according to the type(s) of spilled oil (i.e., oils ranging in viscosity from diesel to heavy fuel oil). The CCG regularly uses small portable skimmers in sheltered and protected waters to fulfill their ER obligations.

The period of the resulting Contract will be from date of contract award to December 31, 2020 (inclusive) with Canada having irrevocable options to extend the term of the contract by up to five additional one-year maintenance periods as specified in Schedule A under the same conditions. Delivery destinations include various locations across Canadian provinces and territories, and are identified in Schedule B.

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

This procurement is subject to the Nunavut Agreement (also referred to as Nunavut Land Claims Agreement), Inuvialuit Final Agreement, and Gwich'in Comprehensive Land Claim Agreement.

Bidders should consult the following business directories for assistance in the delivery of the optional goods and services to the final destinations in the Comprehensive Land Claims Agreement (CLCA) areas:

- a) the Inuit for the Nunavut Land Claims Agreement: <http://inuitfirm.tunngavik.com>
- b) the Inuvialuit for the Inuvialuit Final Agreement: <http://www.irc.inuvialuit.com/business/inuvialuit-business-list-ibl>
- c) the Gwich'in Business directory for the Gwich'in Land Claim Agreement: <http://gwichin.biz/index.php/registered-business>.

This bid solicitation may establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 6 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

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>) issued by Public Works and Government Services Canada.

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

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 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 Ontario.

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 (3 hard copies and 2 soft copies on CD or DVD)

Section II: Financial Bid (1 hard copy and 1 soft copy on CD or DVD)

Section III: Certifications (1 hard copy and 1 soft copy on CD or DVD)

If there is a discrepancy between the wording of the soft (electronic) copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft 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>). 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.

3.1.1 Section I: Technical Bid

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

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.

3.1.1.1 Substantial Information

Bidders must demonstrate their compliance with the following sections of the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed. Bidders must provide with their technical bid, a document indicating clearly where the substantial

information for each of the mandatory criterion identified in Annex 1 to Part 4 of the bid solicitation can be found.

3.1.2 Section II: Financial Bid

Bidders must submit their financial bid in Canadian currency and accordance with the Schedule A, Basis of Payment.

Bidders are requested to insert "\$0.00" for any of the cost elements for which it does not intend to charge. If any cost element is left blank, Canada will insert "\$0.00" for that element.

3.1.2.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex 1 to Part 3 of the Bid Solicitation - Electronic Payment Instruments, to identify which ones are accepted.

If Annex 1 to Part 3 of the Bid Solicitation - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

3.1.2.2 Exchange Rate Fluctuation Risk Mitigation (applies ONLY to Optional Firm Pricing Year 2 and Optional Firm Pricing Year 3)

1. The Bidder may request Canada to assume the risks and benefits of exchange rate fluctuations. If the Bidder claims for an exchange rate adjustment, this request must be clearly indicated in the bid at time of bidding. The Bidder must submit form PWGSC-TPSGC 450 (included at **Annex 2 to Part 3 of the Bid Solicitation**), Claim for Exchange Rate Adjustments with its bid, indicating the Foreign Currency Component (FCC) in Canadian dollars for each line item for which an exchange rate adjustment is required.
2. The FCC is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuations. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment, based on the FCC and the exchange rate fluctuation provision in the contract. The exchange rate adjustment will only be applied where the exchange rate fluctuation is greater than 2% (increase or decrease).
4. At time of bidding, the Bidder must complete columns (1) to (4) on form PWGSC-TPSGC 450 (included at **Annex 2 to Part 3 of the Bid Solicitation**), for each line item where they want to invoke the exchange rate fluctuation provision. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.
5. Alternate rates or calculations proposed by the Bidder will not be accepted for the purposes of this exchange rate fluctuation provision.

3.1.3 Best Delivery Date – Bid

While delivery of some or all identified deliverables is requested by March 31st, 2018, the best delivery that could be offered is as identified by the Bidder in Schedule B.

3.1.4 Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids. The evaluation team will include representatives from Public Works and Government Services Canada and the Canadian Coast Guard and/or others designated by Canada. Canada may retain any independent consultant or use any resources to evaluate any bid or portion thereof. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.

4.1.1 Technical Evaluation

The Technical Bid Evaluation Plan and mandatory technical evaluation criteria are included in Annex 1 to Part 4 of the Bid Solicitation, Technical Bid Evaluation Plan.

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Delivered Duty Paid (DDP) Destination Incoterms 2010 destination, Canadian customs duties and excise taxes included.

4.1.2.2 Evaluation Price Equation

Using the Items listed in Schedule A, Bidders are required to provide firm unit pricing for optional goods and services across 3 option pricing years, for both North and South Canadian delivery destinations (refer to Schedule A for all necessary information regarding Basis of Payment).

Prices provided for optional goods and services will be evaluated as distributed across the 3 option pricing years. For example, if Schedule A indicates up to 60 optional units for Item 'Z' across the 3 option pricing years, then unit prices will be calculated with 20 units for each option pricing year (with 10 units allocated to the Northern Destination price, and 10 units allocated to the Southern Destination price).

The following "Evaluated Price" equation will be used to determine the evaluated price of the bid based on the prices of all required *and* optional goods and services inserted by the Bidder in its bid Schedule A (Basis of Payment):

Total of Firm Prices provided for all Required Goods and Services (Items 1 to 3)

(+)

Unit Price DDP Destination of Item 4

(+)

Distributed Total Price of Priced Optional Goods and Services

Evaluated Total Price

The table below demonstrates how the evaluated price for each Optional item is calculated, based on quantities indicated for each Item in Schedule A.

Evaluated Price Equation =	
<u>Total Price: Required Goods and Services</u>	
Calculated total of firm prices provided for all Required Goods and Services items (Items 1, 2, and 3 in Schedule A)	
$= \sum_{i=1}^3 [(\text{Total QTY of Item } i) \times (\text{Unit Price DDP Destination of Item } i)]$	
(+)	
Unit Price DDP Destination of Item 4	
(+)	
<u>Distributed Price: Priced Optional Goods and Services</u>	
Distributed total of firm prices provided for all priced Optional Goods and Services (items 5-11), for North and South delivery destinations across 3 optional firm pricing years, calculated as follows:	
• Up to 96 units Item 5 =	$[(16 \text{ units Item 5}) \times (\text{OPY1N price})] +$ $[(16 \text{ units Item 5}) \times (\text{OPY1S price})] +$ $[(16 \text{ units Item 5}) \times (\text{OPY2N price})] +$ $[(16 \text{ units Item 5}) \times (\text{OPY2S price})] +$ $[(16 \text{ units Item 5}) \times (\text{OPY3N price})] +$ $[(16 \text{ units Item 5}) \times (\text{OPY3S price})]$
• Up to 24 units Item 6 =	$[(4 \text{ units Item 6}) \times (\text{OPY1N price})] +$ $[(4 \text{ units Item 6}) \times (\text{OPY1S price})] +$ $[(4 \text{ units Item 6}) \times (\text{OPY2N price})] +$ $[(4 \text{ units Item 6}) \times (\text{OPY2S price})] +$ $[(4 \text{ units Item 6}) \times (\text{OPY3N price})] +$ $[(4 \text{ units Item 6}) \times (\text{OPY3S price})]$
• Up to 24 units Item 7 =	$[(4 \text{ units Item 7}) \times (\text{OPY1N price})] +$ $[(4 \text{ units Item 7}) \times (\text{OPY1S price})] +$ $[(4 \text{ units Item 7}) \times (\text{OPY2N price})] +$ $[(4 \text{ units Item 7}) \times (\text{OPY2S price})] +$ $[(4 \text{ units Item 7}) \times (\text{OPY3N price})] +$ $[(4 \text{ units Item 7}) \times (\text{OPY3S price})]$
• Up to 48 units Item 8 =	$[(8 \text{ units Item 8}) \times (\text{OPY1N price})] +$ $[(8 \text{ units Item 8}) \times (\text{OPY1S price})] +$ $[(8 \text{ units Item 8}) \times (\text{OPY2N price})] +$ $[(8 \text{ units Item 8}) \times (\text{OPY2S price})] +$ $[(8 \text{ units Item 8}) \times (\text{OPY3N price})] +$ $[(8 \text{ units Item 8}) \times (\text{OPY3S price})]$
• Up to 24 units Item 9 =	$[(4 \text{ units Item 9}) \times (\text{OPY1N price})] +$ $[(4 \text{ units Item 9}) \times (\text{OPY1S price})] +$ $[(4 \text{ units Item 9}) \times (\text{OPY2N price})] +$ $[(4 \text{ units Item 9}) \times (\text{OPY2S price})] +$ $[(4 \text{ units Item 9}) \times (\text{OPY3N price})] +$ $[(4 \text{ units Item 9}) \times (\text{OPY3S price})]$

• Up to 24 units Item 10 =	[(4 units Item 10) x (OPY1N price)] + [(4 units Item 10) x (OPY1S price)] + [(4 units Item 10) x (OPY2N price)] + [(4 units Item 10) x (OPY2S price)] + [(4 units Item 10) x (OPY3N price)] + [(4 units Item 10) x (OPY3S price)]
• Up to 24 units Item 11 =	[(4 units Item 11) x (OPY1N price)] + [(4 units Item 11) x (OPY1S price)] + [(4 units Item 11) x (OPY2N price)] + [(4 units Item 11) x (OPY2S price)] + [(4 units Item 11) x (OPY3N price)] + [(4 units Item 11) x (OPY3S price)]

Notes:

OPY1N = firm unit price provided for Option Pricing Year 1, Northern Destination

OPY1S = firm unit price provided for Option Pricing Year 1, Southern Destination

OPY2N = firm unit price provided for Option Pricing Year 2, Northern Destination

OPY2S = firm unit price provided for Option Pricing Year 2, Southern Destination

OPY3N = firm unit price provided for Option Pricing Year 3, Northern Destination

OPY2S = firm unit price provided for Option Pricing Year 3, Southern Destination

The quantities used in the "Evaluation Price" equation are for bid evaluation purposes only. There is no guarantee that the quantities of the optional items used in the "Evaluation Price" equation will be procured.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the 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](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) 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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed Annex 1 to Part 5 of the Bid Solicitation titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Welding Certification

1. The resulting contract requires that:
 - a. The Contractor and any subcontractors are certified by the Canadian Welding Bureau (CWB) to Canadian Standards Association (CSA) W47.2-11 (R2015) Division 1 or 2, Certification of Companies for Fusion Welding of Aluminium (or equivalent); and
 - b. All specified welds conform to the pertinent requirements defined in CT-043-EQ-EG-001-E, CCG Welding Specification, August 2017 (refer to Appendix 1 of Annex B (Technical Statement of Requirements)) (or equivalent).
2. Welding must be performed using weld procedures and welders qualified by the CWB in accordance with the requirements of CSA W47.2-11 (R2015) Division 1 or 2, Certification of Companies for Fusion Welding of Aluminium (or equivalent).
3. Before contract award and within 21 calendar days of the written request by the Contracting Authority, the successful Bidder must submit evidence demonstrating its and its subcontractor's certification by CWB in accordance with the CSA welding standards.
4. The Bidder may propose alternative standards to CSA W47.2-11 (2015) Division 1 or 2, Certification of Companies for Fusion Welding of Aluminum, and the standards referenced in CT-043-EQ-EG-001-E, CCG Welding Specification to Canada, August 2017. For each proposed alternative welding standard, the Bidder must demonstrate that the technical intent of CSA W47.2-11 (2015) Division 1 or 2, Certification of Companies for Fusion Welding of Aluminum, and the standards referenced in CT-043-EQ-EG-001-E, CCG Welding Specification, August 2017 is met. The demonstration of technical intent must be achieved by a compliance audit conducted by either (or both) the Canadian Coast Guard and the CWB before contract award and within 21 calendar days of the written request by the Contracting Authority.

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 Requirement

The Contractor must provide the goods, services or both described in the Contract, including all the Annexes, Schedules, Appendices, and any other identified documents, to Canada in accordance with, and at the prices and/or rates stated in the Contract.

6.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable options to acquire the goods, services or both described in the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the options at any time before the expiry of the Contract by sending a written notice to the Contractor.

6.1.2 Work Arisings

Additional work that is not described in the Statement of Work but that is required to support the Portable Multi-Cassette Skimmer Package requirement and that would fall within the overall scope of the Work (Work Arisings), may be incorporated into the Contract in accordance with Schedule A, Basis of Payment.

6.1.3 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.

6.1.3.1 Task Authorization Process

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

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex C.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Technical Authority within 7 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.3.2 Task Authorization Limit

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

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

6.1.3.3 Canada's Obligation - Portion of the Work - Task Authorizations

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

6.1.3.4 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. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority. The quarterly periods are defined as follows:

- 1st quarter: 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 21 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>) issued by Public Works and Government Services Canada.

6.2.1 General Conditions

2030 (2016-04-04) General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

1031-2 (2012-07-16), Contract Cost Principles, apply to and form part of the Contract.

6.2.2 Supplemental General Conditions

4010 (2012-07-16) Supplemental General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of Contract to December 31, 2020 inclusive.

Firm pricing for the provision of optional goods and/services is included within the Period of the Contract as follows:

Optional Firm Pricing Year 1: Date of contract award to December 31, 2018

Optional Firm Pricing Year 2: January 1, 2019 to December 31, 2019

Optional Firm Pricing Year 3: January 1, 2020 to December 31, 2020

6.4.2 Delivery Date

All the deliverables must be received on or before the dates indicated by the Bidder in Schedule B, Deliveries and Milestones.

6.4.3 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to 5 additional one-year maintenance 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 the options on multiple occasions and at any time by sending a written notice to the Contractor on or before the expiry date of the Contract. The options may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.4.4 Comprehensive Land Claims Agreements (CLCAs)

This Contract is subject to the Nunavut Agreement (also referred to as Nunavut Land Claims Agreement), Inuvialuit Final Agreement, and Gwich'in Comprehensive Land Claim Agreement.

The Contractor should consult the following business directories for assistance in the delivery of the optional goods and services to the final destinations in the Comprehensive Land Claims Agreement (CLCA) areas, should the option(s) be exercised by Canada:

- a. the Inuit for the Nunavut Land Claims Agreement: <http://inuitfirm.tunnngavik.com>
- b. the Inuvialuit for the Inuvialuit Final Agreement:
<http://www.irc.inuvialuit.com/business/inuvialuit-business-list-ibf>
- c. the Gwich'in Business directory for the Gwich'in Land Claim Agreement:
<http://gwichin.biz/index.php/registered-business>.

The Contract with Task Authorizations may establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

6.4.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Schedule B (Deliveries and Milestones) of the Contract and as directed by the Contracting Authority.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Ashley Weil
Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Marine Charter Services Directorate
200 Kent Street, 7W-102, Ottawa ON
Telephone: (613)-292-3550
E-mail address: Ashley.Weil@tpsgc-pwgsc.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: [to be announced at Contract Award]

In its absence, the Project Authority is: [to be announced at Contract Award]

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 Technical Authority

The Technical Authority for the Contract is: [to be announced at Contract award]

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

6.5.4 Contractor's Representative

The Contractor's Representative for the Contract is: [to be inserted at Contract award]

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-mail: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Schedule A, Basis of Payment for a cost of \$ _____. 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 approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.1.2 Basis of Payment (Individual Task Authorizations OR Firm Unit Price(s) – Task Authorizations)

Basis of Payment – Firm Unit Price(s) - 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 Schedule A 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.

- OR -

Basis of Payment – Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Schedule A.

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

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

6.7.1.3 Limitation of Price

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

6.7.1.4 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$(to be announced at contract award). 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.

6.7.2 Method of Payment

6.7.2.1 Milestone Payments - Subject to holdback

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 90% percent of the amount claimed and approved by Canada if:
 - a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
 - b. the total amount for all milestone payments paid by Canada does not exceed 100% percent of the total amount to be paid under the Contract;
 - c. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
 - d. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under Item 4 (as per Schedule A) if the Work has been accepted by Canada and a final claim for the payment is submitted.

6.7.2.2 Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as detailed for Item 4 in Schedule B, Deliveries and Milestones.

6.7.2.3 Multiple Payments

Canada will pay the Contractor upon completion and delivery of units and/or services as detailed for Items 1-3 and 5-14 in Schedule B, Deliveries and Milestones and in accordance with the payment provisions of the Contract if:

- a. an accurate and complete claim form 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 delivered has been accepted by Canada.

6.7.3 Travel and Living Expenses - No allowance for profit and overhead

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, in accordance with Contract Cost Principles 1031-2, with no allowance for profit and/or administrative overhead. All payments are subject to government audit.

6.7.4 Taxes - Foreign-based Contractor *(if applicable)*

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

6.7.5 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s), as indicated in the Contractor's bid:

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

6.7.6 Exchange Rate Fluctuation Adjustment (applies ONLY to Optional Firm Pricing Year 2 and Optional Firm Pricing Year 3)

1. The foreign currency component (FCC) is defined as the portion of the price or rate that will be directly affected by exchange rate fluctuation. The FCC should include all related taxes, duties and other costs paid by the Bidder and which are to be included in the adjustment amount.

2. For each line item where a FCC is identified, Canada assumes the risks and benefits for exchange rate fluctuation, as shown in the Basis of Payment. For such items, the exchange rate fluctuation amount is determined in accordance with the provision of this clause.
3. The total price paid by Canada on each invoice will be adjusted at the time of payment. The exchange rate adjustment amount will be calculated in accordance with the following formula:
Exchange rate adjustment = $FCC \times Qty \times (i_1 - i_0) / i_0$
where formula variables correspond to:

FCC

Foreign currency component (per unit)

Qty

quantity of units

i_0

Initial exchange rate (CAN\$ per unit of foreign currency [for example US\$1]).

The initial exchange rate is set as the Bank of Canada rate on the solicitation closing date. The Bank of Canada publishes its rates each business day by 16:30 Eastern Time.

i_1

Exchange rate for adjustments (ERA) (CAN\$ per unit of foreign currency [for example US\$1]).

The Bank of Canada publishes its rates each business day by 16:30 Eastern Time.

- a. The ERA for goods will be the Bank of Canada rate on the date the goods were delivered.
 - b. The ERA for services will be the Bank of Canada rate on the last business day of the month for which the services were performed.
 - c. The ERA for advance payments will be the Bank of Canada rate on the last business day prior to the payment. The last published business day rate will be used for non-business days.
4. The Contractor must indicate the total exchange rate adjustment amounts (whether they are upward, downward or present no change) as a separate item on each invoice or claim for payment submitted under the Contract. Where an adjustment applies, the Contractor must submit with their invoice form PWGSC-TPSGC 450 Claim for Exchange Rate Adjustments.
5. The exchange rate adjustment will only impact the payment to be made by Canada where the exchange rate fluctuation is greater than 2% (increase or decrease), calculated in accordance with column 8 of form PWGSC-TPSGC 450 (that is $[i_1 - i_0] / i_0$).
6. Canada reserves the right to audit any revision to costs and prices under this clause.

6.7.7 Discretionary Audit

1. The following are subject to government audit before or after payment is made:
 - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
 - b. The accuracy of the Contractor's time recording system.
 - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the

Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).

- d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.

6.8 Invoicing Instructions - Progress Payment Claim - Supporting Documentation required

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.
As applicable, each claim must show:
 - a. all information required on form PWGSC-TPSGC 1111;
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. a list of all expenses;
 - d. expenditures plus pro-rated profit or fee;
 - e. the description and value of the milestone, delivery, or Work claimed as detailed in the Contract.

Each claim must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, travel and living expenses;

Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.
The Contracting Authority will then forward the original and two (2) copies of the claim to the Project Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.
 4. The Contractor must not submit claims until all work identified in the claim is completed.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.9.3 Welding Certification

1. The Contractor must ensure that:
 - a. The Contractor and any subcontractor are certified by the CWB to CSA W47.2-11 (R2015) Division 1 or 2, Certification of Companies for Fusion Welding of Aluminium (or equivalent); and
 - b. All specified welds conform to the pertinent requirements defined in CT-043-EQ-EG-001-E, CCG Welding Specification, August 2017 (refer to Appendix 1 of Annex B (Technical Statement of Requirements)) (or equivalent).
2. In addition, welding must be done in accordance with the requirements of the applicable drawings and specifications.
3. Before the commencement of any fabrication work, and upon request from the Technical Authority, the Contractor must provide approved welding procedures and/or a list of welding personnel they intend to use in the performance of the Work. The list must identify the CWB welding procedure qualifications attained by each of the personnel listed and must be accompanied by a copy of each person's current CWB certification to CSA welding standards.
4. The Contractor may propose alternative standards to CSA W47.2-11 (2015) Division 1 or 2, Certification of Companies for Fusion Welding of Aluminum, and the standards referenced in CT-043-EQ-EG-001-E, CCG Welding Specification to Canada, August 2017. For each proposed alternative welding standard, the Contractor must demonstrate that the technical intent of CSA W47.2-11 (2015) Division 1 or 2, Certification of Companies for Fusion Welding of Aluminum, and the standards referenced in CT-043-EQ-EG-001-E, CCG Welding Specification, August 2017 is met. The demonstration of technical intent must be achieved by a compliance audit conducted by either (or both) the Canadian Coast Guard and the CWB before contract award and within 21 calendar days of the written request by the Contracting Authority.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) Schedule A, Basis of Payment;
- c) Schedule B, Deliveries and Milestones;
- d) the supplemental general conditions 4010 (2012-07-16) Supplemental General Conditions - Higher Complexity - Services;
- e) the general conditions 2030 (2016-04-04) General Conditions - Higher Complexity - Goods;
- f) Annex A, Statement of Work;
- g) Annex B, Technical Statement of Requirements;
- h) the signed Task Authorizations (including all of its annexes, if any); and
- i) the Contractor's bid dated _____.

6.12 Defence Contract

Not used.

6.13 Foreign Nationals (Canadian Contractor *OR* Foreign Contractor)

Foreign Nationals (Canadian Contractor)

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

- OR -

Foreign Nationals (Foreign Contractor)

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

6.14 Insurance – No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

6.15 Access to Government Site, Facility, or Equipment

6.15.1 Government Site Regulations

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

6.15.2 Access to Facilities and Equipment

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

6.15.3 Identification Badge

Any person assigned to the performance of any part of the Work that is performed on government premises must wear in a conspicuous place the identification badge issued to that person by Canada.

When a person is required to wear a safety helmet, the Contractor, if requested to do so by the Contracting Authority, must paint the number appearing on the badge on the front of the safety helmet.

6.16 Shipping Instructions

6.16.1 General Considerations for Delivery

1. Goods must be consigned to the destination specified in the Contract and delivered: Delivered Duty Paid (DDP) (specified destination) Incoterms 2010.
2. Unless otherwise directed, delivery must be made by the most economical means. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties and Applicable Taxes.
3. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the designated contact person. The consignee may refuse shipments when prior arrangements have not been made. Refer to Schedule B for additional instructions.

6.16.2 Wood Packaging Materials

All wood packaging materials used in shipping must conform to the International Standards for Phytosanitary Measures No. 15: Regulation of Wood Packaging Material in International Trade (ISPM 15).

Pertinent additional information on Canada's import and export programs is provided in the following Canadian Food Inspection Agency policy directives:

D-98-08 - Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States

D-13-01 – Canadian Heat Treated Wood Products Certification Program (HT Program)

6.16.3 Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance

1. The Contractor must ensure proper labelling and packaging in the supply and shipping of dangerous goods/hazardous products to the Government of Canada.
2. The Contractor will be held liable for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
3. The Contractor must clearly mark all merchandise labels with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods/products by government vehicles or government personnel.
4. The Contractor must adhere to all applicable laws regarding dangerous goods/hazardous products.

6.16.4 Shipment of Dangerous Goods/Hazardous Products

The Contractor must label and ship dangerous goods/hazardous products falling within the Transportation of Dangerous Goods Act, 1992, c.34 and the Hazardous Products Act, R.S.C. 1985, c. H-3 and their regulation(s) in accordance with the said Acts and regulation(s) accompanied by the required safety data sheet(s) completed in both English and French.

6.16.5 Transportation of Dangerous Goods/Hazardous Products

The Contractor must obtain the authorization from the Department of Transport to transport dangerous goods/hazardous products before the carrier may accept a charter involving the transportation of dangerous goods/hazardous products.

6.16.6 Delivery of Dangerous Goods/Hazardous Products

1. The Contractor must mark dangerous goods/hazardous products which are classed as dangerous/hazardous as follows:
 - a. shipping container - in accordance with the Transportation of Dangerous Goods Act, 1992, c. 34; and
 - b. immediate product container - in accordance with the Hazardous Products Act, R.S., 1985, c. H-3.
2. The Contractor must provide bilingual Safety Data Sheets, indicating any applicable NATO Stock Number as follows:
 - a. two hard copies:

-
- i. one copy to be enclosed with the shipment, and
 - ii. one copy to be mailed to: [to be inserted at contract award]
 - b. one copy sent in any electronic format to the following address: [to be inserted at contract award]
3. The Contractor will be responsible for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
 4. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws and by-laws.
 5. The Contractor must contact the consignee (i.e. Supply Depot Traffic Section) at least 72 hours before shipping dangerous goods/hazardous products in order to schedule a receiving time.

Solicitation No. - N° de l'invitation
F7047-160034/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
004erd

Client Ref. No. - N° de réf. du client
F7047-160034

SCHEDULE A

BASIS OF PAYMENT

The Bidder must compete the fill-ins and tables in Schedule A as follows:

- (a) The Bidder must provide all prices in Canadian currency.
- (b) The Bidder must provide firm unit prices for each item for each period, and extended firm prices for all units of each item, as applicable.
- (c) Bidders are requested to insert "\$0.00" for any of the cost elements for which it does not intend to charge. If any cost element is left blank, Canada will insert "\$0.00" for that element.

Note: these notes, in italics, will be dropped from any resulting contract clauses.

1. General

- a) Prices are based on Delivered Duty Paid (DDP) Destination Incoterms 2010.
- b) Prices include customs duties.
- c) Prices do not include Applicable Taxes.

2. Currency

All prices provided in Schedule A, Basis of Payment, are in Canadian currency.

3. Required Goods and Services

Item #	Item Description ¹	Total QTY ²	Firm Unit Price DDP Destination ³	Extended Unit Price DDP Destination ³
1	<u>Portable Skimmer Package</u> Supply and commission a complete Portable Skimmer Package. The unit price for the Portable Skimmer Package includes the price for the associated Testing Report (as per CDRL DID-SE-02), Commissioning Report (as per CDRL DID-SE-04), and Equipment Instructions Illustration (as per CDRL DID-ILS-06).	23		
2	<u>Technical Maintenance Training</u> Conduct Technical Maintenance Training Session (Notes: a. Units indicate total number of sessions; b. No travel costs are to be included – Travel will be paid in accordance with Article 6.7.3 of the Contract)	4		
3	<u>Operational Training</u> Conduct Operational Training Session (Notes: a. Units indicate total number of sessions; b. No travel costs are to be included – Travel will be paid in accordance with clause Article 6.7.3 of the Contract)	4		
4	<u>Documentation</u> Generate and supply all of the required documents in accordance with Annex A, Statement of Work (specifically, Appendices 1 & 2, Data Item Descriptions and Contract Data Requirements List), <u>except</u> for CDRL items: DID-SE-02, DID-SE-04, and DID-ILS-06. See Schedule B, Paragraph 2, for Milestone Payments.	N/A		N/A

Notes (Table 3. Required Goods and Services):

- 1: A brief description of the item that must be delivered in accordance with the Contract including all Annexes and Appendices.
- 2: The total number of units that are required across all delivery locations. Schedule B will identify the quantity of units that are required for each known delivery location.
- 3: See Schedule B for destinations.
- N/A: Not Applicable

4. Optional Goods and/or Services

Item #	Item Description ⁴	Maximum QTY ⁵	Firm Unit Price DDP Destination		Firm Unit Price DDP Destination		Firm Unit Price DDP Destination	
			Southern Destination ⁶	Northern Destination ⁷	Southern Destination ⁶	Northern Destination ⁷	Southern Destination ⁶	Northern Destination ⁷
			Date of contract award to December 31, 2018 (Optional Firm Pricing Year 1)		January 1, 2019 to December 31, 2019 (Optional Firm Pricing Year 2)		January 1, 2020 to December 31, 2020 (Optional Firm Pricing Year 3)	
5	<u>Portable Skimmer Package</u> Supply and commission a complete Portable Skimmer Package. The unit price for the Portable Skimmer Package includes the price for the associated Testing Report (as per CDRL DID-SE-02), Commissioning Report (as per CDRL DID-SE-04), and Equipment Instructions Illustration (as per CDRL DID-ILS-06).	Up to 96						
6	<u>Skimmer Head</u> Supply and commission a Skimmer Head and applicable DIDs: DID-SE-02, DID-SE-04.	Up to 24						
7	<u>Hydraulic Power Unit</u> Supply and commission a Hydraulic Power Unit and applicable DIDs: DID-SE-02, DID-SE-04.	Up to 24						
8	<u>Oil Transfer Unit</u> Supply and commission an Oil Transfer Unit and applicable DIDs: DID-SE-02, DID-SE-04.	Up to 48						

Item #	Item Description ⁴	Maximum QTY ⁵	Firm Unit Price DDP Destination		Firm Unit Price DDP Destination		Firm Unit Price DDP Destination	
			Southern Destination ⁶	Northern Destination ⁷	Southern Destination ⁶	Northern Destination ⁷	Southern Destination ⁶	Northern Destination ⁷
			Date of contract award to December 31, 2018 (Optional Firm Pricing Year 1)		January 1, 2019 to December 31, 2019 (Optional Firm Pricing Year 2)		January 1, 2020 to December 31, 2020 (Optional Firm Pricing Year 3)	
9	<u>Storage Container (ONLY)</u> Supply and commission a Storage Container that would house and protect a complete Portable Skimmer Package (as identified in Item 1, minus the storage container), and applicable DIDs: DID-SE-02, DID-SE-04.	Up to 24						
10	<u>Technical Maintenance Training</u> Conduct Technical Maintenance Training Session (Notes: a. Units indicate total number of sessions; b. No travel costs are to be included – Travel will be paid in accordance with clause 6.7.3 of the Contract)	Up to 24						
11	<u>Operational Training</u> Conduct Operational Training Session (Notes: a. Units indicate total number of sessions; b. No travel costs are to be included – Travel will be paid in accordance with clause 6.7.3 of the Contract)	Up to 24						

Item #	Item Description ⁴	Maximum QTY ⁵	Firm Unit Price DDP Destination ⁶		Firm Unit Price DDP Destination ⁶		Firm Unit Price DDP Destination ⁶	
			Southern Destination ⁶	Northern Destination ⁷	Southern Destination ⁶	Northern Destination ⁷	Southern Destination ⁶	Northern Destination ⁷
			Date of contract award to December 31, 2018 (Optional Firm Pricing Year 1)		January 1, 2019 to December 31, 2019 (Optional Firm Pricing Year 2)		January 1, 2020 to December 31, 2020 (Optional Firm Pricing Year 3)	
12	<u>Spare Parts Kits</u> The provision of any or all spares in support of the deliverables as detailed the final Recommended Spare Parts List (CDRL item DID-ILS-01), as accepted by Canada. (The contents of each Kit will be determined if and when options are exercised.) Note: 1 kit = 1 unit	TBD	TBN	TBN	TBN	TBN	TBN	TBN
13	<u>Special Tools and Equipment Kits</u> The provision of any or all special tools or equipment in support of the deliverables as detailed in the final Special Tools and Test Equipment List (CDRL item DID-ILS-02), as accepted by Canada. This includes any tools and/or equipment that form part of the Emergency Repair Kit. (The contents of each Kit will be determined if and when options are exercised.) Note: 1 kit = 1 unit	TBD	TBN	TBN	TBN	TBN	TBN	TBN

Item #	Item Description ⁴	Maximum QTY ⁵	Firm Unit Price DDP Destination ⁶
14	Maintenance The provision of maintenance services for the Portable Skimmer Package(s), as described in Annex A, Statement of Work, and Annex B, Technical Statement of Requirement.	Up to 5 one-year periods	TBN

Notes (Table 4.Optional Goods and Services):

- ⁴: A brief description of the item that must be delivered in accordance with the Contract including all Annexes and Appendices.
- ⁵: Optional Items may be procured on as many occasions as necessary up to the identified maximum total quantity for which the unit price applies.
- ⁶- Southern Destinations will be within Canada (but not in the Northwest Territories, Nunavut, or Yukon) but specific locations are to be determined.
- 7- Northern Destinations will be within the Northwest Territories, Nunavut, or Yukon but specific locations are to be determined.
- TBD: To Be Determined
TBN: To Be Negotiated
CDRL: Contract Data Requirements List (as per the Statement of Work found at Annex A)
DID: Data Item Description (as per the Statement of Work found at Annex A)

5. Work Arisings and Task Authorizations

Work Arisings and Task Authorizations may be negotiated and authorized at any time during the Period of the Contract.

For satisfactory performance of authorized work, as specified in each individual Task Authorization, payment shall be made in accordance with the Basis of Payment for the individual Task Authorization. Price certification and/or other methods of price verification may be required if necessary.

SCHEDULE B

DELIVERIES AND MILESTONES

The Bidder must compete the cells in Table 1 of Schedule B as follows:

- (a) *The Bidder must indicate their best Delivery Dates for each item identified (with the exception of Documentation, which is to be delivered in accordance with Annex A, Statement of Work)*

(b) *While delivery is requested by March 31, 2018, the best delivery date (in Calendar Days ACA [# of days from Contract Award Date]) that could be offered is to be identified in the Table. These dates will be utilized in any resulting contract.*

(c) *Delivery destinations are listed in order of priority. The Bidder must provide dates according to the list of priorities (i.e., the first delivery destination location listed on the table should be associated with the Bidder's earliest available delivery date).*

Note: these notes, in italics, will be dropped from any resulting contract clauses.

1. Deliveries

- a) One Technical Maintenance Training Session and one Operational Training Session are to be provided on the business day following the delivery of the Portable Skimmer Package(s) at each identified location, in accordance with Annex A, Statement of Work.

Item # ¹	Description ¹	Destination ²	Quantity	Delivery Date(s) ³ (Calendar Days ACA)
1	Portable Skimmer Package	Richmond, BC	1	
1	Portable Skimmer Package	Victoria, BC	13	
1	Portable Skimmer Package	Mount Pearl, NL	6	
1	Portable Skimmer Package	Dartmouth, NS	3	
2	Technical Maintenance Training	Richmond, BC	1	
2	Technical Maintenance Training	Victoria, BC	1	
2	Technical Maintenance Training	Mount Pearl, NL	1	
2	Technical Maintenance Training	Dartmouth, NS	1	
3	Operational Training	Richmond, BC	1	
3	Operational Training	Victoria, BC	1	
3	Operational Training	Mount Pearl, NL	1	
3	Operational Training	Dartmouth, NS	1	
4	Documentation	As per Annex A (SOW)	As per Annex A (SOW)	As per Annex A (SOW)

Notes: (Table 1. Deliveries, Schedule B)

- 1: Refer to Schedule A for more item details.
- 2: Destination addresses will be provided upon contract award in Section 3 below.
Additional Canadian delivery destinations may be included if and when any options are exercised.
- 3: Delivery Timeframes are in calendar days from the date of Contract.

2. Milestones for Documentation (Item #4 in Schedule A)

Milestone #	Description ⁴	Claim Value ⁵	Holdback Value	Date ⁶	Supporting Documentation ⁷
1	Draft Project Management Plan (PMP)	2%	10% of the Claim Value	IAW CDRL DID-PM-01	DID-PM-01
2	Final Project Management Plan (PMP)	6%	10% of the Claim Value	IAW CDRL DID-PM-01	DID-PM-01
3	Draft Test Plan	2%	10% of the Claim Value	IAW CDRL DID-SE-01	DID-SE-01
4	Final Test Plan	6%	10% of the Claim Value	IAW CDRL DID-SE-01	DID-SE-01
5	Draft Commissioning Plan	2%	10% of the Claim Value	IAW CDRL DID-SE-03	DID-SE-03
6	Final Commissioning Plan	6%	10% of the Claim Value	IAW CDRL DID-SE-03	DID-SE-03
7	Draft Training Plan	2%	10% of the Claim Value	IAW CDRL DID-TR-01	DID-TR-01
8	Final Training Plan	7%	10% of the Claim Value	IAW CDRL DID-TR-01	DID-TR-01
9	Draft Instructor Manual	2%	10% of the Claim Value	IAW CDRL DID-TR-02	DID-TR-02
10	Final Instructor Manual	7%	10% of the Claim Value	IAW CDRL DID-TR-02	DID-TR-02
11	Draft Recommended spare parts list	2%	10% of the Claim Value	IAW CDRL DID-ILS-01	DID-ILS-01
12	Final Recommended Spare Parts List	7%	10% of the Claim Value	IAW CDRL DID-ILS-01	DID-ILS-01
13	Draft Special Tools and Test Equipment list	2%	10% of the Claim Value	IAW CDRL DID-ILS-02	DID-ILS-02
14	Final Special Tools and Test Equipment list	7%	10% of the Claim Value	IAW CDRL DID-ILS-02	DID-ILS-02
15	Draft Technical Maintenance Manual	2%	10% of the Claim Value	IAW CDRL DID-ILS-03	DID-ILS-03

Milestone #	Description ⁴	Claim Value ⁵	Holdback Value	Date ⁶	Supporting Documentation ⁷
16	Final Technical Maintenance Manual	7%	10% of the Claim Value	IAW CDRL DID-ILS-03	DID-ILS-03
17	Draft Master Equipment List	2%	10% of the Claim Value	IAW CDRL DID-ILS-04	DID-ILS-04
18	Final Master Equipment List	7%	10% of the Claim Value	IAW CDRL DID-ILS-04	DID-ILS-04
19	Draft Operations Manual	2%	10% of the Claim Value	IAW CDRL DID-ILS-05	DID-ILS-05
20	Final Operations Manual	7%	10% of the Claim Value	IAW CDRL DID-ILS-05	DID-ILS-05
21	Draft As-Assembled Drawing Package	2%	10% of the Claim Value	IAW CDRL DID-ILS-07	DID-ILS-07
22	Final As-Assembled Drawing Package	6%	10% of the Claim Value	IAW CDRL DID-ILS-07	DID-ILS-07
23	All other documentation Claimable upon the Contractor fulfilling the following objectives: (a) Delivering all <i>required</i> goods and services including the final submissions of all the final submissions from the original contract, with an approximate date of by December 31, 2018.	5%	N/A	(please see description column for Milestone #25)	Including: - Agenda (IAW DID-PM-02) - Record of Decisions (IAW DID-PM-03) - Indigenous Subcontracting Report (IAW DID-IE-01)

Notes Table 2. Milestones, Schedule B):

⁴ A brief description of the item that must delivered in accordance with the Contract including all Annexes and Appendices in order to achieve the Milestone. Draft refers to the first draft submission of each document. Final refers to the complete final version of the document as approved and accepted by Canada.

⁵- Claim Value is the maximum percentage of the Unit Price of Item #4 (Documentation) in Schedule A that the Contractor can submit a claim in accordance with the Contract upon achieving the Milestone.

⁶- Refer to Appendix 1, Contract Data Requirements List of Annex A, Statement of Work, for more details on dates for draft and subsequent (final) submissions of documentation. The Contractor can submit a claim in accordance with the Contract upon achieving the Milestone, in accordance with the Contract (including all Annexes and Appendices), and final acceptance by Canada.

⁷- Supporting documentation refers to the associated data title of each document as per Appendix 1, Contract Data Requirements List of Annex A, Statement of Work, for more details on dates.

ACA = After Contract Award Date

IAW = In Accordance With

CDRL = Contract Data Requirements List

DID = Data Item Descriptions

3. Delivery Destination Addresses

[To be inserted at Contract award]

Annex A
Statement of Work

**Environmental Response Equipment Modernization/
Mobile Incident Command Equipment Project**

Small Portable Multi-cassette Skimmer

STATEMENT OF WORK
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Section 1 INTRODUCTION

1.1 BACKGROUND

The Canadian Coast Guard (CCG) is the lead federal agency responsible for ensuring the clean-up of all ship-source and mystery-source pollution spills into waters under Canadian jurisdiction. In fulfillment of this legislated mandate, the CCG maintains a level of operational preparedness capacity to monitor, investigate and respond, when required, to all reports of marine pollution incidents. The objective of the Environmental Response Equipment Modernization / Mobile Incident Command Equipment (EREM/MICE) Project (hereinafter referred to as the “Project”) is to modernize CCG’s initial response inventory and the supporting infrastructure required to use it. Such procurement is required to ensure CCG’s response capacity is maintained as dictated by legislative mandate.

1.2 PURPOSE

The CCG requires small portable multi-cassette (brush, disc, drum) skimmers, herein referred to as Portable Skimmer Package(s), for oil spill recovery operations. This equipment will be deployed in sheltered waters (such as bays and harbours) in the event of an oil spill incident to provide expedient and efficient recovery of spilled oil (ranging in viscosity from diesel to heavy fuel oil) onto marine waters. The Portable Skimmer Package(s) consists of a small Portable Skimmer (complete with interchangeable recovery modules), power pack and hoses, a transfer pump and an associated storage container in which to house the Portable Skimmer in a response ready condition. The CCG regularly uses small Portable Skimmers to reduce the possibility of polluting shorelines and other resources, in addition to facilitating recovery efforts.

The purpose of this Statement of Work (SOW) is to describe the work required in the provision of Portable Skimmer Package(s) and supporting accessories to CCG facilities under the EREM/MICE Project.

1.3 SCOPE

This SOW establishes the overall requirements for the construction, outfitting, commissioning, documentation, and support of CCG Portable Skimmer Package(s). Functional requirements and technical specifications are found in the accompanying Technical Statement of Requirements (TSOR) – Annex B.

Section 2 PROJECT MANAGEMENT

2.1 GENERAL

The Contractor must employ a formal organization of project management principles akin to those defined in the Project Management Institute's Project Management Body of Knowledge (PMBOK). These principles must include the methods and procedures to direct, coordinate, and control all efforts needed to deliver the Portable Skimmer Package(s) and realize the obligations specified in the Contract.

2.2 PROJECT MANAGEMENT

The Contractor must identify a Project Manager to oversee all work needed to satisfy contractual requirements in terms of tasks, deliverables, schedules, and quality. The Project Manager must be the main point of contact with Canada.

The Contractor must prepare, deliver, and maintain all project deliverables in accordance with:

- a. Appendix 1: Contract Data Requirement List (CDRL);
- b. Appendix 2: Data Item Descriptions (DIDs); and
- c. Annex B: Technical Statement of Requirements (TSOR).

2.3 PROJECT MANAGEMENT PLAN

The Contractor must provide a Project Management Plan (PMP) in accordance with **CDRL item DID-PM-01**, and submit it to the Project Authority (PA), Technical Authority (TA), and Contracting Authority (CA) for review, revision and ultimate rejection or acceptance.

The Contractor must manage the project in accordance with the PMP, as accepted by Canada.

2.4 PROJECT REVIEW AND CONTROL

The Contractor must convene and co-chair all meetings required by this SOW at the Contractor's own facilities unless otherwise agreed to by Canada, or otherwise noted herein. Teleconference/video may be acceptable. The Contractor must provide Canada with an agenda for each meeting three business days before it is set to occur as per **CDRL item DID-PM-02**, as well as provide a Record of Decisions three business days after it has occurred as per **CDRL item DID-PM-03**. Canada reserves the right to review, revise, and ultimately reject or accept agendas and Record of Decisions provided by the Contractor.

2.4.1 Contract Kick-off Meeting

The Contractor must convene and co-chair a Contract Kick-off Meeting within 14 business days of Contract award to review the following documents (at a minimum):

- a) Contract;
- b) Quality management system documentation; and
- c) Equipment Requirements.

The Contractor must also provide representatives of Canada with a tour of all facilities that will be used in the fabrication of the Portable Skimmer Package(s). The tour will take place the business day following the Kick-Off Meeting and involve the same participants. At a minimum, the PA, TA, and CA will be in attendance.

2.4.2 Project Review Meetings

The Contractor must convene and co-chair a Progress Review Meeting within 28 business days of the Kick-off Meeting to review the following documents (at a minimum):

- a) PMP;
- b) Test Plan;
- c) Commissioning Plan; and
- d) Training Plan.

The Contractor must also schedule regular meetings thereafter to continue to review project progress with Canada. At a minimum, regular Project Review Meetings will occur on a monthly basis, most often by teleconference (to be confirmed).

2.4.3 Cancellation of Meetings

Canada may cancel meetings at its discretion. Rescheduling of meetings must be done only with the explicit agreement of the PA and CA.

2.4.4 Unscheduled Meetings

The Contractor must provide representation at meetings (teleconference or in person) should the need for ad hoc or unscheduled meetings be required.

2.4.5 Problem Reporting/Design Changes

The Contractor must advise Canada by email within two calendar days upon identifying a problem or issue that may impact the Contract work. Canada will advise whether an unscheduled meeting or other action is required.

Section 3 SYSTEM ENGINEERING MANAGEMENT

3.1 TESTING

The Contractor must demonstrate that each Portable Skimmer Package satisfies the requirements defined in the accompanying TSOR. Such demonstration of operational and performance requirements must be conducted through the tests defined hereafter. At a minimum, these tests will confirm that each component, piece of equipment, sub-system, system, and the Portable Skimmer Package (as a whole) can be operated to its full capacity, and to the satisfaction of the TA.

Testing must be conducted at the Contractor's facility. Canada must be notified no less than two weeks prior to conducting testing.

3.1.1 Test Plans

The Contractor must develop an overall Project Test Plan as per **CDRL item DID-SE-01**, which details the schedule and all tests including First Article Testing (FAT).

3.1.1.1 Certifications and Material Sheets

At a minimum, the contractor must provide certifications and material sheets which must be appended to the Test Report (3.1.2) as per **CDRL item DID-SE-02** for the following materials listed to prove that they will meet requirements as defined in the TSOR:

- a. Hydraulic hose assemblies (as per TSOR Section 3.7.1.5)
- b. Discharge hose(s) (as per TSOR 3.8.1.8 and 3.8.1.9)
- c. Hoisting sling(s) (as per TSOR 3.15.2)
- d. Material sheets for elastomers used in the construction of the Skimmer Package (i.e., oleophilic surfaces, oil scrapers, hydraulic hoses, and discharge hoses); and,
- e. Material sheets for aluminum used in the construction of the Skimmer Head.

3.1.2 Test Report

The Contractor must produce a Test Report as per **CDRL item DID-SE-02** after the completion of each test listed in the Test Plan. The report must summarize the results of the test including any outstanding issues and discrepancies resulting from the testing, how the Contractor intends to rectify them, and the associated timeline for resolution. The Test Report must be certified by the Contractor as an accurate record of the test results. Test results must be approved by the TA prior to the Contractor shipping the equipment to Canada's facilities.

3.2 QUALITY ASSURANCE

The Contractor must implement a quality management system that complies with the requirements of ISO 9001:2008 or ISO 9001:2015 – Quality Management Systems Requirements, published by the International Organization for Standardization (ISO). Only exclusions in accordance with clause 1.2 of ISO 9001 are acceptable.

3.3 COMMISSIONING

3.3.1 General

Commissioning is a comprehensive and systematic process to verify that the Portable Skimmer Package(s), once delivered to its final destination, is complete in all respects and performs in its working environment in accordance with Canada's requirements. All Portable Skimmer Packages must be commissioned by the Contractor to place the equipment into working condition, ready for active service and operation. The Contractor must produce a Commissioning Plan as per **CDRL item DID-SE-03** and submit it to Canada for review and approval.

3.3.2 Commissioning Procedure

Canada will ensure operational personnel and/or Subject Matter Experts (SMEs) are present to observe the Contractor's work during the commissioning process. The Contractor must furnish all necessary materials required to place equipment in working condition ready for active service and operation. The Contractor must provide all labor, material, and services to complete the commissioning process in accordance with the Contract. The Contractor will ensure the Portable Skimmer Package is left in an operationally ready state upon completion of commissioning (i.e., no further set-up or configuration is necessary; the equipment can be deployed as-is for operation). The Commissioning process must be a distinct session from both the Technical Maintenance Training Session (Section 4.2) and the Operational Training Session (Section 4.3).

3.3.3 Commissioning Report

The Contractor must produce a Commissioning Report as per **CDRL item DID-SE-04** for each equipment delivery.

Section 4 TRAINING

4.1 GENERAL

The Contractor must provide two different types of training sessions:

- a) Technical Maintenance Training; and
- b) Operational Training.

All training sessions must be conducted at facilities identified in Schedule B, unless otherwise specified by Canada. One Technical Maintenance Training session, and one Operational training session is to be delivered with each delivery of a Portable Skimmer Package.

All training materials must be in both English and Canadian French. Training sessions will be conducted in either English or French, and will be determined prior to booking the training event.

4.1.1 Training Plan

A Training Plan in accordance with **CDRL item DID- TR-01** must be submitted to Canada for review and approval.

4.2 TECHNICAL MAINTENANCE TRAINING

4.2.1 General

The objective of the Technical Maintenance Training Session is for the Contractor to give the participants detailed knowledge of the Portable Skimmer Package structure and its equipment, manner of operation and limitations to allow for the proper care and maintenance of the Portable Skimmer Package. Canada expects the Technical Maintenance Training Session to take a half workday.

4.2.2 Class Size and Students

The Technical Maintenance Training Session will be attended by CCG Integrated Technical Services personnel. It is anticipated that each group will have 6 to 10 students.

4.2.3 Scheduling and Duration

The Technical Maintenance Training Session must be scheduled for normal business hours following commissioning of the Portable Skimmer Package(s) at each delivery location, unless otherwise specified by Canada. The Technical Maintenance Training Session must be a distinct session from both the Commissioning (Section 3.3) and Operational Training Session (Section 4.3) of the Portable Skimmer Package(s).

4.3 OPERATIONAL TRAINING

4.3.1 General

The objective of the Operational Training Session is for the Contractor to give the participants a working knowledge of the Portable Skimmer Package such as to allow for safe operation in normal vendor conditions. Canada expects the Operational Training Session to take a half workday.

4.3.2 Class Size and Students

The Operational Training Session will be attended by CCG Operational Personnel. It is anticipated that each group will have 6 to 10 students.

4.3.3 Scheduling and Duration

The Operational Training Session must be scheduled for normal business hours following the Technical Maintenance Training Session at the delivery location, unless otherwise specified by Canada. The Operational Training Session must be a distinct session from both the Commissioning (Section 3.3) and Technical Maintenance Training Session (Section 4.2) of the Portable Skimmer Package(s).

4.4 TRAIN-THE-TRAINER

The Contractor must provide Canada with an Instructor Manual as per **CDRL item DID-TR-02** for review and approval by Canada. The Instructor Manual must be written so as to enable participants of the training sessions to administer the Technical Maintenance Training and Operational Training in the future without additional Contractor support. The Contractor must also provide Canada with soft copies of all video training aids as specified in **DID-TR-02**.

Section 5 INTEGRATED LOGISTIC SUPPORT (ILS)

5.1 GENERAL

The Contractor must conduct logistic support planning as detailed herein with the objective of minimizing the life cycle cost of the Portable Skimmer Package.

5.2 SPARES, SPECIAL TOOLS AND TEST EQUIPMENT

The Contractor must provide a Recommended Spare Parts List (RSPL) as per **CDRL item DID-ILS-01**. The RSPL must be in accordance with the accompanying TSOR and in accordance with the requirements identified in the maintenance plan (SOW Section 5.3), rationalized to indicate recommended quantities. The RSPL must identify all spare parts and repair parts that will be required for the maintenance (preventive and corrective repair) of the Portable Skimmer Package for a two year period.

The RSPL must include known critical spares that, if they were to fail, would have serious consequences to the operation and performance of the Portable Skimmer Package such that Canada's ability to respond to an incident would be compromised. Critical spares must be identified as such.

The Contractor must also provide a Special Tools and Test Equipment (STTE) List as per **CDRL item DID-ILS-02** in accordance with requirements identified in the maintenance plan (Section 5.3), rationalized to indicate recommended quantities. The STTE List must identify an emergency repair kit with all parts and tools required to repair the Portable Skimmer Package in the event of failure such that it is returned to its original, fully operational capacity.

5.2.1 Provisioning of Spares, Repair parts, Special Tools and Test Equipment

Canada may, at its discretion, exercise the option(s) for the provision of some or all of the spares, repair parts, special tools, and test equipment identified in the RSPL and in the STTE List.

Spare parts for specific equipment or assemblies must be kitted, separately packaged, and identified accordingly. All spares, repair parts, special tools, and/or test equipment supplied by the Contractor must be packaged, clearly marked and identified with manufacturer's name, item name and description, and part number on an adhesive label secured to the package.

Parts must be properly preserved and packaged for long term storage, as applicable, by ensuring they are coated with an approved preservative and/or sealed in an approved wrapping or pack, as determined by the equipment or item's manufacturer.

5.3 MAINTENANCE PLAN

The Contractor must prepare and deliver a technical maintenance manual for the Portable Skimmer Package in accordance as per **CDRL item DID-ILS-03**.

The Contractor must identify preventive maintenance activities that span the anticipated service life of all supplied and furnished equipment. A comprehensive maintenance schedule must serve as the basis of these activities. The Contractor will not be required to provide maintenance guidance for Government Furnished Equipment.

The Contractor must address corrective maintenance activities for all critical supplied and furnished equipment. Canada reserves the right to add to or modify the list of equipment deemed critical by the Contractor.

5.3.1 Specialized maintenance

The Contractor must identify any maintenance activities (over and above routine preventive or corrective maintenance) that should be conducted by the Contractor or a qualified third party. Such maintenance activities would warrant specialized training outside of the Technical Maintenance Training Sessions identified in Section 4.2 to address a particular technical complexity or risk.

The Contractor must prepare and deliver a Master Equipment List (MEL) for the identified deliverables in accordance with **CDRL item DID-ILS-04**.

5.4 TECHNICAL DATA INCLUDING OPERATIONS AND ORIGINAL EQUIPMENT MANUFACTURE MANUALS, DEPLOYMENT INSTRUCTIONS, AS-ASSEMBLED DRAWING PACKAGE, AND SUBCONTRACTING REPORTS

The Contractor must prepare and deliver the following:

- a. **Operations Manual** for the *Portable Skimmer Package* in accordance as per **CDRL item DID-ILS-05**
- b. **Original Equipment Manufacturer (OEM) Manuals**

Canada requires a complete set of OEM manuals for all applicable systems and equipment comprised within the Portable Skimmer Package. The OEM documentation must include operational and maintenance manuals.

All OEM manuals must be provided in both native file digital format without password protection using Microsoft Office, and Adobe Acrobat searchable portable document format (pdf). OEM manuals existing in hardcopy only must be scanned into digital format using Adobe Acrobat X, or later, incorporating a full search capability with book marking.

All OEM manuals must be provided in both English and Canadian French. Where English or French are not readily available commercially, unilingual versions in either of Canada's official languages will be accepted provided the Contractor provides written evidence from the supplier that the prescribed manuals are not commercially available in the other official language.

- c. **Equipment Instructions Illustration** as per **CDRL item DID-ILS-06**
- d. **As-Assembled Drawing Package** as per **CDRL item DID-ILS-07** and **TSOR Section 3.19**
- e. **Canadian Indigenous Subcontracting Report** as per **CDRL item DID-IE-01** (When applicable)

Canada requires a Canadian Indigenous Subcontracting Report for each instance where the Contractor has awarded a subcontract to a Canadian Indigenous owned business.

APPENDIX 1 CONTRACT DATA REQUIREMENTS LIST

The following section defines the various columns of information found on the Contract Data Requirements List (CDRL). The CDRL is an all-encompassing table illustrating the submission details associated with every defined Data Item Deliverable (DID). Each DID details the content and format required for each defined deliverable of the contract.

CONTRACTOR

Identifies the Contractor(s) responsible for the delivery of the DIDs defined within the CDRL.

CONTRACT

Identifies the Contract for which the CDRL applies.

IDENTIFICATION NUMBER

The Identification number is an alphanumeric designation to uniquely identify each individual DID. Note that the DIDs are categorized using the following designation:

- Project Management is defined with 'PM';
- System Engineering Management is defined with 'SE';
- Training is defined with 'TR';
- Integrated Logistic Support is defined with 'ILS'; and
- Indigenous Engagement is defined with 'IE'.

TITLE OF DATA

Identifies the title of the DID referred to in the CDRL.

CONTRACT REFERENCE (CON. REF.)

Identifies the specific paragraph number of the Contract Demand, Statement of Work, Request for Proposal, Specification, or other applicable document to assist in identifying the work effort associated with the DID.

REQUIRING OFFICE (REQ. OFFICE)

Identifies the technical Office of Primary Interest (OPI) responsible for definition, review, acceptance and/or approval of the data item, and ensuring the adequacy of the delivered data.

APPROVAL CODE (APP. CODE)

Identifies items of critical data requiring specific advanced written approval, such as test plans, identified by placing an 'A' in this column. These data items may require submission of a preliminary draft prior to publication of a final document. When a

preliminary draft is required, column labelled 'REMARKS' must show the length of time for Government approval/disapproval and when the final document is to be delivered. The extent of approval requirements (e.g., approval of technical content and/or format) will also be defined in the aforementioned column. If advance approval is not required, this column is marked 'N/A'.

FREQUENCY (FREQ.)

Identifies the frequency of the delivered data. The following frequency codes are used:

ANNLY	Annually
ASGEN	As generated
ASREQ	As required
BI-MO	Every 2 months
BI-WK	Every 2 weeks
DAILY	Daily
MNTHY	Monthly
ONE/R	One time with revision
OTIME	One time
QRTLY	Quarterly
R/ASR	Revisions as required
SEMIA	Semi-Annually
WKLY	Weekly

LANGUAGE (LANG.)

Identifies the language of the delivered data. 'Bilingual' indicates the data item is to be delivered in both the official Canadian English and Canadian French.

AS-OF DATE

For data items that are submitted only once, the 'as-of' date or associated constraint is indicated. The following abbreviations are used for the constraints:

ASGEN	As generated
ASREQ	As required
DACA	Days after contract award
MACA	Months after contract award
EOM	End of Month
EOQ	End of quarter

If the as-of date is not applicable, this column is marked 'N/A'.

DATE OF FIRST SUBMISSION (DATE OF 1st SUB.)

Indicates the initial submission date or associated constraint for the first submission of the data item using typical abbreviations as listed above under 'AS-OF DATE'.

DATE OF SUBSEQUENT SUBMISSION (DATE OF SUBSEQ SUB.)

Indicates the date(s) of subsequent submission(s) or associated constraint(s) of the data item. The abbreviations used for the constraints are listed above under ‘AS-OF DATE’. If no subsequent submission or associated constraint are required, this column is marked ‘N/A’.

DISTRIBUTION AND ADDRESSES

Identifies the addresses and the respective number of ‘COPIES’ (hard copies and soft copies separately), for both the draft or original submissions (sub column ‘*Draft*’), and for the final or subsequent submissions (sub column ‘*Final*’), for which the data item is required. All draft documents must be provided in soft copy format to facilitate review. The ‘ADDRESS’ column indicates the recipient of each *Draft* and *Final* copies of the data item.

REMARKS

Provides additional or clarifying information with respect to the DID. Where other columns refer to ‘REMARKS’, then the associated column is indicated with the information, and a ‘See REMARKS’ note is entered in the referring column.

APPROVED BY

Identifies the name and designation of the person approving the DID.

DATE

Identifies the date of the DID approval.

STATEMENT OF WORK
Appendix 1 – Contract Data Requirements List

CONTRACTOR:		CONTRACT:														
ID #	TITLE OF DATA	CON. REF.	REQ. OFFICE	APP. CODE	FREQ.	LANG.	AS-OF DATE	DATE OF 1ST SUB.	DATE OF SUBSEQ. SUB.	SUBMISSION DETAILS					REMARKS	
										ADDRESS	DISTRIBUTION					
											DR.	COPIES	FINAL			
Project Management																
DID-PM-01	Project Management Plan	SOW 2.3	CCG ER ITS	A	ONE/R	English	N/A	2 weeks before first Progress Review Meeting	See REMARKS	CCG PA	1		1		CCG will provide comments on the Project Management Plan and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within two weeks.	
APPROVED BY:																
DATE:																
DID-PM-02	Meeting Agenda	SOW 2.4	CCG ER ITS	A	AS REQ	English	N/A	3 business days prior to any meeting scheduled with Canada	See REMARKS	CCG PA	1		1		CCG will review and provide comment, or accept all agendas within 2 business days	
APPROVED BY:																
DATE:																

STATEMENT OF WORK
Appendix 1 – Contract Data Requirements List

SUBMISSION DETAILS														
ID #	TITLE OF DATA	CON. REF.	REQ. OFFICE	APP. CODE	FREQ.	LANG.	AS-OF DATE	DATE OF 1ST SUB.	DATE OF SUBSEQ. SUB.	DISTRIBUTION				REMARKS
										ADDRESS	COPIES			
											DR.	FINAL		
												H	S	
Project Management														
DID-PM-03	Record of Decisions	SOW 2.4	CCG ER ITS	A	ONE/R	English	N/A	3 business days after any meeting scheduled with Canada	See REMARKS	CCG PA	1		1	CCG will review and provide comment, or accept all RODs within 5 business days
APPROVED BY: DATE:														
System Engineering Management														
DID-SE-01	Test Plan	SOW 3.1.1	ITS	A	ONE/R	English	N/A	2 weeks before first Progress Review Meeting	See REMARKS	CCG TA	1		1	CCG will provide comment on the Test Plan and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within two weeks.
APPROVED BY: DATE:														
DID-SE-02	Test Report	SOW 3.1.1.1 3.1.2	CCG ER ITS	N/A	ASREQ	English	N/A	ASREQ	See REMARKS	CCG TA	N/A		1	Test reports must be submitted within 7 calendar days of completion of each test In case of test failure subsequent reports must be submitted within 7 calendar days of re-testing.
APPROVED BY: DATE:														

STATEMENT OF WORK
Appendix 1 – Contract Data Requirements List

SUBMISSION DETAILS														
ID #	TITLE OF DATA	CON. REF.	REQ. OFFICE	APP. CODE	FREQ.	LANG.	AS-OF DATE	DATE OF 1ST SUB.	DATE OF SUBSEQ. SUB.	DISTRIBUTION			REMARKS	
										ADDRESS	DR.	COPIES		
												H		S
System Engineering Management														
DID-SE-03	Commissioning Plan	SOW 3.3.1 3.3.2	CCG ER ITS	A	ONE/R	English	N/A	2 weeks before first Progress Review Meeting	See REMARKS	CCG PA	1		1	CCG will provide comments on the Commissioning Plan and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within two weeks.
APPROVED BY: DATE:														
DID-SE-04	Commissioning Report	SOW 3.3.3	CCG ER ITS	N/A	ASREQ	English	N/A	ASREQ	See REMARKS	CCG PA	N/A		1	Commissioning reports are required after each delivery has been commissioned and must be submitted 7 calendar days after completion of the commissioning.
APPROVED BY: DATE:														

STATEMENT OF WORK
Appendix 1 – Contract Data Requirements List

SUBMISSION DETAILS														
ID #	TITLE OF DATA	CON. REF.	REQ. OFFICE	APP. CODE	FREQ.	LANG.	AS-OF DATE	DATE OF 1ST SUB.	DATE OF SUBSEQ. SUB.	DISTRIBUTION				REMARKS
										ADDRESS	COPIES			
											DR.	FINAL		
												H	S	
Training														
DID-TR-01	Training Plan	SOW 4.1.1	CCG ER ITS	A	ONE/R	English	N/A	2 weeks before first Progress Review Meeting	See REMARKS	CCG PA	1		1	CCG will provide comments on the Training Plan and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within two weeks.
										PWGSC CA	1		1	
APPROVED BY: DATE:														
Training														
DID-TR-02	Instructor Manual	SOW 4.4	CCG ER ITS	A	ONE/R	Bilingual	N/A	3 MACA	See REMARKS	CCG PA	1	1	1	CCG will provide comments on the Instructor Manual and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within two weeks.
										PWGSC CA	1		1	
APPROVED BY: DATE:														

STATEMENT OF WORK
Appendix 1 – Contract Data Requirements List

SUBMISSION DETAILS														
ID #	TITLE OF DATA	CON. REF.	REQ. OFFICE	APP. CODE	FREQ.	LANG.	AS-OF DATE	DATE OF 1ST SUB.	DATE OF SUBSEQ. SUB.	DISTRIBUTION				REMARKS
										ADDRESS	COPIES			
											DR.	H	S	
Integrated Logistic Support														
DID-ILS-01	Recommended Spare Parts List	SOW 5.2	CCG ER ITS	A	ONE/R	Bilingual	N/A	3 MACA	See REMARKS	CCG TA	1	1	1	CCG will provide comments on the Recommended Spare Parts List and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within two weeks.
										PW/GSC CA	1		1	
APPROVED BY: DATE:														
DID-ILS-02	Special Tools and Test Equipment List	SOW 5.2.	CCG ER ITS	A	ONE/R	Bilingual	N/A	3 MACA	See REMARKS	CCG TA	1	1	1	CCG will provide comments on the Special Tools and Test Equipment List and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within two weeks.
										PW/GSC CA	1		1	
APPROVED BY: DATE:														

STATEMENT OF WORK
Appendix 1 – Contract Data Requirements List

SUBMISSION DETAILS														
ID #	TITLE OF DATA	CON. REF.	REQ. OFFICE	APP. CODE	FREQ.	LANG.	AS-OF DATE	DATE OF 1ST SUB.	DATE OF SUBSEQ. SUB.	DISTRIBUTION				REMARKS
										ADDRESS	COPIES			
											DR.	COPIES		
												H	S	
Integrated Logistic Support														
DID-ILS-03	Technical Maintenance Manual	SOW 5.3	CCG ER ITS	A	ONE/R	Bilingual	N/A	3 MACA	See REMARKS	CCG TA	1	1	1	CCG will provide comments on the Technical Maintenance Manual and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within two weeks.
										PWGSC CA	1		1	
APPROVED BY: DATE:														
DID-ILS-04	Master Equipment List	SOW 5.3	CCG ER ITS	A	ONE/R	Bilingual	N/A	3 MACA	See REMARKS	CCG TA	1	1	1	CCG will provide comments on the Master Equipment List and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within two weeks.
										PWGSC CA	1		1	
APPROVED BY: DATE:														

STATEMENT OF WORK
Appendix 1 – Contract Data Requirements List

SUBMISSION DETAILS															
ID #	TITLE OF DATA	CON. REF.	REQ. OFFICE	APP. CODE	FREQ.	LANG.	AS-OF DATE	DATE OF 1ST SUB.	DATE OF SUBSEQ. SUB.	DISTRIBUTION				REMARKS	
										ADDRESS	COPIES		H		S
											DR.	FINAL			
Integrated Logistic Support															
DID-ILS-05	Operations Manual	SOW 5.4	CCG ER ITS	A	ONE/R	Bilingual	N/A	3 MACA	See REMARKS	CCG TA	1	1	1	CCG will provide comments on the Operations Manual and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within two weeks.	
APPROVED BY: DATE:															
DID-ILS-06	Equipment Instructions Illustration	SOW 5.4, TSOR 3.19	CCG ER ITS	A	ONE/R	Bilingual	N/A	3 MACA	See REMARKS	CCG TA	1	AS REQ	1	CCG will provide comments on the Equipment Instructions Illustration and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within two weeks.	
Following acceptance by Canada, the contractor must provide a hard copy with each Portable Skimmer Package, as indicated in Schedule A and Schedule B.															
APPROVED BY: DATE:															

STATEMENT OF WORK
Appendix 1 – Contract Data Requirements List

SUBMISSION DETAILS														
ID #	TITLE OF DATA	CON. REF.	REQ. OFFICE	APP. CODE	FREQ.	LANG.	AS-OF DATE	DATE OF 1ST SUB.	DATE OF SUBSEQ. SUB.	DISTRIBUTION				REMARKS
										ADDRESS	DR.	COPIES		
												H	S	
Integrated Logistic Support														
DID-ILS-07	As-Assembled Drawing Package	SOW 5.4	CCG ER ITS	A	ONE/R	Bilingual	N/A	2 weeks before the first Progress Review Meeting	See REMARKS	CCG TA	1	1	1	CCG will provide comments on the As-Assembled Drawing Package and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within two weeks.
APPROVED BY: DATE:														
DID-IE-01	Indigenous Subcontracting Report	SOW 5.4	CCG ER ITS	N/A	ASREQ	English	N/A	ASREQ	See REMARKS	CCG TA	N/A	1	1	CLCA Engagement reports are required for each delivery where work is subcontracted to indigenous businesses and are to be provided to Canada within 7 business days of delivery as per SOW section 5.4
APPROVED BY: DATE:														

APPENDIX 2 DATA ITEM DESCRIPTIONS

DATA ITEM DESCRIPTION	
1. TITLE Project Management Plan	2. IDENTIFICATION NUMBER DID-PM-01
3. DESCRIPTION The Project Management Plan (PMP) details the project management practices and procedures that the Contractor will follow in order to meet the objectives of the project. It must detail the procedures for project planning, organizing, directing, monitoring, controlling, providing for the orderly resource management of and reporting on all work with respect to the project. The PMP is used to provide the Canada insight into the Contractor's project management practices and procedures as they apply to the accomplishment of the Work under the Contract.	
4. Application This DID contains the format, content, and preparation instructions for the PMP as required by the Statement of Work (SOW), Section 2.3.	
5. Data Preparation Instructions <div> 5.1 Source Document 5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract. </div> <div> 5.2 Format 5.2.1 The document may be in the Contractor's format, and must be printable on 8.5x11 size paper, and as further described herein. Soft copies must be provided in a format compatible with Microsoft Office 2010. </div> <div> 5.3 Content 5.3.1 The PMP must, as a minimum, contain the following information: 5.3.1.1 Introduction This section must identify the purpose and scope of the PMP. References and terminology used in the plan must be clearly identified, and a Master Project Schedule must be included. </div> <div> 5.3.1.2 Project Overview This section must clearly identify the project objectives and project deliverables. </div>	

5.3.1.3 **Project Organization**

The PMP must identify by name all key management personnel and clearly indicate lines of responsibility, including the person who will have overall responsibility for the project. An organization chart must be provided stating the roles and responsibilities of all personnel, including subcontractors. Personnel who will interface directly with PWGSC and CCG must be identified and their scope of responsibility and authority stated.

5.3.1.4 **Work Plan**

This section must identify and quantify the work to be done by the Contractor in order to build and deliver the Portable Skimmer Package. Detailed task descriptions must be provided, along with resource requirements. A proposed Master Project Schedule must be provided detailing milestones, tasks, and resource allocations.

5.3.1.5 **Risk Management**

The PMP must identify the Contractor's risk management policy. Risk management responsibilities must be identified and a detailed risk management process submitted including a risk mitigation plan. A risk mitigation matrix must be provided detailing management, technical, schedule, and logistic support risks. Issue management process must be identified detailing the escalation process, and problem reporting communication.

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Meeting Agenda	2. IDENTIFICATION NUMBER DID-PM-02
3. DESCRIPTION The Project Review Agenda describes what the Contractor must provide Canada with for each Project Review and Control meeting to be submitted at least three business days prior to the scheduled meeting.	
4. Application This DID contains the format and contents for the agenda as required by the Statement of Work (SOW), Section 2.4.	
5. Agenda Preparation Instructions	
5.1 Source Document	
5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
5.2 Format	
5.2.1 The document may be in the Contractor's format, and must be printable on 8.5x11 size paper and as further described herein. Soft copies must be provided in a format compatible with Microsoft Office 2010.	
5.3 Content	
5.3.1 At a minimum, the following information must be included: <i>Identification</i> This section will provide the report title, Contractor identification and contact information, date, and a list of attendees.	
<i>Status</i> The Contractor must provide up-to-date general descriptions and concerns regarding the project, including but not limited to the following contents: <ul style="list-style-type: none"> - Current status; - Project changes; - Deliverables; - Dates and deadlines; and, - Action items and next steps. 	

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Record of Decisions	2. IDENTIFICATION NUMBER DID-PM-03
3. DESCRIPTION The Record of Decisions (ROD) describes Contractor and Canada's decisions resulting from meetings as per SOW, Section 2.4. The ROD is to be submitted by the Contractor to Canada no more than three business days following each meeting.	
4. Application This DID contains the format, content, and content for the ROD as required by the Statement of Work (SOW), Section 2.4.	
5. Agenda Preparation Instructions <div> 5.1 Source Document 5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract. </div> <div> 5.2 Format 5.2.1 The document may be in the Contractor's format, and must be printable on 8.5x11 size paper, and as further described herein. Soft copies must be provided in a format compatible with Microsoft Office 2010. </div> <div> 5.3 Content 5.3.1 At a minimum, the following information must be included: <i>Identification</i> This section will provide the report title, Contractor identification, date, contact information for Contractor and a list of attendees who attended the meeting the ROD is addressing. <i>Minutes taken</i> Documented time, date, location, attendee specific actions, topics discussed, description of formal outcomes <i>Action items</i> Next steps and actions to be taken and by whom </div>	

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Test Plan	2. IDENTIFICATION NUMBER DID-SE-01
3. DESCRIPTION The Test Plan details the test procedures that the contractor will follow in order to complete all testing described by the SOW. The Test Plan is used to provide Canada insight into the Contractor's project management practices and procedures as they apply to the completion of the testing requirements of the Contract.	
4. Application This DID contains the format, content, and preparation instructions for the test plan as required by the Statement of Work (SOW), Section 3.1.1.	
5. Data Preparation Instructions	
5.1 Source Document 5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
5.2 Format 5.2.1 The document may be in the Contractor's format, and must be printable on 8.5x11 size paper, and as further described herein. Soft copies must be provided in a format compatible with Microsoft Office 2010.	
5.3 Content 5.3.1 At a minimum, the following information must be included: <ul style="list-style-type: none"> <i>a. Introduction</i> This section will broadly outline the purpose and objectives of the testing to be performed (including first article testing), relevant terminology, and references. <i>b. Test Schedule</i> Including reference to Master Project Schedule included as part of the Project Management Plan <i>c. Test Procedures</i> Including methods, safety precautions, parameters to be measured, pass/fail criteria, and procedure in case of test interruptions <i>d. Test Conditions</i> Including location, test equipment, calibration, operator input, and expected results <i>e. Recording and reporting</i> Including data collection and analysis techniques 	

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Test Report	2. IDENTIFICATION NUMBER DID-SE-02
3. DESCRIPTION The Test Report details the results of a single test and illustrates to Canada the product's adherence to the standards outlined in the Test Plan.	
4. Application This DID contains the format, content, and preparation instructions for the test report as required by the Statement of Work (SOW), Section 3.1.1.1, and 3.1.2.	
5. Data Preparation Instructions <p>5.1 Source Document</p> <p>5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.</p> <p>5.2 Format</p> <p>5.2.1 The document may be in the Contractor's format, and must be printable on 8.5x11 size paper, and as further described herein. Soft copies must be provided in a format compatible with Microsoft Office 2010.</p> <p>5.3 Content</p> <p>5.3.1 At a minimum, the following information must be included:</p> <p><i>a. Test Personnel</i> Identify, by name (must be in print and signatory) and position, all personnel involved in the conduct, supervision, and witnessing of the test. All signatory must be dated.</p> <p><i>b. Item Under Test</i> Identify, by serial number, the asset/item tested and its configuration at the time of test</p> <p><i>c. Problems Encountered</i> Identify any problems encountered and actions taken. Details for any missed steps, defects or deficiencies discovered during the conduct of the test or trial, along with the actions the Contractor proposes to rectify those deficiencies.</p> <p><i>d. Test and Trial Results</i> Detail all of the test data and summarize the data reduction analysis. Reference can be made to attached annexes. Results obtained from the test(s) must be submitted with a statement of the required results being achieved.</p> <p><i>e. Conclusions</i> Identify the result and provide a brief analysis of the test results in narrative form</p> <p><i>f. Certifications and Material Sheets</i> Include all appropriate certifications required as per SOW 3.1.1.1. Reference can be made to attached annexes</p>	

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Commissioning Plan	2. IDENTIFICATION NUMBER DID-SE-03
3. DESCRIPTION <p>The Commissioning Plan details the commissioning procedures that the Contractor will follow in order to complete the commissioning process described by the SOW. The Commissioning Plan is used to provide Canada insight into the Contractor's project management practices and procedures as they apply to the completion of the commissioning requirements of the Contract.</p>	
4. Application <p>This DID contains the format, content, and preparation instructions for the Commissioning Plan as required by the Statement of Work (SOW), Sections 3.3.1 and 3.3.2.</p>	
5. Data Preparation Instructions <p>5.1 Source Document</p> <p>5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.</p> <p>5.2 Format</p> <p>5.2.1 The document may be in the Contractor's format, and must be printable on 8.5x11 size paper, and as further described herein. Soft copies must be provided in a format compatible with Microsoft Office 2010.</p> <p>5.3 Content</p> <p>5.3.1 At a minimum, the following information must be included:</p> <ul style="list-style-type: none"> a. Commissioning Schedule (Including reference to Master Project Schedule included as part of the Project Management Plan) b. Commissioning Personnel (Identify, by name and position, all personnel involved in the conduct and supervision of the commissioning) c. Commissioning Procedures <ul style="list-style-type: none"> i) Pass/fail criteria ii) Replacement schedule in the event Canada does not accept the item d. Commissioning Objectives, including but not limited to: <ul style="list-style-type: none"> i) Verification of the delivery of the complete Portable Skimmer Package(s) ii) Verification that the unpacking and setup of the system has taken place in accordance with manufacturer recommendations iii) Verification and documentation of the system performance 	

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Commissioning Report	2. IDENTIFICATION NUMBER DID-SE-04
3. DESCRIPTION The Commissioning Report details the results of the Commissioning of a given delivery and illustrates to Canada the product's adherence to the standards outlined in the Commissioning Plan.	
4. Application This DID contains the format, content, and preparation instructions for the Commissioning Report as required by the Statement of Work (SOW), Section 3.3.3.	
5. Data Preparation Instructions	
5.1 Source Document	
5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
5.2 Format	
5.2.1 The document may be in the Contractor's format, and must be printable on 8.5x11 size paper, and as further described herein. Soft copies must be provided in a format compatible with Microsoft Office 2010.	
5.3 Content	
5.3.1 At a minimum, the following information must be included:	
a. Commissioning Personnel	
Identify, by name and position, all personnel involved in the conduct and supervision of the commissioning	
b. Item Being Commissioned	
Identify, by serial number, the asset/item tested and its configuration at the time of commissioning	
c. Problems Encountered	
Including problems identified and action taken	
State pass/fail status of the item	
d. Conclusions	
Identify the result of the commissioning and provide a brief analysis in narrative form	
State pass/fail status of the item.	

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Training Plan	2. IDENTIFICATION NUMBER DID-TR-01
3. DESCRIPTION The Training Plan must describe the content of the Operational and Technical Maintenance sessions as well as the training materials required to administer them. The Training Plan is used to provide Canada insight into the Contractor's training methods.	
4. Application This DID contains the format, content, and preparation instructions for the Training Plan as required by the Statement of Work (SOW), Section 4.1.1.	
5. Data Preparation Instructions <ul style="list-style-type: none"> 5.1 Source Document <ul style="list-style-type: none"> 5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract. 5.2 Format <ul style="list-style-type: none"> 5.2.1 The document may be in the Contractor's format, and must be printable on 8.5x11 size paper, and as further described herein. Soft copies must be provided in a format compatible with Microsoft Office 2010. 5.3 Content <ul style="list-style-type: none"> 5.3.1 At a minimum, the following information must be included: <ul style="list-style-type: none"> a) Training session objectives and performance objectives for participants b) Proposed training session schedule c) A list and description of required training equipment 5.3.2 At a minimum, the Technical Maintenance training session must include: <ul style="list-style-type: none"> a) Fault locating and diagnostic techniques b) Preventive and Corrective maintenance procedures 5.3.3 At a minimum, the Operational training session must include <ul style="list-style-type: none"> a) The purpose, functions and capabilities of each of the components of the Portable Skimmer Package b) Identification of all safety checks required prior to normal operation c) Demonstrations of how to correctly operate all components of the system (deployed in the field, operated, recovered, decontamination, stored) d) The safe operational limitations of the Portable Skimmer Package (all components) 	

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Instructor Manual	2. IDENTIFICATION NUMBER DID-TR-02
3. DESCRIPTION The Instructor Manual must provide sufficient details to allow the trainer to instruct end users on the safe technical maintenance and operation of the equipment.	
4. Application This DID contains the format, content, and preparation instructions for the Instructor Manual as required by the Statement of Work (SOW), Section 4.4	
5. Data Preparation Instructions	
5.1 Source Document 5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
5.2 Format 5.2.1 The document may be in the Contractor's format, and must be printable on 8.5x11 size paper, and as further described herein. Soft copies must be provided in a format compatible with Microsoft Office 2010. The document must be provided in English and Canadian French languages. Any video training aids must be provided in MP4 format on a CD/DVD.	
5.3 Content 5.3.1 At a minimum, the following information must be included: <ul style="list-style-type: none"> a) Training session objectives and performance objectives for participants; b) Proposed training session schedule; c) A list of topics to be covered; d) Directions on how material is to be delivered; e) A list and description of required training equipment; f) Suggested training techniques to enhance participant understanding of the system; and g) Suggested self-evaluation techniques to improve the Trainer's ability to instruct users. 	

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE	2. IDENTIFICATION NUMBER
Recommended Spare Parts Lists	DID-ILS-01
3. DESCRIPTION	
The Recommended Spare Parts Lists (RSPL) provides recommendations and other information required to assist Canada in decisions regarding the conceivable procurement of spare parts. This list is integral to planning the maintenance (preventive and corrective repair) and support for the Portable Skimmer Package.	
4. Application	
This DID contains the format, content, and preparation instructions for the RSPL as required by the Statement of Work (SOW), Section 5.2.	
5. Data Preparation Instructions	
5.1 Source Document	
5.1.1	The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.
5.2 Format	
5.2.1	The RSPL data must be provided in a Microsoft Excel 2010 spreadsheet, unless otherwise specified by Canada, including the following:
5.3 Content	
The Contractor's RSPL must contain, at a minimum but not limited to, the following information for each identified recommended spare part:	
a.	Item Name;
b.	Manufacturer;
c.	Manufacturer model number;
d.	Manufacturer part number;
e.	Quantity recommended to support a single package over two years of operation;
f.	Quantity recommended for warehousing;
g.	Expiry;
h.	Price per unit;
i.	Lead time when ordering;
j.	Warranty (extended if applicable);
k.	NATO Stock Number (if applicable);
l.	Recommended packaging with consideration of disposability, reuse, recycling, and conservation;
m.	Recommended storage requirements and conditions;

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Appendix 2 – Data Item Description

- n. Recommended maintenance (if applicable); and
- o. Identification as a critical spare (as/if applicable)

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Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Special Tools and Test Equipment List	2. IDENTIFICATION NUMBER DID-ILS-02
3. DESCRIPTION The Special Tools and Test Equipment (STTE) List provides recommendations and other information required to assist Canada in decisions regarding the conceivable procurement of special tools and test equipment required for the maintenance (preventive and corrective repair) of the Portable Skimmer Package(s) as well as special tools and equipment required for an emergency repair kit.	
4. Application This DID contains the format, content, and preparation instructions for the STTE List as required by the Statement of Work (SOW), Section 5.2.	
5. Data Preparation Instructions	
5.1 Source Document	
5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
5.2 Format	
5.2.1 The STTE List data must be provided in a Microsoft Excel 2010 spreadsheet, unless otherwise specified by Canada, including the following:	
5.3 Content	
The Contractor's STTE List must contain, at a minimum, the following information for each identified item: <ul style="list-style-type: none"> a. Item Name; b. Manufacturer; c. Manufacturer model number; d. Manufacturer part number; e. Quantity recommended to support a single package over two years of operation; f. Quantity recommended for warehousing; g. Expiry; h. Price per unit; i. Lead time when ordering; j. Warranty (extended if applicable); k. NATO Stock Number (if applicable); l. Recommended packaging for shipment; m. Recommended storage requirements and conditions; 	

STATEMENT OF WORK
Appendix 2 – Data Item Description

- n. Recommended maintenance (if applicable); and
- o. Identification as a component of an emergency repair kit (as/if applicable).

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Technical Maintenance Manual – Portable Skimmer Package	2. IDENTIFICATION NUMBER DID-ILS-03
3. DESCRIPTION The Technical Maintenance Manual must provide Canada with all the necessary information to permit safe performance testing, servicing, inspections, and adjustment of the Portable Skimmer Package for the preventive maintenance, corrective maintenance, as well as specialized maintenance, in order to maintain its original level of operational capability.	
4. Application This DID contains the format, content, and preparation instructions for the Technical Maintenance Manual as required by the Statement of Work (SOW), Section 5.3.	
5. Data Preparation Instructions	
5.1 Source Document	
5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
5.2 Format	
5.2.1 The document may be in the Contractor's format, and must be printable on 8.5x11 size paper. Soft copies must be provided in a format compatible with Microsoft Office 2010. The document must be provided in English and Canadian French languages. The document must include labelled diagrams and step-by-step instructions where applicable.	
5.3 Content	
5.3.1 <i>Preventive maintenance</i> At a minimum, the Contractor must indicate maintenance intervals and recommend specific activities for the following types of maintenance: <ul style="list-style-type: none"> a. Routine preventive maintenance; b. In-field (during a spill response) maintenance; c. Maintenance dictated by regulatory requirements (e.g., safety equipment); d. Maintenance tasks that ensure Canada complies with any warranty obligations; and e. Calibrations (if required). 	
The Contractor must provide the accompanying procedure(s) to perform each recommended maintenance activity. While not an exhaustive list, each maintenance procedure must identify the following items: <ul style="list-style-type: none"> f. The number of personnel and the estimated time to perform the procedure; g. A list of potential hazards and the recommended engineering controls and personal protective equipment (PPE) to use when performing the procedure; h. A list of all parts, consumables, tools or equipment required to perform the maintenance procedure; 	

STATEMENT OF WORK
Appendix 2 – Data Item Description

- i. Instructions (including pictograms) to perform the maintenance procedure safely; and
- j. Any activity needed to verify that the maintenance procedure was performed correctly (if warranted).
- k.

In addition to the comprehensive maintenance schedule, the Contractor must also provide pre and post operational checklists for all supplied and furnished equipment:

- k. The pre operational checklist must define all indicators to ensure that the equipment is response ready prior to deployment;
- l. The post operational checklist must supplement its counterpart with procedures for decontamination and recommended storage practices, and return to service procedures and instructions; and
- m. Each post operational procedure must contain the same general items specified above for maintenance procedures.

5.3.2 *Corrective maintenance*

The Contractor must provide a Corrective Maintenance Program for all critical supplied and furnished equipment. While not an exhaustive list, as part of this Program, the Contractor must:

- a. Delineate troubleshooting instructions to properly identify, isolate, and rectify faults; and
- b. Specify those activities needed to verify that the equipment has been returned to an operational state.

5.3.3 *Specialized maintenance*

The Contractor must, at a minimum, identify any maintenance activities (over and above routine preventive and corrective maintenance) that should be conducted by the Contractor or a qualified third party. Such maintenance activities would warrant specialized training to address a particular technical complexity or risk outside of the Technical Maintenance Training Sessions identified in SOW Section 4.2

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Master Equipment List	2. IDENTIFICATION NUMBER DID-ILS-04
3. DESCRIPTION The Master Equipment List (MEL) identifies and provides information on all equipment for the Portable Skimmer Package(s). This list is integral to planning and tracking maintenance data.	
4. Application This DID contains the format, content, and preparation instructions for the MEL as required by the Statement of Work (SOW), Section 5.3.	
5. Data Preparation Instructions 5.1 Source Document 5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract. 5.2 Format 5.2.1 The MEL data must be provided in a Microsoft Excel 2010 spreadsheet, unless otherwise specified by Canada including the following: 5.3 Content The Contractor's MEL must contain, at a minimum, the following information for each component of the Portable Skimmer Package: a. Manufacturer name and address; b. Supplier name, address, and telephone number; c. Manufacturer model number; d. Manufacturer part number; e. Equipment nomenclature/description; f. Weight g. Original Equipment Manufacturer (OEM) Name; h. OEM model number; i. OEM part number; j. Capacity and/or rating k. Quantity l. Warranty information (coverage, terms, start/end dates, etc.); and m. NATO Stock Number (if applicable).	

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Operations Manual	2. IDENTIFICATION NUMBER DID-ILS-05
3. DESCRIPTION The Operations Manual must provide sufficient details to instruct the end users on the operating use of the equipment, including the Portable Skimmer Package, and supporting accessories.	
4. Application This DID contains the format, content, and preparation instructions for the Operations Manual as required by the Statement of Work (SOW), Section 5.4.	
5. Data Preparation Instructions	
5.1 Source Document	
5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
5.2 Format	
5.2.1 The document may be in the Contractor's format and must be printable on 8.5x11 size paper. Soft copies must be provided in a format compatible with Microsoft Office 2010. The document must be provided in English and Canadian French languages. The document must include labelled diagrams and step-by-step instructions.	
5.3 Content	
5.3.1 All relevant information reasonably required by personnel who have taken the operational training to operate the Portable Skimmer, including at a minimum: a. How to operate the equipment; b. How to install and remove the equipment; c. How to trouble-shoot the equipment; d. How to trouble-shoot the equipment in the field; e. How to safely clean and decontaminate the equipment; and f.. How to safely handle and store the equipment including the identification of cautions and warnings to prevent crew and equipment from damage).	

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Equipment Instructions Illustration	2. IDENTIFICATION NUMBER DID-ILS-06
3. DESCRIPTION The Equipment Instructions Illustration must illustrate through a combination of text and illustration/pictograms the appropriate deployment and storage of the equipment. This illustration will be posted on a door or wall for quick reference by personnel who have been previously trained in the usage of the equipment.	
4. Application This DID contains the format, content, and preparation instructions for the Equipment Instructions Illustration as required by the Statement of Work (SOW), Section 5.4 and Technical Statement of Requirements (TSOR) Section 3.19.	
5. Data Preparation Instructions	
5.1 Source Document	
5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
5.2 Format	
5.2.1 The document must meet the format specifications as described in the TSOR Section 3.19. Soft copies must be provided in PDF format compatible with Adobe Reader XI.	
5.3 Content	
5.3.1 At a minimum, the following information must be included: <ul style="list-style-type: none"> a. Labelled diagrams; b. A labelled diagram of the complete hydraulic system of the Portable Skimmer Package as described in the TSOR Section 3.6.2; c. Step-by-step instructions displayed with a combined use of text and pictograms; d. Safe handling instructions; e. Deployment techniques; f. Decontamination techniques; and f. Storage procedures. 	

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Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE As-Assembled Drawing Package	2. IDENTIFICATION NUMBER DID-ILS-07
3. DESCRIPTION The As-Assembled Drawing Package must include schematics of all equipment with technical detail demonstrating all assembly components and interconnection between assembly components.	
4. Application This DID contains the format, content, and preparation instructions for the As-Assembled Drawing Package as required by the Statement of Work (SOW), Section 5.4.	
5. Data Preparation Instructions	
5.1 Source Document	
5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
5.2 Format	
5.2.1 The schematics must be in accordance with accepted industry standards and must conform to the format detailed in the CCG ITS Computer Aided Design (CAD) Drafting Standard (Appendix 3), unless otherwise agreed to by Canada.	
5.3 Content	
5.3.1 The schematic must include all assembly components and interconnection between assembly components. At a minimum, the technical drawings must contain the following:	
<ul style="list-style-type: none"> a. Drawing title; b. Drawing number; c. Revision number; d. General arrangement; and e. Tabulated part lists with: <ul style="list-style-type: none"> i. Item No; ii. Part Name; iii. Manufacturer's Part Number; iv. Quantity; v. Specification or Standard; and vi. Supplier Comments. 	

STATEMENT OF WORK
Appendix 2 – Data Item Description

DATA ITEM DESCRIPTION	
1. TITLE Canadian Indigenous Subcontracting Report	2. IDENTIFICATION NUMBER DID-IE-01
3. DESCRIPTION The Indigenous Subcontracting Report provides information regarding subcontracts awarded to indigenous businesses, particularly in areas with Comprehensive Land Claims Agreements (CLCAs).	
4. Application This DID contains the format, content, and preparation instructions for the Indigenous Subcontracting Report as required by the Statement of Work (SOW), Section 5.4.	
5. Data Preparation Instructions	
5.1 Source Document	
5.1.1 The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
5.2 Format	
5.2.1 The document may be in the Contractor's format, and must be printable on 8.5x11 size paper, and as further described herein. Soft copies must be provided in a format compatible with Microsoft Office 2010.	
5.3 Content	
5.3.1 At a minimum, the following information must be included: <ul style="list-style-type: none"> a. The name of the applicable CLCA; b. Name of the subcontractor; c. Subcontract # or requisition #; d. Subcontract award date; e. Subcontract expiry date; f. The value of the Subcontract; and g. A short description of the subcontracted goods or services. 	

APPENDIX 3 CCG ITS COMPUTER AIDED DRAFTING (CAD) STANDARD



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Canadian
Coast Guard

Garde côtière
canadienne

CT-014-000-ES-TD-001

Computer Aided Design (CAD) Using AUTOCAD®



Canadian Coast Guard
Standard

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Document Management

1. Authority

This document is issued by the Director General, Integrated Technical Services, Canadian Coast Guard (CCG)'s National Technical Authority under delegation from the Deputy Minister, Fisheries and Oceans (DFO) and the Commissioner of the CCG.

2. Responsibility

- a) The Integrated Logistic Support branch is responsible for:
 - i) the creation and promulgation of the document; and
 - ii) the identification of an Office of Primary Interest who is responsible for the coordination and the content of the document.
- b) The Office of Primary Interest is responsible for:
 - i) the validity and accuracy of the content;
 - ii) the availability of this information;
 - iii) the update as needed;
 - iv) the periodical revision; and
 - v) the follow-up of all requests, comments and/or suggestions received by the originator.

3. Inquiries and/or Revision Requests

All inquiries regarding this document, including suggestions for revision and requests for interpretation shall be addressed to:

Position Title: Technical / Project Officer, Technical Data
Address: Mail Stop 7N135B
200 Kent St, Ottawa,
Ontario, K1A 0E6

All requests should:

- i) be clear and concise; and
- ii) reference the specific Chapter, Section, Figure or Table.

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Foreword

The Computer Aided Design (CAD) Drafting Standard provides a source of information for design and production of engineering and construction drawings depicting the Canadian Coast Guard's physical assets.

The document has equal authority in either official language. Where problems of interpretation arise, preference shall be given to (in decreasing order of priority) the latest version of this document, the CCG Technical Data Management Standard CA-014-000-NS-TD-001 referring to this document, or the applicable commercial standard reflecting the true spirit, intent and meaning of the work to be done.

1. Purpose

This Computer Aided Design (CAD) drafting standard sets forth the general rules and practices to be used in the preparation of drawings for the CCG, and as a basis for the preparation of subordinate Guidance documentation and associated Work Instructions.

This is not intended as a manual of instruction in the basic principles of drafting. It must be assumed that the personnel engaged in the preparation of drawings have sufficient experience in the fundamentals of drafting to enable them to produce technical drawings.

2. Scope

This standard is to be used for the preparation of all Engineering drawings using AutoCAD®. This standard is the primary source of information whenever a question arises concerning the preparation of drawings for Canadian Coast Guard.

3. Source of Information

A list of international standards and coordinate information are to be found in Annex A.

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Chapter 1 GENERAL DRAWING RULES

In absence of directives one should follow international industry standards and remain consistent. Suggested list of international standard institutes can be found in Annex A.

1.1 CCG TEMPLATE

All technical Drawings must be created using CCG package, which can be obtained from the CCG project manager or contacts listed in Annex A.

1.2 DRAWING FILE FORMAT

The CAD drawings shall be delivered in AutoCAD® Native format DWG and also in Real size PDF format.

1.3 DRAWING FILE CONTENT

Drawings shall respect following criteria:

- 1) Drawings must be modelled at full scale in “Model Space”. “UCS” is to be set to “World”. Text, symbols, hatch patterns and line widths are to be adjusted by the required scale factor.
- 2) The title block shall be used in paper space only.
- 3) Drawings will be saved in AutoCAD® version 2008 or to the latest accepted version by CCG.
- 4) PDF format should have a white background and the color adjusted in order to obtain good contrast ex: yellow on white is not accepted.
- 5) Drawings will be saved in the “Paper Space” mode with the view selected to “Zoom Extents”.
- 6) No objects should reside on layer “0” or “DEFPOINTS” except for objects contained in a block definition or dimensions. Use the “Plot/Non plot” layer instead of the “Defpoints” layer.
- 7) Drawings are to be purged of all unused objects.
- 8) Drawings must not contain any object definitions without geometry, such as empty text or blocks without objects.
- 9) The “Audit” command must be performed before delivery.
- 10) □ Drawings will have the “Ltscale” adjusted for printing.
- 11) When applicable, all external reference “XRef” must be delivered with the drawing.
- 12) All new fonts, fill patterns and other user preference settings added to those of the basic AutoCAD® program must be supplied with the DWG digital files (by using, for example, “**Pack and GO**”, “**eTransmit**”).

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Chapter 2 TITLE BLOCK TEMPLATE

The National CCG Title Block template shall be used for all drawings. A complete set of title blocks in all sheet sizes used by the CCG are available from the National Headquarters Technical Project Officer, Technical Data. An example of CCG title block can be seen in Annex C Figure 1. The drawing title block shall be completed as follows:

2.1 LAYOUT “PAPER SPACE”

The title block template shall be used in paper space only. Title blocks inserted in Model Space are not acceptable.

2.2 BLOCK ATTRIBUTE

All CCG title block attributes are pre-set, and the integrity must be maintained.

Official DFO / CCG organization marking. Do not change.

This data field shall consist of the following:
First attribute is the name of the asset: e.g. name of the ship, area of navaid, etc...
Second attribute is the description/ type: e.g. MSPV (Mid Shore Patrol Vessel), Lighthouse, etc...

Date shall be entirely numeric following YYYY-MM-DD format as per ISO 8601 standard.
N.B: When drawings have been redrawn, the new draftsperson's name and date will appear in the revision comment data field.

When available the official CCG Contract project number shall be indicated in this field.

The drawing number, as specified in chapter 3 shall be inserted in this field.

 Fisheries and Oceans Canada
Pêches et Océans Canada
Canadian Coast Guard
Garde côtière Canadienne

Vendor / Sous-traitant

All vendor information shall be located in the vendor information data area.
When applicable the engineering stamp is to be placed in this area.

rev	description	by	date
-----	-------------	----	------

Asset - Actif

SITE/ SHIP - SITE/NAVIRE
SITE/ SHIP - SITE/NAVIRE
DESCRIPTION
DESCRIPTION

Brief description shall be entered in this field such as:
The name by which the part or items shall be known, equipment type, number, drawing type and shall include the Drawing release level (ex: conceptual, as fitted, etc.)

Drawing - Dessin

TITLE - TITRE
TITLE - TITRE
TITLE - TITRE
TITLE - TITRE

drawn - dessiné	date
-----------------	------

DRAWN	YYYY-MM-DD
-------	------------

designed - conception	date
-----------------------	------

DESIGNED	YYYY-MM-DD
----------	------------

checked - vérifié	date
-------------------	------

CHECKED	YYYY-MM-DD
---------	------------

approved - approuvé	date
---------------------	------

APPROVED	YYYY-MM-DD
----------	------------

Examples of scales and the method of designating different scales can be found in Annex B. Drawings which are not drawn to a specific scale, the scale field shall read "N/A".

CCG ref. no. - no. réf. GCC	scale - échelle
-----------------------------	-----------------

REF NO / PROJ NO / FILE NO	SCALE
----------------------------	-------

drawing no. - no. dessin	sheet-feuille	rev
--------------------------	---------------	-----

DWG NO - NO DES	01/01	#
-----------------	-------	---

Revisions shall be consistent with the original method. Best practice would be to use letters for design/conceptual and numerical for construction and post-construction.

The drawing sheet number shall be entered within this field. When only one sheet is drawn, 01/01 shall be inserted. For multi-sheet drawings, 01/05, 02/05 etc. shall be used.

Chapter 3 DRAWING NUMBER

3.1 INTERNAL USE:

Drawing numbering will be identified to ensure that assets, systems, and equipment drawing numbers within the CCG will be unique to the items depicted. Numbers for internal drawing shall follow the approved national CCG numbering standards. In absence of an approved national numbering standard, numbering shall be in accordance with local numbering system, and avoiding duplicity with existing national CCG numbers as much as possible.

3.2 CONTRACTOR USE:

Contractors are recommended to obtain drawing numbers provided by the CCG. However, a drawing number following the contractor's numbering convention may be used, as long as it follows a standard. In such a case, the standard used shall be included as a deliverable of the project. In absence of a compliant numbering system the contractor shall follow the CCG numbering standard. In all cases unique numbering is the objective, avoiding duplication with existing contractor and CCG drawing identification numbers.

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Chapter 4 GENERAL DRAWING PRACTICE

4.1 SIZE AND FORMAT

4.1.1 Layout

Each drawing shall consist of no more than one layout to accommodate CCG metadata management system.

4.1.2 Model space

As much as practical, drawings must be modelled at full size using the International System of Units (S.I.).

4.2 ANNOTATIVE MODE

Consistency in use of annotative mode is mandatory. It is preferred not to use annotative and non-annotative style simultaneously.

4.3 TEXT STYLE STANDARD

- 1) True type font shall be used in all text style within drawings.
- 2) Preferred font file is Arial.
- 3) Font usage should be uniform throughout each project. The height of text must be set to 0 (not fixed) so that it can be changed to suit different scaling requirements.
- 4) All French characters should be accented whether upper or lower case.
- 5) Private company logos must not contain a special font file.
- 6) Paragraphs must be created with “MTEXT” command.
- 7) It is recommended to use only annotative style.

4.4 DIMENSION STYLE STANDARD

All dimensioning must be created on entities in model space with associative dimensions.

Annotative dimension styles are preferred.

Two dimensioning formats shall be used to cover most applications:

- 1) Engineering with arrowheads for dimension terminators.
- 2) Architectural with ticks for dimension terminators.

4.5 ORTHOGRAPHIC PROJECTION SYMBOLS

Projection symbols shall be placed as a note, only when it differs from third angle projection.

4.6 SHEET SIZE FOR PAGE SETUP

Below are the common sheet sizes used by CCG and are included in the CCG Package. Sheet sizes that differ to those below can be used but shall meet commercial standards and respect CCG's Title block template and attributes integrity:

Sheet Designation Overall Size (mm)

A0	841 x 1189
A1	594 x 841
A2	420 x 594
B1	707 X 1000
Arch D	610 X 914
Arch E	864 X 1118
11 x 17 ANSI B	279 x 432
8.5 x 14	216 x 356
8.5 x 11	216 x 279

Note: When drawings larger than A0 are required, it is recommended that they use a width of 889mm.

Chapter 5 LAYER AND LAYER STRUCTURE

5.1 SCRIPT

Scripts are available in the CCG package to automatically create discipline specific layers. In the event that the CCG layering system is not used, the third party shall provide their layering system information with the deliverable.

5.2 LAYER NAMING

Layer naming systems shall be used and based on the specific usage of the drawing information. It shall be used to distinguish system types, component sizes and/or materials, manufacturing data, geometric location or orientation, type of drawing entity and other uses specific to the needs of the user. The following general layer system guidance shall be applied to all drawings.

5.3 LAYER SYSTEM

At a minimum, layering systems shall provide at least one separate layer name for each of the following elements:

- 1) Notes and other text not part of dimensions;
- 2) Dimensions;
- 3) Reference or construction lines that do not represent actual material or structure, such as baselines, centerlines, lines of frames, perpendiculars, etc.;
- 4) Systems, structure or components used as background, not ordered or modified by the drawing;
- 5) Specialized information;
- 6) Drawing features such as section or detail cut lines, break lines, and similar non-physical entities;
- 7) Layer Specification; and
- 8) Revision entities outside of the revision block such as revision triangles, hashing and revision clouds shall be on a separate layer for each revision.

Layer names shall not be used solely to distinguish between line types or colors. Layer names used to distinguish line types or colors shall include elements that also identify the entities as to drawing function.

Line weight must be included in the layer information. Layers structure used within the standard Coast Guard drawing template shall not be changed.

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Annex A REFERENCES

A.1 INTERNATIONAL STANDARDS INSTITUTES

[American Society of Mechanical Engineers](#) (ASME)

Three Park Avenue
New York, NY 10016-5990

[American National Standards Institute](#) (ANSI)

1899 L Street, NW, 11th Floor
Washington, DC, 20036

[International Organization for Standardization](#) (ISO)

1, ch. de la Voie-Creuse
CP 56 CH-1211 Geneva 20
Switzerland

[American Society for Testing and Materials](#) (ASTM)

100 Barr Harbor Drive, West
Conshohocken, Pennsylvania, USA

[American Welding Society, Inc.](#) (AWS)

8669 Doral Boulevard,
Doral, Florida 33166

[National Electrical Manufacturers Association](#) (NEMA)

1300 North 17th Street
Suite 1752
Rosslyn, Virginia 22209

[Canadian Standards Association](#), (CSA)

178 Rexdale Blvd.
Toronto, Ontario
Canada M9W 1R3

[Aerospace Industries Association of America](#), (AIA)

1000 Wilson Boulevard, Suite 1700
Arlington, VA, 22209

[Society of Automotive Engineers](#) (SAE)

400 Commonwealth Drive
Warrendale, PA 15096-0001 USA

A.2 REGIONAL/HEADQUARTERS ILS

Headquarters

200 Kent Street, Centennial Towers
Station 7W124,
Ottawa, ON K1A 0E6

Western

25 Huron Street,
Victoria BC V8V 4V9

Central & Arctic

101 Champlain Blvd.,
Québec QC G1K 7Y7

520 Exmouth Street,
Sarnia, ON N7T 8B1

Atlantic

Canadian Coast Guard Base
Southside Road
P.O. Box 5667
St. John's, NL A1C 5X1

4-50 Discovery Drive
P.O. Box 1000
Dartmouth, NS B2Y 3Z8

Annex B EXAMPLE SCALE

Stage	Type of drawing	Scale	Notes
Design	Sketch and preliminary drawings	-	Scales will vary but it is recommended that preference be given to those used in the working drawing stage.
	Location drawings	-	Scale will vary according to maps used as reference.
Working Drawing	Key Plan	1:2000	
		1:1000	
	Site Plan	1:500	
		1:200	
	General location drawings	1:200	
		1:100	
		1:50	
	Component range drawings	1:100	
		1:50	
		1:20	
	Assembly drawings	1:20	
		1:10	
		1:5	
		1:2	
		1:1	
	Component details drawings	1:10	
		1:5	
		1:2	
		1:1	

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Annex C TITLE BLOCK

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Annex B
Technical Statement of Requirements

**Environmental Response Equipment Modernization/
Mobile Incident Command Equipment Project**

Small Portable Multi-cassette Skimmer

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TERMINOLOGY AND DEFINITIONS

Accessible	Capable of being reached for use, inspection, or maintenance without the removal of any element(s) of the permanent structure.
Fully operational	A quality of readiness whereby an item has been specifically designed to function or perform in the stated environmental condition(s).
Heavy-duty	A quality of product specially designed to withstand the stresses of demanding or abnormal use.
Marine-grade	A quality of product specially formulated or treated to withstand use at sea.
Off-the-shelf	Any standard articles and materials that are ordinarily produced by manufacturers in the normal course of business.
Recovery efficiency	Ratio, expressed as a percentage, of the volume of oil recovered to the volume of total fluids recovered.
Safety factor	Number of times that a load can be increased before failure occurs.

TECHNICAL STATEMENT OF REQUIREMENTS (TSOR)
Acronyms and Abbreviations

LIST OF ACRONYMS AND ABBREVIATIONS

ASME	American Society of Mechanical Engineers
ASTM	Formerly known as the American Society for Testing and Materials
BHP	Brake horsepower
CCG	Canadian Coast Guard
ConOps	Concept of Operations
CSA	Canadian Standards Association
CWB	Canadian Welding Bureau
dB _A	Decibels A-weighted
DD	Two-digit day
EKME	Electronic Knowledge Management Environment
ER	Environmental Response
GSA	General Services Administration
ISO	International Organization for Standardization
MM	Two-digit month
OEM	Original equipment manufacturer
RPM	Revolutions per minute
SAE	Society of Automotive Engineers
SOR	Statutory Orders and Regulations
SS	Stainless steel
TSOR	Technical Statement of Requirements
UHMW	Ultra-high molecular weight
UNS	Unified numbering system
US	United States
UV	Ultraviolet
YYYY	Four-digit year

SECTION 1 INTRODUCTION

1.1. SCOPE

This Technical Statement of Requirements (TSOR) document defines the functional- and performance-based requirements for a small, portable, multi-cassette skimmer package (hereinafter referred to as the “Portable Skimmer Package”). These requirements help to satisfy the Environmental Response (ER) Concept of Operations (ConOps) established by the Canadian Coast Guard (CCG) to carry out oil spill recovery responsibilities; they are also aligned with industry best practices and standards, where applicable.

1.2. OPERATIONAL REQUIREMENTS (INTENDED USE)

The Portable Skimmer Package will be deployed by a minimum of two CCG personnel to recover persistent and non-persistent oil(s) in both calm and protected waters. In order to optimize oil recovery efforts, the skimmer head will use interchangeable, oleophilic modules based on the type and viscosity of the spilled oil product. The recovered oil product will be removed from the water with a positive displacement pump that can tolerate entrained debris and sediment. During oil spill response situations, the Portable Skimmer Package may be required to function without logistical support for periods up to two hours. Equipment comprising the Portable Skimmer Package will be housed in a purpose-built container for storage and to facilitate transport to the spill site.

1.3. TERMINOLOGY

The term **MUST** is used to identify mandatory requirements which must be met by the Contractor and approved by the Technical Authority. The term **SHOULD** is used to identify a requirement that is not mandatory, however, such a requirement will contribute to immediate benefits of the equipment and system processing.

1.4. SYSTEM OVERVIEW

The **Portable Skimmer Package** comprises the following key components or subsystems:

Skimmer head

The skimmer head is a positively-buoyant, aluminum unit that recovers oil products from the water. Oil products are recovered using rotary, oleophilic surfaces arranged in a disc, drum, and brush configuration. Each configuration constitutes an interchangeable oil recovery module that is rotated by a hydraulic power source. All recovered oil is collected into a single sump on the skimmer head for eventual offloading.

Hydraulic power unit

The hydraulic power unit delivers high-pressure, hydraulic fluid to the skimmer head to rotate the oil recovery module(s). Furnished as a wheeled, hand-pushed cart, the hydraulic power unit comprises a diesel engine, hydraulic pump and reservoir, control panel, and all ancillary hoses, valves, and fittings to form closed circuits and protect against system overpressurization.

Oil transfer unit

The oil transfer unit moves recovered oil from the skimmer head to a storage option. Furnished as a wheeled, hand-pushed cart, the oil transfer unit comprises a diesel engine and a positive displacement pump. The positive displacement pump is tolerant to all oil types, and entrained debris and sediment up to 0.25 inches in diameter.

Storage container

The storage container provides sufficient space to protect the complete Portable Skimmer Package – skimmer head, hydraulic power unit, oil transfer pump, hydraulic and oil transfer hoses, hose floats, tools, and spare parts – from direct exposure to sunlight, precipitation, and vermin. Fabricated from aluminum, the storage container is fitted with dedicated lashing points to secure equipment; its modular design also facilitates the transport of the Portable Skimmer Package to the spill site.

SECTION 2 REFERENCE DOCUMENTATION

2.1. APPLICABLE CANADIAN REGULATIONS

The following Canadian Regulations apply to the Portable Skimmer Package:

- Statutory Orders and Regulations (SOR)/86-304, Canada Occupational Health and Safety Regulations;
- SOR/2005-32, Off Road Compression Ignition Engine Emission Regulations; and
- SOR/2007-128, Cargo, Fumigation, and Tackle Regulations.

2.2. APPLICABLE STANDARDS AND SPECIFICATIONS

The following industry standards and specifications apply to the Portable Skimmer Package:

- American Society of Mechanical Engineers (ASME), B30.26-2015: Rigging Hardware;
- ASME, B30.9-2014: Slings;
- ASTM A153/A153M-16a, Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware;
- ASTM A576-90b (2012), Standard Specification for Steel Bars, Carbon, Hot-Wrought, Special Quality;
- ASTM A909/A909M-06 (2016), Standard Specification for Steel Forgings, Microalloy, for General Industrial Use;
- ASTM B209-14, Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate;
- ASTM B221-14, Standard Specification Aluminum and Aluminum-Alloy Extruded Bars, Rods, Wire, Profiles, and Tubes;
- ASTM F593-13ae1, Standard Specification for Stainless Steel Bolts, Hex Cap Screws, and Studs;
- ASTM F594-09 (2015), Standard Specification for Stainless Steel Nuts;
- ASTM F625/F625M-94 (2011), Standard Practice for Classifying Water Bodies for Spill Control Systems;
- ASTM F631, Standard Guide for Collecting Skimmer Performance Data in Controlled Environments;
- ASTM F962-04 (2010), Standard Specification for Oil Spill Response Connection: Z-Connector;
- ASTM F1166-07 (2013), Standard Practice for Human Engineering Design for Marine Systems, Equipment, and Facilities;

- Canadian Coast Guard (CCG), CT-043-EQ-EG-001-E, CCG Welding Specification August 2017 ;
- Canadian Standards Association (CSA) W47.2-11 (R2015), Certification of Companies for Fusion Welding of Aluminium;
- International Organization of Standardization (ISO) 1496-1:2013, Series 1 Freight Containers – Specification and Testing Standards;
- ISO 2230:2002, Rubber Products – Guidelines for Storage;
- ISO 7241:2014, Hydraulic Fluid Power – Dimensions and Requirements of Quick-Action Couplings;
- Society of Automotive Engineers (SAE) J1475, Hydraulic Hose Fitting for Marine Applications;
- SAE J1527, Marine Fuel Hoses;
- SAE J1942, Hose and Hose Assemblies for Marine Applications;
- United States (US) General Services Administration (GSA), Federal Specification A-A-59326D, General Specification for Coupling Halves, Quick-Disconnect, Cam-Locking Type; and
- US GSA, Federal Specification RR-C-271F, Chains and Attachments, Carbon and Alloy Steel.

2.3. ORDER OF PRECEDENCE

Where discrepancies exist between this Document and the Regulations, standards, and specifications specified herein, the Contractor must adhere to the following order of precedence:

- 1) Canadian Regulations;
- 2) This Document; and
- 3) Industry and other applicable standards and specifications.

In the event of any inconsistency within this TSOR, the Contractor must contact the Contracting Authority for clarification.

SECTION 3 REQUIREMENTS

3.1. OPERATIONAL REQUIREMENTS

3.1.1. ENVIRONMENTAL CONDITIONS

- 3.1.1.1. The Portable Skimmer Package must be suitable for operational use in air temperatures ranging from -15 degrees Celsius (°C) to +35°C.
- 3.1.1.2. The Portable Skimmer Package must withstand ambient air temperatures ranging from -40°C to +60°C during storage without incurring any damage.
- 3.1.1.3. The skimmer head, oil transfer hose assemblies, and oil transfer pump must operate in (or receive) water ranging in temperature from -2°C to +30°C.
- 3.1.1.4. The skimmer head, oil transfer hose assemblies, and oil transfer pump must operate in (or receive) both fresh and salt waters.
- 3.1.1.5. The skimmer head must be fully operational in Type II-Protected Waters as per ASTM F625/F625M-94 (2011), Standard Practice for Classifying Water Bodies for Spill Control Systems. Type II-Protected Waters are equivalent to wave heights ≤ 1 metre (m) or Beaufort Force 3 sea conditions.
- 3.1.1.6. The skimmer head must be designed for potential use in waters containing ice and debris.

3.1.2. NOISE

- 3.1.2.1. The Contractor must attach a warning sign to any piece of equipment whose sound pressure levels exceed 87 decibels A-weighted (dB_A) at the operator position. Each warning sign must be placed in a conspicuous location and contain the sound hazard information prescribed in SOR/86-304, Canada Occupational Health and Safety Regulations.

3.1.3. EMISSIONS

- 3.1.3.1. Each diesel engine supplied with the Portable Skimmer Package must satisfy the applicable Tier 4 emission standards referenced in SOR/2005-32, Off-Road Compression-Ignition Engine Emission Regulations.

3.1.4. SAFETY

- 3.1.4.1.** Hazardous operating conditions must be eliminated or properly controlled using the following methods (at a minimum):
- a) Safe arrangement of machinery and equipment;
 - b) Identification of all attendant hazards with labelling or placards;
 - c) Appropriate guarding of all mechanical, electrical, and thermal hazards; and
 - d) Protecting any control from accidental or inadvertent activation.

3.1.5. MAINTAINABILITY

- 3.1.5.1.** The Contractor must standardize the selection of fasteners, hardware, attachments, fittings, and fabrication methods used in the Portable Skimmer Package to minimize the number of unique spares. Following Canada's acceptance of the first article testing results (as per Annex A, CDRL DID-SE-02), the Contractor must use identical components in all subsequent Portable Skimmer Package deliveries (unless otherwise specified by Canada).
- 3.1.5.2.** All disconnects, mounting, and wiring provisions must be designed to prevent erroneous connections.
- 3.1.5.3.** All wear surfaces must be replaceable or repairable.
- 3.1.5.4.** The use of any specialized tools and equipment must be restricted to infrequent and complex service work, such as engine overhauls and rebuilds.

3.2. PERFORMANCE REQUIREMENTS

3.2.1. SKIMMER HEAD

- 3.2.1.1.** The draft of the skimmer head must be no greater than 0.2 metres (m) to allow for operation in shallow water.
- 3.2.1.2.** The minimum recovery efficiency of the skimmer must be at least 90% (as per the general procedure defined in ASTM F631: Standard Guide for Collecting Skimmer Performance Data in Controlled Environments) for each of the following oil types:
- a) Light oil, such as diesel or jet fuel; and
 - b) Medium oil, such as lube or fresh crude oil.

3.2.2. DIESEL ENGINES

- 3.2.2.1.** The brake horsepower (BHP) rating of each diesel engine must correspond to the minimum power input recommended by the paired equipment manufacturer under the conditions specified herein.
- 3.2.2.2.** Each diesel engine must develop its maximum torque at a speed less than the rated operating speed of the paired equipment.
- 3.2.2.3.** Each diesel engine must operate continuously at an angle of inclination up to ± 15 degrees without damage.
- 3.2.2.4.** Each diesel engine must operate continuously at the rated load for a minimum of 2 hours without refueling.

3.2.3. HYDRAULIC MOTORS

- 3.2.3.1.** The maximum rotational speed of any hydraulic motor fitted to the skimmer head must be less than 65 rotations per minute (RPM) at the maximum rated hydraulic flow.
- 3.2.3.2.** The rotational speed of any hydraulic motor fitted to the skimmer head must be continuously variable (while under power) up to its maximum rotational speed.
- 3.2.3.3.** Any hydraulic motor fitted to the skimmer head must withstand intermittent water submersion up to a depth of 1 m.

3.2.4. OIL TRANSFER PUMP

- 3.2.4.1.** The oil transfer pump must accommodate oils ranging in viscosity from diesel to heavy fuel oil, with possible entrained debris and sediment up to 0.25 inches in diameter.
- 3.2.4.2.** The oil transfer pump must be self-priming.
- 3.2.4.3.** The suction lift of the oil transfer pump must be at least 7 m.
- 3.2.4.4.** The total discharge head of the oil transfer pump must be at least 30 m.
- 3.2.4.5.** The pumping capacity of the oil transfer pump must be at least 20 cubic metres per hour.

3.3. WORKMANSHIP

3.3.1. FABRICATION

- 3.3.1.1.** Each Portable Skimmer Package must be constructed and finished with a high degree of workmanship. At a minimum, the Contractor must ensure:
- a) Surfaces are free from blemishes, burrs, defects, irregularities, sharp edges, and other conditions that would be deleterious to the finished component;
 - b) Component dimensions are accurate and conform to the required tolerances provided in the Contractor's bid;
 - c) Parts are properly aligned to preclude any binding and deformation as a result of assembly or operation; and
 - d) All welds and coatings are uniform, complete, and free of cracks, porosity, and scratches.
- 3.3.1.2.** Internal parts that are subject to malfunction or failure due to reverse installation must be equipped with mechanical provisions that preclude improper installation.

3.3.2. ALUMINUM WELDING

- 3.3.2.1.** The Contractor must ensure that all aluminum welds performed during fabrication (excluding off-the-shelf products) conform to the applicable requirements defined in the following Standards:
- a) CSA W47.2-11 (R2015), Certification of Companies for Fusion Welding of Aluminium (or equivalent); and
 - b) CT-043-EQ-EG-001-E, CCG Welding Specification August 2017 (or equivalent).

The Contractor may propose alternative standards to CSA W47.2-11 (2015), Certification of Companies for Fusion Welding of Aluminum, and the standards referenced in CT-043-EQ-EG-001-E, CCG Welding Specification August 2017 to Canada. For each proposed alternative welding standard, the Contractor must demonstrate that the technical intent of CSA W47.2-11 (2015), Certification of Companies for Fusion Welding of Aluminum, and the standards referenced in CT-043-EQ-EG-001-E, CCG Welding Specification August 2017 is met. The demonstration of technical intent must be achieved by a compliance audit conducted by either (or both) the CCG and the Canadian Welding Bureau (CWB) before construction can commence.

- 3.3.2.2.** All welds must be of sufficient size and shape to develop the full strength of those parts connected by the welds.

- 3.3.2.3. All welds must transmit stress without permanent deformation or failure when parts connected by the weld are subjected to proof and service loadings.

3.3.3. VIBRATION

- 3.3.3.1. The Contractor must fit all rotating machinery with suitable, resilient mounts to minimize vibratory effects.

3.3.4. EQUIPMENT CARE AND PROTECTION

- 3.3.4.1. All parts and equipment must be kept clean and protected against dust, moisture, rapid temperature changes, and foreign matter during manufacture, storage, pre-installation staging, assembly or installation, and post-installation.
- 3.3.4.2. Any piece of equipment subject to freezing must be kept drained of water, except during testing or commissioning.

3.4. MATERIALS

3.4.1. GENERAL CONSIDERATIONS

- 3.4.1.1. All materials used in the construction of the Portable Skimmer Package must be selected to provide the maximum degree of corrosion resistance given the operational and performance requirements defined herein.
- 3.4.1.2. All materials normally subjected to fuel products or recovered oil must be compatible with hydrocarbons.
- 3.4.1.3. The Contractor must ensure that all elastomeric materials in unassembled components and assemblies contain 90% of the initial storage period (as defined in ISO 2230, Rubber Products - Guidelines for Storage) at the date of delivery.
- 3.4.1.4. All synthetic polymers subjected to sunlight must be treated to protect against ultraviolet (UV) degradation and embrittlement.

3.4.2. ALUMINUM ALLOYS

- 3.4.2.1. Unless otherwise specified by Canada, the Contractor must use 5000- or 6000-series aluminum alloy(s) for any application requiring aluminum, with an appropriate hardening or tempering treatment. Aluminum alloys 5083, 5086, 6061, and 6063 are considered the primary material candidates for these structural applications. The Contractor may propose alternative aluminum alloys for consideration by Canada.

3.4.2.2. Any aluminum alloy used in the Portable Skimmer Package must conform to the compositional and mechanical requirements defined in the following applicable Standard(s):

- a) ASTM B209-14, Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate; and
- b) ASTM B221-14, Standard Specification Aluminum and Aluminum-Alloy Extruded Bars, Rods, Wire, Profiles, and Tubes.

The Contractor may propose alternative material Standards for consideration by Canada.

3.4.3. STEELS

3.4.3.1. Unless otherwise specified by Canada (and excluding off-the-shelf products), any non-welded application requiring steel must use Type 316 stainless steel (UNS S31600); Type 316L (UNS S31603) must be used in all welded steel applications. The Contractor may propose other stainless or high alloy steel(s) for consideration by Canada.

3.4.3.2. Any rigging attachment including (but not limited to) shackles, rings, links, and swivels must be fabricated from a suitable carbon steel grade defined in one of the following Standards:

- a) ASTM A576-90b (2012), Standard Specification for Steel Bars, Carbon, Hot Wrought, Special Quality; or
- b) ASTM A909/A909M-06 (2016), Standard Specification for Steel Forgings, Microalloy, for General Industrial Use.

3.4.3.3. All rigging attachments must be hot-dip galvanized as per ASTM A153/A153M-16a, Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware.

3.4.4. OLEOPHILIC MATERIALS

3.4.4.1. Unless otherwise specified by Canada, the Contractor must use polyethylene, polyurethane, or an equivalent synthetic material with an affinity for oils to serve as the oleophilic surface(s) in the recovery modules. The circular discs in the disc recovery module may be manufactured from aluminum.

3.4.4.2. Each oleophilic recovery module must be designed with high adhesion characteristics to ensure that the recovered oil readily adheres to and is retained by the module, until it can be removed by the oil scraper(s).

3.4.4.3. Each oil scraper must be manufactured from a synthetic polymer with low adhesion characteristics to encourage oil to fall off of the scraper (e.g., ultra-high molecular weight (UHMW) plastic).

- 3.4.4.4.** All oleophilic components must be designed and manufactured to be highly durable and withstand continuous scraping as oil is removed from the oleophilic recovery modules.

3.4.5. DISSIMILAR METALS

- 3.4.5.1.** Direct contact between dissimilar metals (expected to cause galvanic corrosion) must be avoided. When such contact cannot be avoided, an interposing insulating material must be installed (e.g., gaskets, washers, sleeves, or bushings) to separate the components and minimize the corrosive effect.

3.4.6. CASTINGS

- 3.4.6.1.** Any iron or aluminum casting used in the Portable Skimmer Package must be produced in accordance with a relevant ASTM Standard, whereby the chosen grade or alloy has sufficient mechanical properties for the intended application.
- 3.4.6.2.** All castings must be clean, sound, and free from cracks, blowholes, porosity, and other defects.

3.4.7. MATERIALS USED IN OFF-THE-SHELF PRODUCTS

- 3.4.7.1.** Materials used in off-the-shelf products must:
- a) Be compatible with all working and lubricating fluids typical of the intended application;
 - b) Have sufficient strength to withstand the operating temperatures and loading encountered during normal use; and
 - c) Conform to the general material and workmanship requirements specified herein.

3.5. FASTENERS AND HARDWARE

3.5.1. GENERAL CONSIDERATIONS

- 3.5.1.1.** All through-holes that will accept fasteners must be accurately punched or drilled.

Requirements

- 3.5.1.2.** Unless otherwise specified by Canada, all fasteners used by the Contractor must conform to the requirements prescribed for Alloy Group 2 (i.e., Type 316 stainless steel) as per ASTM F593-13a¹, Standard Specification for Stainless Steel Bolts, Hex Cap Screws, and Studs.

The Contractor may propose fasteners from an alternative Alloy Group for consideration by Canada. Fasteners used on off-the-shelf products must be those recommended by the original equipment manufacturer (OEM).

- 3.5.1.3.** Unless otherwise specified by Canada, all nuts (and similar hardware) used by the Contractor must conform to the requirements prescribed for Alloy Group 2 (i.e., Type 316 stainless steel) as per ASTM F594-09 (2015), Standard Specification for Stainless Steel Nuts.

The Contractor may propose nuts and similar hardware from an alternative Alloy Group for consideration by Canada. All nuts and similar hardware used on off-the-shelf products must be those recommended by the OEM.

- 3.5.1.4.** All fasteners used in the fabrication of the Portable Skimmer Package must be easily removable, if access is required for maintenance.

- 3.5.1.5.** Unless otherwise specified by Canada, threaded fasteners must be paired with a corresponding nylon-insert, lock nut to resist loosening due to shock and vibration loading.

- 3.5.1.6.** Fasteners must not be directly threaded into aluminum components. Stainless steel threaded inserts (or backing plates) must be used for this purpose.

- 3.5.1.7.** All fasteners must be correctly torqued and have full thread engagement.

3.6. HYDRAULIC PUMPS AND MOTORS

3.6.1. GENERAL CONSIDERATIONS

- 3.6.1.1.** Each hydraulic pump and hydraulic motor must be an off-the-shelf product.

- 3.6.1.2.** Each hydraulic pump and hydraulic motor must be a fixed-displacement type. The Contractor may propose a variable-displacement hydraulic pump for consideration by Canada. **The use of a back-driven hydraulic motor to serve as a pump (and the converse) is prohibited.**

- 3.6.1.3.** Each hydraulic motor must support bi-directional operation.

- 3.6.1.4.** Each hydraulic pump and hydraulic motor must be as compact as possible.

- 3.6.1.5.** Each hydraulic pump must operate under continuous, intermittent, and stalled conditions without inflicting damage upon itself or the adjoining hydraulic circuit.

- 3.6.1.6.** Each hydraulic motor must operate under continuous, intermittent, reversing, and stalled conditions without inflicting damage upon itself or the adjoining hydraulic circuit.
- 3.6.1.7.** Each hydraulic pump and hydraulic motor must be self-lubricating, with no provision other than the circulating hydraulic oil.
- 3.6.1.8.** Each hydraulic pump must be equipped with integral means to protect against overpressurization, if a separate pressure relief device is not fitted to the adjoining hydraulic circuit.
- 3.6.1.9.** The rotating components of each hydraulic pump and hydraulic motor must be inherently balanced to minimize vibratory forces.
- 3.6.1.10.** Each hydraulic pump and hydraulic motor must be equipped with integral flanges or mounts to facilitate attachment to a support structure.
- 3.6.1.11.** The inlet, outlet, and case drain (if applicable) ports of each hydraulic pump and hydraulic motor must terminate in bosses integral to its casing.
- 3.6.1.12.** The inlet, outlet, and case drain (if applicable) ports must be identified with clear and permanent markings.

3.6.2. HYDRAULIC DRIVE SYSTEM

- 3.6.2.1.** The Contractor must size the complete hydraulic drive system to optimize performance. At a minimum:
 - a) The rated output parameters of the hydraulic pump (e.g., pressure and flowrate) must match the equivalent rated input parameters of the hydraulic motor(s); and
 - b) The rated input parameters of the hydraulic pump (e.g., power, rotational speed, and direction of rotation) must match the equivalent rated output parameters of the prime mover.
- 3.6.2.2.** Each hydraulic motor must provide the rotational speed specified in 3.2.3.1.
- 3.6.2.3.** Each hydraulic motor must be designed for low speed operation without the use of a gearbox.

3.7. HYDRAULIC HOSE ASSEMBLIES

3.7.1. GENERAL CONSIDERATIONS

- 3.7.1.1.** All hydraulic hose assemblies must conform to the applicable requirements defined in SAE J1942, Hose and Hose Assemblies for Marine Applications.

Requirements

- 3.7.1.2.** Hydraulic hose assemblies that require frequent removal and reattachment must use end fittings that conform to the requirements defined in ISO 7241:2014, Hydraulic Fluid Power – Dimensions and Requirements of Quick-Action Couplings. Such hydraulic hose assemblies will include those that connect the hydraulic power unit to the skimmer head.
- 3.7.1.3.** All other hydraulic end fittings must conform to those requirements defined in SAE J1475, Hydraulic Hose Fitting for Marine Applications.
- 3.7.1.4.** All hydraulic end fittings must be fabricated from stainless steel.
- 3.7.1.5.** The minimum rated working pressure of all hydraulic hose assemblies must exceed the maximum rated outlet pressure of the hydraulic pump.
- 3.7.1.6.** Chafe gear must be applied to all susceptible hydraulic hose sections.
- 3.7.1.7.** The length of any fitted hydraulic hose assembly must be sized such to minimize response lag and pressure losses while still allowing for hose retraction.
- 3.7.1.8.** Bends in any fitted hydraulic hose assembly must not exceed the manufacturer's requirements.
- 3.7.1.9.** A reusable dust cap or plug must be attached to each free end of those hydraulic hose assemblies with the fittings specified in 3.7.1.2.

3.7.2. HYDRAULIC POWER UNIT TO SKIMMER HEAD CONNECTIONS

- 3.7.2.1.** The Contractor must supply all hydraulic hose assemblies needed to connect the hydraulic power unit to the skimmer head.
- 3.7.2.2.** The nominal length of each hydraulic hose assembly that connects the hydraulic power unit to the skimmer head must be 20 m.
- 3.7.2.3.** To preclude misconnections, the hydraulic hose assemblies that connect the hydraulic power unit to the skimmer head must conform to the following minimum requirements:

- a) The nominal diameter of the supply and return hydraulic hose assemblies must be the same.
- b) The nominal diameter of the case drain hydraulic hose assembly (if applicable) must be smaller in nominal diameter than the supply and return hydraulic assemblies.

The Contractor may propose additional practices or systems to preclude misconnections. Following Canada's acceptance of the first article testing results (as per Annex A, CDRL DID-SE-02), the Contractor must use identical hydraulic hose assemblies in all subsequent Portable Skimmer Package deliveries (unless otherwise specified by Canada).

- 3.7.2.4.** Each hydraulic hose assembly that connects the hydraulic power unit to the skimmer head must be equipped with a male end fitting (as per 3.7.1.2) on one free end, and a female end fitting (as per 3.7.1.2) on the opposing free end.
- 3.7.2.5.** All hydraulic end fittings (as per 3.7.1.2) must be consistent with the hose sizes determined by the Contractor to safely connect the hydraulic power unit to the skimmer head.
- 3.7.2.6.** Each hydraulic hose assembly that connects the hydraulic power unit to the skimmer head must be fitted with a hose whip restraint on each free end.
- 3.7.2.7.** Each hose whip restraint must be an off-the-shelf product that is sized in accordance with the pressure rating of the hydraulic hose.
- 3.7.2.8.** The hydraulic hose assemblies that connect the hydraulic power unit to the skimmer head must be bundled using a single flexible sleeve to facilitate handling and minimize hose contamination.
- 3.7.2.9.** The Contractor must supply an off-the-shelf tool to relieve built-up pressure in the disconnected hydraulic hose assemblies and facilitate their re-connection to the hydraulic power unit and skimmer head.

3.8. OIL TRANSFER HOSE ASSEMBLIES

3.8.1. GENERAL CONSIDERATIONS

- 3.8.1.1.** The Contractor must supply the following oil transfer hose assemblies with each Portable Skimmer Package:
 - a) One suction hose assembly; and
 - b) Two discharge hose assemblies.
- 3.8.1.2.** The suction hose assembly must be non-collapsible.
- 3.8.1.3.** The total nominal length of the suction hose assembly must be 20 m.

- 3.8.1.4.** Each discharge hose assembly should be collapsible. The Contractor may propose a non-collapsible alternative that meets the pressure requirements for consideration, and acceptance or rejection by Canada.
- 3.8.1.5.** The total nominal length of each discharge hose assembly must be 10 m.
- 3.8.1.6.** Each oil transfer hose assembly must comprise the hose construction defined in 3.8.2, and the couplings defined in 3.8.3.
- 3.8.1.7.** The nominal inner diameter of each oil transfer hose assembly must be 3 inches.
- 3.8.1.8.** The minimum rated operating pressure of each discharge hose assembly must exceed the maximum rated output pressure of the oil transfer pump.
- 3.8.1.9.** The proof pressure of each discharge hose assembly must be at least 2 times the maximum rated output pressure of the oil transfer pump.

3.8.2. HOSE CONSTRUCTION

- 3.8.2.1.** At a minimum, each oil transfer hose must employ the following construction:
 - a) A compounded elastomer inner tube;
 - b) A synthetic fibre reinforcement; and
 - c) A compounded elastomer cover.
- 3.8.2.2.** Each layer of the oil transfer hose construction must be bonded to its adjacent layer(s) to produce a unified hose wall.
- 3.8.2.3.** Both the compounded elastomer inner tube and cover must be of uniform thickness.
- 3.8.2.4.** The compounded elastomer cover must be black in colour.

3.8.3. HOSE COUPLINGS

- 3.8.3.1.** One end of each supplied oil transfer hose must be fitted with a Type II, Class SS, Style 1 coupling half (i.e., male, cam-locking coupling half by hose shank) as defined in A-A-59326D, General Specification for Coupling Halves, Quick-Disconnect, Cam-Locking Type.
- 3.8.3.2.** The opposing end of the same oil transfer hose must be fitted with a Type VI, Class SS, Style 1 coupling half (i.e., female, cam-locking coupling half by hose shank) as defined in A-A-59326D, General Specification for Coupling Halves, Quick-Disconnect, Cam-Locking Type.
- 3.8.3.3.** All male and female, cam-locking coupling halves must be attached to the oil transfer hose using a band-style, punch clamp, or a crimped sleeve.

3.8.3.4. Each oil transfer hose must be supplied with the following coupling halves (whose requirements are defined in A-A-59326D, General Specification for Coupling Halves, Quick-Disconnect, Cam-Locking Type):

- a) One, Type IX, Class SS, Style 1 coupling half (i.e., dust cap coupling half); and
- b) One, Type X, Class SS, Style 1 coupling half (i.e., dust plug coupling half).

3.8.3.5. All supplied cam-locking coupling halves must be consistent with the hose size specified in 3.8.1.7.

3.8.4. HOSE FLOATS

3.8.4.1. The Contractor must supply a minimum of four, marine-grade hose floats for each hose assembly or hose bundle that connects to the skimmer head, namely the:

- a) Oil transfer suction hose assembly; and the
- b) Hydraulic hose bundle.

3.8.4.2. Each hose float for a given hose assembly or hose bundle must be identical.

3.8.4.3. All supplied hose floats must use a rigid construction that does not require inflation.

3.8.4.4. All supplied hose floats must be sized (in terms of positive buoyancy) to keep the paired hose (or hose bundle) at the waterline when it is charged with media.

3.8.4.5. All supplied hose floats must be easily attached and removed without the use of specialized tools.

3.9. SKIMMER HEAD

3.9.1. PHYSICAL CONSTRUCTION

3.9.1.1. The Contractor must supply one skimmer head with each Portable Skimmer Package.

3.9.1.2. The nominal length, width, or diameter of the skimmer head must be no greater than 1.2 m.

3.9.1.3. The total nominal mass of the skimmer head must be no greater than 60 kilograms.

3.9.1.4. The skimmer head must be constructed from aluminum.

- 3.9.1.5. The thickness(es) of any plate, sheet, or extrusion used to construct the skimmer head must be sized to withstand the loading conditions that will be experienced during its deployment, operation, and retrieval.
- 3.9.1.6. The skimmer head must incorporate design features that facilitate its decontamination after use. The Contractor should eliminate surface configurations and crevices that can trap or retain recovered oil. The Contractor must provide adequate access to those areas susceptible to contamination or where contamination cannot be prevented.

3.9.2. BUOYANCY AND STABILITY

- 3.9.2.1. The skimmer head must use one or more air-filled, integral floatation elements to ensure positive buoyancy at all times, including conditions when the skimmer head and attached hoses contain recovered oil.
- 3.9.2.2. Each floatation element must be isolated from the surrounding marine environment.
- 3.9.2.3. The Contractor must size and position the floatation element(s) such that the skimmer head maintains a horizontal orientation with respect to the waterline at all times during operation, including conditions when the skimmer head and attached hoses contain recovered oil.
- 3.9.2.4. The stability of the skimmer head must be sufficient to preclude overturning (given the water body type specified in 3.1.1.5).

3.9.3. OLEOPHILIC RECOVERY MODULES AND OIL SCRAPERS

- 3.9.3.1. The skimmer head must employ one or more rotary, oleophilic surfaces to recover oil from the water.
- 3.9.3.2. The rotary oleophilic surfaces must be arranged in the following three configurations:
 - a) A bank of evenly-spaced, coaxial, circular discs, which constitutes the **disc recovery module**;
 - b) A cylindrical drum, which constitutes the **drum recovery module**; and
 - c) A bank of evenly-spaced, coaxial, radial bristles, which constitutes the **brush recovery module**.
- 3.9.3.3. Each oleophilic recovery module must operate with its axis of rotation parallel to the waterline.
- 3.9.3.4. Unless otherwise specified by Canada, the Contractor must supply the following oleophilic recovery modules with each Portable Skimmer Package:

- a) One, disc recovery module for each axis of rotation;
- b) One, drum recovery module for each axis of rotation; and
- c) One, brush recovery module for each axis of rotation.

- 3.9.3.5.** The Contractor must supply three sets of oil scrapers for each type of oleophilic recovery module.
- 3.9.3.6.** The Contractor must supply a means to protect both the disc recovery module and the brush recovery module from being crushed, bent, or otherwise deformed during storage or transport.
- 3.9.3.7.** Each oleophilic recovery module and the accompanying oil scraper(s) must be changeable in the field without the use of tools.
- 3.9.3.8.** Fasteners used to attach each oleophilic recovery module and the accompanying oil scraper(s) to the skimmer head must be integral or securely tethered to the skimmer head to prevent misplacement or loss.
- 3.9.3.9.** Each oleophilic recovery module and the accompanying oil scraper(s) must be reinforced at all points where it attaches to the skimmer head. Bushings or washers are two possible reinforcement options.

3.9.4. HYDRAULIC POWERTRAIN

- 3.9.4.1.** The Contractor must supply and fit one hydraulic motor (as per 3.6) at each oleophilic recovery module axis of rotation. If more than one hydraulic motor is fitted to the skimmer head, the Contractor must connect the motors in such a manner to ensure a uniform rotational speed.
- 3.9.4.2.** Each hydraulic motor must be rigidly attached to the skimmer head in a manner that facilitates its possible future removal.
- 3.9.4.3.** The output shaft of each hydraulic motor must be coaxial with the corresponding oleophilic recovery module.
- 3.9.4.4.** The output shaft of each hydraulic motor must connect directly to the corresponding oleophilic recovery module. The use of chains, belts, or other mechanical devices to transmit rotation to the oleophilic recovery module is prohibited.
- 3.9.4.5.** The connection between the output shaft of each hydraulic motor and the corresponding oleophilic recovery module must preclude slippage.
- 3.9.4.6.** The skimmer head must be equipped with a single female end fitting (as per 3.7.1.2) that connects to the inlet port(s) of the hydraulic motor(s). This female end fitting must be equivalently-sized to accept the supply hydraulic hose assembly from the hydraulic power unit.

- 3.9.4.7.** The skimmer head must be equipped with a single male end fitting (as per 3.7.1.2) that connects to the outlet port(s) of the hydraulic motor(s). This male end fitting must be equivalently-sized to accept the return hydraulic hose assembly to the hydraulic power unit.
- 3.9.4.8.** If applicable, the skimmer head must be equipped with a dedicated male end fitting (as per 3.7.1.2) for each hydraulic motor case drain port. Each male end fitting must be equivalently-sized to accept a case drain hydraulic hose assembly to the hydraulic power unit.

3.9.5. CONTAINMENT BOOM ATTACHMENT POINTS

- 3.9.5.1.** The skimmer head must be equipped with provisions to interface with the connector defined in ASTM F962-04 (2010), Standard Specification for Oil Spill Response Connection: Z-Connector.
- 3.9.5.2.** These provisions must be located on opposite sides of the skimmer head intake channel(s), such that oil can be efficiently guided towards the oleophilic recovery module.

3.9.6. DEBRIS SCREEN

- 3.9.6.1.** The Contractor must supply a set of three, metal debris screens for each intake channel on the skimmer head.
- 3.9.6.2.** Each metal debris screen must be of a different nominal perforation size to stop a range of entrained debris. Canada reserves the right to review, and accept or reject the perforation sizes recommended by the Contractor.
- 3.9.6.3.** All perforations on a given debris screen must be of an equivalent nominal size.
- 3.9.6.4.** Each debris screen must be easily removable to facilitate cleaning and replacement.
- 3.9.6.5.** Each debris screen must sit tightly against the skimmer head to maintain an effective protective barrier.
- 3.9.6.6.** Each debris screen must be securely tethered to the skimmer head to prevent its misplacement or loss during operation.

3.9.7. HANDLING AND HOISTING POINTS

- 3.9.7.1.** The Contractor must fit the skimmer head with a minimum of two rigid mechanical attachments to facilitate manual handling by personnel.
- 3.9.7.2.** The quantity and location of these mechanical handling attachments must be mirrored on opposing sides of the skimmer head.

- 3.9.7.3. Each mechanical handling attachment must be offset from the adjoining skimmer head surface by a distance of 2 inches to 4 inches.
- 3.9.7.4. The Contractor must fit the skimmer head with four integral hoisting points (as specified in **Error! Reference source not found.**) to ensure a stable lifting arrangement (with any hose(s) attached).

3.9.8. OIL SUMP AND DISCHARGE POINT

- 3.9.8.1. All oil recovered by the skimmer head must be deposited into an integral, contained sump.
- 3.9.8.2. The sump must be equipped with one discharge point. The sump discharge point must be located at the lowest point on the sump to facilitate drainage.
- 3.9.8.3. The sump discharge point must be fitted with a 3 in, male cam-locking coupling half (as specified in 3.8.3.1).
- 3.9.8.4. The 3 in, male cam-locking coupling half must be fitted with a dust cap (as specified in 3.8.3.4), and a lanyard to prevent cap loss.

3.10. DIESEL ENGINE

3.10.1. GENERAL CONSIDERATIONS

- 3.10.1.1. The Contractor must supply an off-the-shelf, 4-stroke, diesel engine to serve as the prime mover as specified in 3.12 and 3.13. For example, a Yanmar L-series engine is acceptable.
- 3.10.1.2. All diesel engines supplied by the Contractor must be of the same make and model to simplify maintenance and minimize the number of unique spares.
- 3.10.1.3. Each diesel engine must be furnished with fuel hoses that conform to the requirements prescribed in SAE J1527, Marine Fuel Hoses.
- 3.10.1.4. All diesel engine accessories must be furnished (or approved) by the engine manufacturer.
- 3.10.1.5. The Contractor must adhere to the diesel engine break-in procedure prescribed by the engine manufacturer.

3.10.2. DIESEL ENGINE ACCESSORIES

- 3.10.2.1. Each diesel engine must be furnished with a dry-type air cleaner to remove dust and abrasives from the combustion air.

Requirements

- 3.10.2.2.** Each diesel engine must be furnished with a direct current, electric starting motor, complete with storage battery, charging dynamo or alternator, and voltage regulator.
- 3.10.2.3.** Each diesel engine must be furnished with a back-up, recoil starting system.
- 3.10.2.4.** The recoil starting system must work in cooperation with a decompression valve to facilitate engine cranking.
- 3.10.2.5.** Each diesel engine must be furnished with a fuel tank of sufficient capacity to satisfy the minimum runtime specified in 3.2.2.4. The Contractor may supplement the furnished fuel tank with a larger sized tank, subject to the approval of Canada.
- 3.10.2.6.** The fuel tank should be fitted with a means to monitor the diesel fuel level.
- 3.10.2.7.** Each diesel engine must be furnished with a replaceable fuel filter and fuel strainer.
- 3.10.2.8.** Each diesel engine must be furnished with a manual fuel shut-off valve.
- 3.10.2.9.** Each diesel engine must be furnished with a throttle control assembly that allows for manual adjustment of the engine speed up to the maximum engine speed recommended by the engine manufacturer.
- 3.10.2.10.** The throttle control assembly must be labelled to indicate start and stop positions, with a directional arrow to indicate increased speed.
- 3.10.2.11.** Each diesel engine must be furnished with a mechanical governing system to regulate engine speed.
- 3.10.2.12.** Each diesel engine must be fitted with an emergency stop system. An electronic fuel stop kit is one option to immediately shut down the engine.
- 3.10.2.13.** Each diesel engine must be fitted with a spark arrestor.

3.10.3. DRIVE COUPLING

- 3.10.3.1.** The driveshaft of each diesel engine must be directly coupled to the driveshaft of any piece of equipment requiring a rotational, mechanical input.
- 3.10.3.2.** The drive coupling must be sized in accordance with the rated power output of the diesel engine.
- 3.10.3.3.** The drive coupling must minimize any misalignment between the driveshafts in running operation.

- 3.10.3.4. A shear section should be interposed between the driveshafts to protect the driven equipment from overload and possible damage.

3.11. EQUIPMENT CARTS

3.11.1. PHYSICAL CONSTRUCTION

- 3.11.1.1. The Contractor must supply a wheeled, hand-pushed cart to accommodate equipment where specified herein.
- 3.11.1.2. Each wheeled cart must be fabricated with a welded aluminum frame. A frame comprising welded tubular members or structural channels is acceptable.
- 3.11.1.3. The Contractor must minimize the total volume of each wheeled cart, while keeping its centre of mass as low as possible to the ground.
- 3.11.1.4. Each frame must be sufficiently rigid to withstand the loading conditions when operating and transporting the furnished equipment. The Contractor must brace (or reinforce) all stress points.
- 3.11.1.5. Each frame must be designed to prevent damage to the diesel engine and hydraulic pump assembly should the wheeled cart roll onto its top or side(s).
- 3.11.1.6. Any open ends of the frame (if tubular members are used) must be capped to ensure a fully closed construction.

3.11.2. AXLE AND WHEELS

- 3.11.2.1. Each wheeled cart must be fitted with a single axle, complete with anti-friction bearings and identical, heavy-duty tires o
- 3.11.2.2. The nominal diameter of the heavy-duty tires must be at least 12 in. The width of the tires must be sized to ensure that the wheeled cart is easily manoeuvrable on both hard and soft ground.
- 3.11.2.3. The heavy-duty tires must be easily removable from the axle.
- 3.11.2.4. The heavy-duty tires must be semi-pneumatic or foam-filled.

3.11.3. HANDLING AND HOISTING POINTS

- 3.11.3.1. Each wheeled cart must be fitted with one or more handles that allow it to be safely manoeuvred by a single operator. At a minimum, the Contractor must:

- a) Locate the handle(s) such that the mass of the cart is distributed between the wheels and the operator (akin to a wheelbarrow);
 - b) Mount the handle(s) to accommodate an operator ranging in height from 152 to 193 centimetres ; and
 - c) Minimize the distance that the handle(s) protrude(s) from the wheeled cart, or design the handle(s) to be foldable or removable.
- 3.11.3.2.** Each wheeled cart must be fitted with one or more support legs to prevent the cart from rolling, turning, or moving when left unattended.
- 3.11.3.3.** Each wheeled cart must be fitted with a one integral hoisting point (as specified in **Error! Reference source not found.**).

3.12. HYDRAULIC POWER UNIT

3.12.1. GENERAL CONSIDERATIONS

- 3.12.1.1.** The Contractor must supply and furnish one hydraulic power unit with each Portable Skimmer Package.
- 3.12.1.2.** At a minimum, the hydraulic power unit must comprise the following components or systems:
- a) A diesel engine to serve as the prime mover (as specified in 3.10);
 - b) A positive displacement, hydraulic pump to pair with the diesel engine (as specified in 3.6);
 - c) A hydraulic oil reservoir, complete with suction and return filtration;
 - d) All flexible hoses, valves, and fittings required to form closed circuits and protect against undue damage (e.g., overpressurization);
 - e) All instrumentation needed to monitor the diesel engine, and control and monitor the output of the hydraulic pump; and
 - f) A wheeled cart (as specified in 3.11) to support and easily transport the above listed items.

3.12.2. HYDRAULIC RESERVOIR AND SUPPORTING SYSTEMS

- 3.12.2.1.** The hydraulic oil reservoir must be fitted to the wheeled cart in a readily accessible location.
- 3.12.2.2.** The volume of the hydraulic oil reservoir must be sized such to meet the rated flow demands of the hydraulic pump and sufficiently dissipate heat from the hydraulic oil.
- 3.12.2.3.** The hydraulic oil reservoir must be fabricated from aluminium.

- 3.12.2.4.** The hydraulic oil reservoir must be fitted with a replenishment port (complete with cap) to facilitate filling.
- 3.12.2.5.** The hydraulic oil reservoir must be fitted with a dedicated female end fitting (as per 3.7.1.2) to accept each case drain hydraulic hose assembly from the skimmer head.
- 3.12.2.6.** The hydraulic oil reservoir must be fitted with a sight glass to monitor the hydraulic oil level.
- 3.12.2.7.** The supply line of the hydraulic oil reservoir must be fitted with a suction strainer to remove sediment.
- 3.12.2.8.** The return line of the hydraulic oil reservoir must be fitted with a replaceable filter.

3.12.3. WHEELED CART

- 3.12.3.1.** The diesel engine and hydraulic pump assembly must be bolted to the wheeled cart in a balanced position over the axle.
- 3.12.3.2.** The storage battery must be securely fastened within the frame of the wheeled cart, in a location that is readily accessible to the operator.
- 3.12.3.3.** The wheeled cart must be fitted with the opposing, equivalent-sized fitting to accept each hydraulic hose assembly specified in 3.7.2.3. The Contractor must group these fittings in a single location on the wheeled cart that is easily accessible to the operator.

3.12.4. CONTROL PANEL

- 3.12.4.1.** The Contractor must fit the wheeled cart with a dedicated control panel, in a location that is readily accessible to the operator.
- 3.12.4.2.** The control panel must be configured in accordance with the relevant best practices identified in ASTM F1166-07 (2013), Standard Practice for Human Engineering Design for Marine Systems, Equipment, and Facilities.
- 3.12.4.3.** The control panel must be properly isolated from vibration.
- 3.12.4.4.** At a minimum, the Contractor must supply and furnish the control panel with the following instrumentation and controls:

- a) An analog gauge to monitor the pressure of the hydraulic oil;
- b) An analog gauge to monitor the temperature of the hydraulic oil;
- c) A multi-position, directional control valve or control manifold to allow for clockwise and counter-clockwise rotation of the hydraulic motor(s);
- d) A throttling valve (or equivalent) to regulate the flow of hydraulic oil to the hydraulic motor(s); and
- e) A three-position start switch (i.e., OFF-RUN-START) to activate the diesel engine.

3.12.4.5. Each valve must be marked with an arrow which indicates the direction of movement that will result in a change of rotational direction or an increased response.

3.12.4.6. The dial size of each gauge must be at least 2 in.

3.12.4.7. Each gauge must be equipped with a means for adjusting the zero setting.

3.12.4.8. Each gauge must be designed with a contrasting background and marking(s) to ensure legibility.

3.13. OIL TRANSFER UNIT

3.13.1. GENERAL CONSIDERATIONS

3.13.1.1. The Contractor must supply and furnish one oil transfer unit with each Portable Skimmer Package.

3.13.1.2. At a minimum, the oil transfer unit must comprise the following components:

- a) A diesel engine to serve as the prime mover (as specified in 3.10);
- b) A positive displacement, oil transfer pump to pair with the diesel engine (as specified in 3.13.2); and
- c) A wheeled cart (as specified in 3.11) to support and easily transport the above listed items.

3.13.2. OIL TRANSFER PUMP

3.13.2.1. The Contractor must supply an off-the-shelf, diaphragm or lobe pump to transfer recovered oil products. For example, a Selwood Spate PD75 pump is acceptable.

3.13.2.2. The oil transfer pump must pass solids entrained in the recovered oil without any impairment to its operation or damage to its internal components.

- 3.13.2.3. The oil transfer pump must be fitted with a suction strainer offered by the manufacturer. The nominal pore size of this strainer must be less than the maximum permissible size of solids that the pump can safely tolerate.
- 3.13.2.4. The oil transfer pump must be fitted with a relief valve to protect against overpressurization should the discharge line become clogged or pinched.

3.13.3. INLET AND OUTLET PORTS

- 3.13.3.1. The inlet port on the oil transfer pump point must be fitted with a 3 in, female cam-locking coupling half (as specified in 3.8.3.2).
- 3.13.3.2. The outlet port on the oil transfer pump point must be fitted with a 3 in, male cam-locking coupling half (as specified in 3.8.3.1).
- 3.13.3.3. The 3 in, male and female cam-locking coupling halves must be fitted with a dust cap or dust plug (as specified in 3.8.3.4), and a lanyard to prevent cap or plug loss.

3.13.4. WHEELED CART

- 3.13.4.1. The diesel engine and oil transfer pump assembly must be bolted to the wheeled cart in a balanced position over the axle.

3.14. STORAGE CONTAINER

3.14.1. PHYSICAL CONSTRUCTION

- 3.14.1.1. The Contractor must supply a single, new storage container to furnish all equipment that forms a Portable Skimmer Package (unless otherwise specified by Canada).
- 3.14.1.2. The storage container must be manufactured with a rectangular footprint.
- 3.14.1.3. The storage container must be as compact as possible.
- 3.14.1.4. Each storage container must be fitted with provisions that allow it be safely stacked with other identical storage containers.
- 3.14.1.5. The storage container must be manufactured with a rigid aluminum construction.
- 3.14.1.6. The storage container must be constructed to minimize recesses and voids where moisture can accumulate.

3.14.2. ACCESS

- 3.14.2.1. The roof of the storage container must be removable.

- 3.14.2.2. The storage container must be constructed with at least one sidewall that is hinged at the bottom frame rail.
- 3.14.2.3. Each hinged sidewall must open approximately 90 degrees to facilitate the loading and unloading of equipment (akin to a ramp).
- 3.14.2.4. Each hinged sidewall must be fitted with a provision that allows it to be padlocked to an adjoining fixed wall or to the roof. This provision must accommodate a padlock with a 7/16 in shackle diameter.
- 3.14.2.5. Each hinged sidewall must be fitted with some means to prevent it from falling open in an uncontrollable manner. A stainless steel wire is one option to prevent the inadvertent freefall of a sidewall.
- 3.14.2.6. Each hinge must be permanently lubricated.

3.14.3. LASHING AND HOISTING POINTS

- 3.14.3.1. The storage container must be fitted with dedicated lashing or mounting points to mount the following equipment while in storage:
 - a) Skimmer head;
 - b) Hydraulic power unit; and
 - c) Oil transfer unit.
- 3.14.3.2. The storage container must be fitted with dedicated cylinders or tubes to house each oleophilic recovery module while in storage.
- 3.14.3.3. The Contractor must fit the storage container with four, integral hoisting points (as specified in **Error! Reference source not found.**).

3.14.4. FORKLIFT POCKETS

- 3.14.4.1. The storage container must be fitted with two enclosed forklift pockets.
- 3.14.4.2. Each forklift pocket must pass completely through the base structure of the storage container.
- 3.14.4.3. The size and spacing of the forklift pockets must satisfy the dimensional requirements defined in ISO 1496-1:2013, Series 1 Freight Containers – Specification and Testing Standards.

3.14.5. VENTILATION

- 3.14.5.1. The storage container must be fitted with a minimum of two, off-the-shelf passive vents. Canada reserves the right to review, and accept or reject the vent sizing proposed by the Contractor.

- 3.14.5.2. The passive vents must be located in the upper diagonal corners on opposite, fixed walls, such that they provide maximum diagonal cross airflow and exhaust.
- 3.14.5.3. The passive vents must be designed to deflect rain or spray, and prevent water ingress.

3.15. RIGGING AND HOISTING

3.15.1. HOISTING POINTS AND FITTINGS

- 3.15.1.1. All hoisting points and fittings must be fabricated from either aluminum or stainless steel.
- 3.15.1.2. The Contractor must position the hoisting point(s) or fitting(s) on a given piece of equipment to equalize the loading on each fitting.
- 3.15.1.3. Each hoisting point and fitting must be positioned at (or near) the top of a given piece of equipment to give an unobstructed pathway to a single, overhead lifting point.
- 3.15.1.4. All hoisting points and fittings on a given piece of equipment must be of equivalent size.
- 3.15.1.5. The minimum safety factor of all rigging fittings (or dedicated lifting points) must be at least 5:1; i.e., the ratio of the minimum breaking strength (MBS) to the working load limit (WLL).

3.15.2. HOISTING SLINGS AND HARDWARE

- 3.15.2.1. The Contractor must supply the following bridle slings (complete with all attachments and hardware) to lift the following equipment from a single, overhead point:
 - a) A four-leg bridle sling for the skimmer head;
 - b) A single-leg bridle sling for the hydraulic power unit cart;
 - c) A single-leg bridle sling for the oil transfer unit cart; and
 - d) A four-leg bridle sling for the storage container.
- 3.15.2.2. All supplied rigging equipment (i.e., bridle slings, attachments, and hardware) must conform to the requirements defined in the following Regulation and Standards:
 - a) SOR/2007-128, Cargo, Fumigation, and Tackle Regulations;
 - b) ASME B30.26-2015: Rigging Hardware; and
 - c) ASME B30.9-2014: Slings.

- 3.15.2.3.** Any shackles used in the rigging and hoisting of the Portable Skimmer Package equipment must conform to the requirements prescribed for Type IVA, Class 3, Grade A shackles (i.e., bolt, nut, and cotter anchor shackles) in RR-C-271F, Chains and Attachments, Carbon and Alloy Steel.
- 3.15.2.4.** Each supplied sling set must be permanently marked with the load rating and date of load testing.

3.16. LABEL PLATES

3.16.1. GENERAL CONSIDERATIONS

- 3.16.1.1.** Unless otherwise specified by Canada, all label plates must be made from aluminum. Label plates must be secured with reusable fasteners.
- 3.16.1.2.** All label plates must be engraved to a minimum 1 millimetre depth.
- 3.16.1.3.** Unless otherwise specified by Canada, text on each label plate (excluding safety notices) must be in English. The Contractor must provide Canadian French-equivalent label plates to fit to the Portable Skimmer Package equipment depending upon its ultimate delivery destination.
- 3.16.1.4.** The Contractor must identify each control, switch, gauge, or display with a label plate that is posted on, above, or adjacent to the respective item.

3.16.2. PRODUCT IDENTIFIERS

- 3.16.2.1.** The Contractor must supply and fit a product identifier to the following components of the Portable Skimmer Package:
 - a) Skimmer head,
 - b) Hydraulic power unit;
 - c) Oil transfer unit; and
 - d) Storage container.
- 3.16.2.2.** Each product identifier must be permanently affixed to its respective component in a readily visible location.
- 3.16.2.3.** Each product identifier must use alphanumeric characters to indicate the name of the manufacturer, date of manufacture, and manufacturer serial number.
- 3.16.2.4.** The alphanumeric characters on a product identifier must be between 1 cm and 2 cm in height, and contain no spaces between the individual elements that compose the identifier.
- 3.16.2.5.** All text on the product identifier must be a sans serif typeface.

- 3.16.2.6.** The first element of a product identifier (i.e., the manufacturer name) must be four uppercase letters that best represent the name of the manufacturer. Canada reserves the right to review, and accept or reject the first element proposed by the Contractor for self-identification.
- 3.16.2.7.** The second element of a product identifier (i.e., the date of manufacture) must be eight numeric digits that correspond to the following format: DDMMYYYY (where DD represents the two-digit day, MM represents the two-digit month, and YYYY represents the four-digit year).
- 3.16.2.8.** The last element of a product identifier (i.e., the manufacturer serial number) must coincide with the full, alphanumeric serial number assigned by the manufacturer.

3.17. PAINTING AND COATINGS

3.17.1. GENERAL CONSIDERATIONS

- 3.17.1.1.** All surfaces of the skimmer head and storage container must be cleaned and left uncoated (i.e., raw aluminum).
- 3.17.1.2.** Any coating(s) on off-the-shelf products must be applied by the OEM.
- 3.17.1.3.** All exterior surfaces of the wheeled equipment carts must be powder-coated international orange. RAL 040 50 60 is an acceptable colour choice.

3.18. SHIPPING AND DELIVERY

3.18.1. GENERAL CONSIDERATIONS

- 3.18.1.1.** Prior to shipping, the Contractor must clean, dry, and preserve the Portable Skimmer Package as per the requirements defined hereafter.
- 3.18.1.2.** All items must be thoroughly cleaned to remove foreign matter.
- 3.18.1.3.** All items must be thoroughly dried to remove residual cleaning solution(s) or moisture.
- 3.18.1.4.** All exterior, uncoated metallic surfaces must be uniformly coated with an appropriate corrosion inhibitor.
- 3.18.1.5.** Any process used to clean, dry, or preserve items must be accomplished in a manner that does not damage the item, impair its function, or void the implied or expressed OEM warranty.

- 3.18.1.6.** Unless otherwise authorized by Canada, the disassembly of any item to ensure proper cleaning, drying, and preservation must be restricted to the minimum degree necessary. Such disassembly of an item must not void the implied or expressed OEM warranty.
- 3.18.1.7.** All items must be cushioned, anchored, braced, and blocked (as required) within the storage container to prevent shifting and possible damage during shipment. The use of any type of loose fill material (e.g., shredded paper) for cushioning, fill, stuffing, and dunnage is prohibited.
- 3.18.1.8.** Any accessories, tools, or spares must be wrapped and sealed in a flexible, greaseproof, and waterproof barrier material.
- 3.18.1.9.** With the exception of the oleophilic recovery modules, packaged accessories, tools, and spares approved by Canada (as per DID ILS-01, Recommended Spare Parts List) must be placed in a location that makes them readily accessible when the storage container is first opened. The oleophilic recovery modules must be placed in their dedicated storage cylinders or tubes.

3.18.2. MAJOR EQUIPMENT

- 3.18.2.1.** Each diesel engine, hydraulic pump, hydraulic motor, and oil transfer pump must be preserved (in accordance with OEM recommendations) for storage up to one year in an environment that will be subjected to temperatures below 0°C. For each Portable Skimmer Package, this one year period commences upon delivery.
- 3.18.2.2.** Each fuel tank must be full and treated with an off-the-shelf fuel stabilizer.
- 3.18.2.3.** Battery cables must be disconnected from their terminals and secured to prevent any accidental re-contact with the battery terminals during shipping. All battery terminals must be coated in di-electric grease.
- 3.18.2.4.** Each inlet and outlet opening on all major equipment defined in 3.18.2.1 must be appropriately sealed to protect against the ingress of foreign matter.

3.18.3. HOSE ASSEMBLIES AND FITTINGS

- 3.18.3.1.** All hose assemblies must be neatly coiled.
- 3.18.3.2.** Each coil must be uniform, compact, and of a diameter that prevents deformation or kinking of the hose.
- 3.18.3.3.** Each coil must be secured approximately equidistance in a minimum of three places.
- 3.18.3.4.** The free ends of each hose assembly must be sealed with the appropriate plug or cap to protect against the ingress of foreign matter.

3.19. EQUIPMENT INSTRUCTIONS ILLUSTRATION

3.19.1. GENERAL CONSIDERATIONS

- 3.19.1.1.** The Equipment Instructions Illustration must be supplied (as per DID-ILS-06) with each Portable Skimmer Package (unless otherwise specified by Canada).
- 3.19.1.2.** Following acceptance by Canada (as per DID-ILS-06, Equipment Instructions Illustration), the Contractor must provide instructions for the deployment, operation, and retrieval of the Portable Skimmer Package, including colour pictograms or illustrations where appropriate.
- 3.19.1.3.** Instructions for the Portable Skimmer Package must be printed on one or more, double-sided, plasticized sheet(s), with each sheet measuring 8.5 in (W) × 11 in (H). Multiple sheets must be collated and bound.
- 3.19.1.4.** Instructions for the Portable Skimmer Package must be hung or stored in a dedicated, conspicuous location within the storage container. This location must not constitute the underside of the roof or a hinged sidewall.
- 3.19.1.5.** Instructions for the Portable Skimmer Package must be written in both Canadian English and French.

SECTION 4 DELIVERABLES

The Contractor must provide the following deliverables, whose technical and performance specifications are defined herein:

- a) Skimmer head, complete with:
 - i. One disc, one drum, and one brush recovery module for each axis of rotation;
 - ii. Three sets of oil scrapers for each type of supplied recovery module; and
 - iii. Three metal debris screens for each intake channel.
- b) Hydraulic power unit, complete with:
 - i. All hydraulic hose assemblies needed to connect the hydraulic power unit to the skimmer head;
 - ii. Hose whip restraints for the free ends of each hydraulic hose assembly; and
 - iii. An off-the-shelf tool to relieve built-up pressure in disconnected hydraulic hose assemblies;
- c) Oil transfer unit, complete with:
 - i. One suction hose assembly, complete with four hose floats and cam-locking coupling halves; and
 - ii. Two discharge hose assemblies, complete with four hose floats and cam-locking coupling halves.
- d) Storage container
- e) All rated hoisting slings and hardware for the skimmer head, hydraulic power unit, oil transfer unit, and storage container.

APPENDIX 1 CCG WELDING STANDARD

ANNEX C

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization (Use form DND 626 for contracts for the Department of National Defence)	Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche (Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)
Contract Number Enter the PWGSC contract number.	Numéro du contrat Inscrire le numéro du contrat de TPSGC.
Contractor's Name and Address Enter the applicable information	Nom et adresse de l'entrepreneur Inscrire les informations pertinentes
Security Requirements Enter the applicable requirements	Exigences relatives à la sécurité Inscrire les exigences pertinentes
Total estimated cost of Task (Applicable taxes extra) Enter the amount	Coût total estimatif de la tâche (Taxes applicables en sus) Inscrire le montant
For revision only	Aux fins de révision seulement
TA Revision Number Enter the revision number to the task, if applicable.	Numéro de la révision de l'AT Inscrire le numéro de révision de la tâche, s'il y a lieu.
Total Estimated Cost of Task (Applicable taxes extra) before the revision Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.	Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.
Increase or Decrease (Applicable taxes extra), as applicable As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.	Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.
1. Required Work: Complete sections A, B, C, and D, as required.	1. Travaux requis : Remplir les sections A, B, C et D, au besoin.
A. Task Description of the Work required: Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task. (a) 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. (b) Details of the activities to be performed (include as an attachment, if applicable) (c) Description of the deliverables to be submitted (include as an attachment, if applicable). (d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).	A. Description de tâche des travaux requis : Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée. (a) 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) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu). (c) Description des produits à livrer (joindre comme annexe, s'il y a lieu). (d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

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

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

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

Option 2:

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

D. Method of Payment

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

B. Base de paiement :

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

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

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

Option 2 :

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

D. Méthode de paiement

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

2. Authorization(s):

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

3. Contractor's Signature

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

2. Autorisation(s) :

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

3. Signature de l'entrepreneur

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



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

Annex
Annexe **C**

Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur

Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)

Title of the task, if applicable - Titre de la tâche, s'il y a lieu

Total Estimated Cost of Task (Applicable taxes extra)
Coût total estimatif de la tâche (Taxes applicables en sus)

\$

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

☐ No - Non

☐ Yes - Oui

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

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable
Numéro de révision de l'AT, s'il y a lieu

Total Estimated Cost of Task (Applicable
taxes extra) before the revision
Coût total estimatif de la tâche (Taxes
applicables en sus) avant la révision

\$

Increase or Decrease (Applicable taxes
extra), as applicable
Augmentation ou réduction (Taxes
applicables en sus), s'il y a lieu

\$

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 ☐

B. Basis of Payment - Base de paiement

See Attached - Ci-joint ☐

C. Cost of Task - Coût de la tâche

See Attached - Ci-joint ☐

D. Method of Payment - Méthode de paiement

See Attached - Ci-joint ☐

Annex
Annexe **C**

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

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

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

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

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

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

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

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

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

Signature

Date

Solicitation No. - N° de l'invitation
F7047-160034/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
004erd

Client Ref. No. - N° de réf. du client
F7047-160034

ANNEX 1 TO PART 3 of the BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

- ☐ () VISA Acquisition Card;
- ☐ () MasterCard Acquisition Card;
- ☐ () Direct Deposit (Domestic and International);
- ☐ () Electronic Data Interchange (EDI);
- ☐ () Wire Transfer (International Only);

Instructions

Where:

i_0 = initial exchange rate (CAN\$ per unit of foreign currency [e.g. US\$1])

i_1 = exchange rate for adjustment purposes (CAN\$ per unit of foreign currency [e.g. US\$1])

Instructions to bidders:

1. Bidders must complete columns (1) to (4) at time of bidding, for each line item where they want to invoke the exchange rate fluctuation provisions.

2. Where bids are evaluated in Canadian dollars, the dollar values provided in column (3) should also be in Canadian dollars, so that the adjustment amount is in the same currency as the payment.

Instructions for Payment:

1. This form must be submitted with the invoice for payment with respect to all items with an FCC. Complete columns (1) through (7). Columns (8) and (9) will auto complete.

2. Suppliers should submit a separate calculation sheet for each invoice submitted showing the exchange rate adjustment for all line items with an FCC.

3. This form must be provided with all invoices where the exchange rate fluctuates more than 2% (increase or decrease), (i.e. $\text{abs}[(i_1 - i_0) / i_0] > .02$), unless otherwise stated in the contract.

Étant entendu que :

i_0 = Facteur de conversion du taux de change initial (\$ CA par unité de devise étrangère [p. ex. 1 \$ US])

i_1 = Taux de change aux fins du rajustement (\$ CA par unité de devise étrangère [p. ex. 1 \$ US])

Instructions aux soumissionnaires :

1. Les soumissionnaires doivent remplir les colonnes (1) à (4) au moment de présenter leur soumission, pour chacun des produits pour lesquels ils veulent se prévaloir des dispositions relatives à la fluctuation du taux de change.

2. Lorsque les soumissions sont évaluées en dollars canadiens, les montants en dollars indiqués dans la colonne (3) doivent également être en dollars canadiens, de sorte que le montant du rajustement soit indiqué dans la même devise que pour le paiement.

Instructions relatives au paiement :

1. Le présent formulaire doit accompagner la facture en vue du paiement pour chaque article comportant un montant en monnaie étrangère. Il faut remplir les colonnes (1) à (7). Les colonnes (8) et (9) seront remplies automatiquement.

2. Les fournisseurs doivent présenter une feuille de calcul séparée pour chaque facture et indiquer le rajustement du taux de change pour chaque article comportant un montant en monnaie étrangère.

3. Le présent formulaire doit accompagner toutes les factures pour lesquelles la fluctuation du taux de change est supérieure à 2% (augmentation ou diminution), (c. -à-d. $\text{abs}[(i_1 - i_0) / i_0] > .02$), à moins d'indication contraire dans le contrat.

Annex 1 to Part 4 of Bid Solicitation

Technical Bid Evaluation Plan

**Environmental Response Equipment Modernization/
Mobile Incident Command Equipment Project**

Small Portable Multi-cassette Skimmer

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SECTION 1 INTRODUCTION

1.1 PURPOSE

This document defines the criteria and the scoring system that will be used to evaluate the technical portion of the bids submitted in response to the Solicitation for the procurement of Small portable Multi-cassette (brush, disc, drum) Skimmer packages (hereinafter referred to as only ‘Portable Skimmer Package’).

1.2 SCOPE

This document and the associated appendix contain a description of the technical evaluation process, identifies all the mandatory requirements to be evaluated, and defines the information required from the Bidder for its technical bid to be evaluated.

The technical portion of the bid submitted in response to the Solicitation will be evaluated as detailed herein, using the evaluation matrix that is included in Appendix A, and in accordance with Part 4 of the Bid Solicitation document.

SECTION 2 TECHNICAL BID EVALUATION

2.1 EVALUATION METHOD

The technical portion of the bid will be evaluated using **Mandatory Criteria**; thus, a bid must meet all mandatory criteria specified in Appendix A.

Mandatory criteria (M) are defined as requirements that must be met in order for the bid to be further considered for financial evaluation. Bids must provide evidence or substantiation as specified, and that evidence will be evaluated on a Compliant/Non-compliant basis. Failure to meet a mandatory criterion will render the bid non-responsive and it will be given no further consideration. If the bid meets all mandatory criteria, only then will the bid proceed to the financial evaluation performed by the Contracting Authority.

2.2 RESPONDING TO EVALUATION CRITERIA

Bidders must note that this document must be read in the context of SOW and TSOR to ensure the requirements are fully understood in the context of the section of the SOW and TSOR from which they have been extracted.

The bid must comply with the criteria stated in M 1 to M 19 inclusively. The bid must clearly demonstrate how each criterion is met through the indicated method of compliance (refer to 2.2.1), and should respond with a 'YES' or 'NO' in the 'Compliant' column. Additionally, the bid should provide the appropriate cross-reference where the information is located in the bid in the 'Bid Cross-Reference' column.

Canada will evaluate only the documentation provided with the bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

2.2.1 Method of Compliance

The following methods, as indicated in the “Method of Compliance” column of Appendix A, will be used to define the minimum information required in the bid against each requirement:

Technical Drawing: The bid must provide a visual representation of the specified piece of equipment (rendered to scale) that defines all the requirements needed for its manufacture or fabrication to illustrate how the proposed equipment fully complies with the requirement.

Description: The bid must provide a description (including, though not limited to, qualities and characteristics) of the specified piece of equipment management, system, or procedure to illustrate in detail how the proposed item fully complies with the requirement.

Bill of Materials: The bid must provide a bill of materials, including all parts, sub-assemblies, and components, as well as a brief description and quantity of each item used for the specified piece of equipment that pertains to the complementary drawing. The bill of materials will be used to illustrate how the proposed equipment fully complies with the requirement.

Specification: The bid must provide a detailed technical description of the specified piece of equipment, including, though not limited to physical dimensions and material properties of the equipment, to illustrate how the proposed equipment fully complies with the requirement.

Data Analysis: The bid must provide a detailed technical or engineering analysis in sufficient detail to demonstrate how the proposed equipment fully complies with the requirement.

Certification: The bid must provide an official document produced by a registered or accredited body that provides verification of the performance and/or manufacturing process of the specified piece of equipment (or individual components) to demonstrate how the proposed equipment fully complies with the requirement.

Invoice: The bid must provide copies of applicable invoices listing the goods provided including the following:

- Dates invoices were issued;
- Dates of deliveries of goods;
- Company name(s) or Government organization(s); and
- Associated quantities of goods sold.

Quality Acceptance Letter: The bid must provide a letter of reference from the customer who previously purchased produced goods from the Bidder which details, at a minimum, the delivery and quality acceptance of the goods in question. The letter must provide a brief description of the work performed, and time (month/year) at which the contract was awarded and completed. The letter must be produced on company letterhead, include a phone number and/or email address which can be used to contact the customer, and be signed by an authorized representative of the company.

APPENDIX A MANDATORY CRITERIA

Item	Mandatory Criteria	Evaluation Factor/Reference	Evaluation	Method of Compliance	Compliant Yes/No	Bid Cross-Reference
M 1	The skimmer head must be fully operational in type II-Protected Waters as per ASTM F625/F625M-94 (2011), Standard Practice for Classifying Water Bodies for Spill Control Systems. Type II-Protected Waters are equivalent to wave heights ≤ 1 meter(m) or Beaufort Force 3 sea conditions.	TSOR 3.1.1.5	Verification of the ability of the portable skimmer to collect oil under the required environment and operational conditions	Description AND Data analysis AND Specification		
M2	The draft of the skimmer head must be no greater than 0.2 metres (m) to allow for operation in shallow water.	TSOR 3.2.1.1	Verification of the performance parameters of the portable skimmer	Data Analysis		

TECHNICAL BID EVALUATION PLAN
Appendix A

Item	Mandatory Criteria	Evaluation Factor/Reference	Evaluation	Method of Compliance	Compliant Yes/No	Bid Cross-Reference
M 3	The minimum recovery efficiency of the skimmer head must be at least 90% (as per the general procedure defined in ASTM F631: Standard Guide for Collecting Skimmer Performance Data in Controlled Environments) for each of the following oil types: a) Light oil, such as diesel or jet fuel; and b) Medium oil, such as lube or fresh crude oil	TSOR 3.2.1.2	Verification of the performance parameters of the portable skimmer	Data Analysis		
M 4	All oil recovery performance data must be collected by an accredited, independent party.	Proven Performance	Verification of the performance parameters of the portable skimmer	Certification		

TECHNICAL BID EVALUATION PLAN
Appendix A

Item	Mandatory Criteria	Evaluation Factor/Reference	Evaluation	Method of Compliance	Compliant Yes/No	Bid Cross-Reference
M 5	The minimum safety factor of all rigging fittings (or dedicated lifting points) must be at least 5:1; Ratio of minimum breaking strength (MBS) to the working load limit (WLL).	TSOR 3.15.1.5	Verification of the characteristics of the rigging equipment	Data Analysis		
M 6	All supplied rigging equipment (i.e. bridle slings, attachments, and hardware) must conform to the requirements defined in the following Regulation and Standards:	TSOR 3.15.2.2	Verification of the characteristics of the Hoisting Slings and Hardware	Certification		

TECHNICAL BID EVALUATION PLAN
Appendix A

Item	Mandatory Criteria	Evaluation Factor/Reference	Evaluation	Method of Compliance	Compliant Yes/No	Bid Cross-Reference
	a) SOR/2007-128, Cargo, Fumigation, and Tackle. b) ASME B30.26-2015: Rigging Hardware; and c) ASME B30.9-2014: Slings.					
M 7	The brake horsepower (BHP) rating of each diesel engine must correspond to the minimum power input recommended by the paired equipment manufacturer.	TSOR 3.2.2.1	Verification of the performance of the included diesel engines	Specification AND Certification		
M 8	Each diesel engine must develop its maximum torque at a speed less than the rated operating speed of the paired equipment.	TSOR 3.2.2.2	Verification of the performance of the included diesel engines	Specification AND Certification		

TECHNICAL BID EVALUATION PLAN

Appendix A

Item	Mandatory Criteria	Evaluation Factor/Reference	Evaluation	Method of Compliance	Compliant Yes/No	Bid Cross-Reference
M 9	Each diesel engine must operate continuously at the rated load for a minimum of 2 hours without refueling.	TSOR 3.2.2.4	Verification of the performance of the included diesel engines	Specification AND Certification		
M 10	The maximum rotational speed of any hydraulic motor fitted to the skimmer head must be less than 65 rotations per minute (RPM) at the maximum rated hydraulic flow.	TSOR 3.2.3.1	Verification of the characteristics of the hydraulic pump, motor, and hoses	Specification AND Technical Drawing		
M 11	The oil transfer pump must be self-priming.	TSOR 3.2.4.2	Verification of the characteristics of the Oil Transfer Pump	Specification		

TECHNICAL BID EVALUATION PLAN

Appendix A

Item	Mandatory Criteria	Evaluation Factor/Reference	Evaluation	Method of Compliance	Compliant Yes/No	Bid Cross-Reference
M12	The suction lift of the oil transfer pump must be at least 7 m.	TSOR 3.2.4.3	Verification of the characteristics of the Oil Transfer Pump	Specification		
M13	The total discharge head of the oil transfer pump must be at least 30 m.	TSOR 3.2.4.4	Verification of the characteristics of the Oil Transfer Pump	Specification		
M14	The pumping capacity of the oil transfer pump must be at least 20 cubic metres per hour.	TSOR 3.2.4.5	Verification of the characteristics of the Oil Transfer Pump	Specification		
M15	The nominal length, width, or diameter of the skimmer head must be no greater than 1.2 meters.	TSOR 3.9.1.2	Verification of the physical construction of the skimmer head	Specification AND Technical Drawing		
M16	The total nominal mass of the skimmer head must be no greater than 60 kilograms.	TSOR 3.9.1.3	Verification of the physical construction of the skimmer head	Specification AND Technical Drawing		

TECHNICAL BID EVALUATION PLAN
Appendix A

Item	Mandatory Criteria	Evaluation Factor/Reference	Evaluation	Method of Compliance	Compliant Yes/No	Bid Cross-Reference
M 17	All elements of the Portable Skimmer (i.e. Hydraulic Power Unit, Oil Transfer Pump, Skimmer Head, and all necessary accessories) must fit securely within the storage container provided allowing for safe access of system components.	TSOR 3.14.1.1	Verification of the layout of the Portable Skimmer Package when stored within the container	Description AND Technical Drawing of system layout within container		
M 18	The Respondent's Quality Management System must comply with those requirements stipulated in ISO 9001:2008 (ideally ISO 9001:2015)- Quality Management	SOW 3.2	Verification of the Respondent's quality management systems with reference to the stipulated ISO 9001:2008 (ideally ISO	Description AND Certification		

TECHNICAL BID EVALUATION PLAN

Appendix A

Item	Mandatory Criteria	Evaluation Factor/Reference	Evaluation	Method of Compliance	Compliant Yes/No	Bid Cross-Reference
	Systems as specified in the SOW.		9001:2015) standards.			
M 19	<p>The Respondent must have successfully* provided portable skimmer packages for two (2) different customers with each contract containing the following terms:</p> <p>(a) Deliveries made after January 1 2008;</p> <p>(b) Delivery of a minimum of 5 portable skimmer packages;</p> <p>(c) Customer must be from one of the following categories:</p> <p>(1) Oil and Gas Industry;</p> <p>(2) Marine Spill Response Agency;</p> <p>or</p> <p>(3) Government / Department / Agency</p>	Proven Experience	<p>Verification of the Respondent's recent experience conducting large-scale asset procurements with particular agencies.</p>	<p>Invoice for each completed contract AND</p> <p>Quality Acceptance Letter for each completed contract</p>		

TECHNICAL BID EVALUATION PLAN
Appendix A

Item	Mandatory Criteria	Evaluation Factor/Reference	Evaluation	Method of Compliance	Compliant Yes/No	Bid Cross-Reference
	*met delivery and quality requirements as stipulated in the contract.					

ANNEX 1 to PART 5 OF THE BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.
- OR
- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)