



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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**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**

Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

|   |  |
|---|--|
| <b>Title - Sujet</b><br>Washer & Dryer Maintenance Services   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W6854-180081/A  | <b>Date</b><br>2018-03-01  |
| <b>Client Reference No. - N° de référence du client</b><br>W6854-180081   |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$TOR-202-7497  |  |
| <b>File No. - N° de dossier</b><br>TOR-7-40151 (202)  | <b>CCC No./N° CCC - FMS No./N° VME</b>                                     |
| <b>Solicitation Closes - L'invitation prend fin<br/>at - à 02:00 PM<br/>on - le 2018-04-11</b>  | <b>Time Zone<br/>Fuseau horaire</b><br>Eastern Daylight Saving<br>Time EDT |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>   |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Essa, Zobia  | <b>Buyer Id - Id de l'acheteur</b><br>tor202                               |
| <b>Telephone No. - N° de téléphone</b><br>(905) 615-2080 ( )  | <b>FAX No. - N° de FAX</b><br>( ) -  |
| <b>Destination - of Goods, Services, and Construction:<br/>Destination - des biens, services et construction:</b><br>DEPARTMENT OF NATIONAL DEFENCE<br>CFB Borden<br>1000, Bldg P-235<br>16 Ramillies Road<br>Borden<br>Ontario<br>L0M1C0<br>Canada |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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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 Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, DND 626 Task Authorization Form and any other annexes.

### **1.2 Summary**

The Department of National Defence has a requirement for Washer and Dryer maintenance at Canadian Forces Base (CFB) Borden, Borden, Ontario. A Task Authorization Contract will be issued to a single supplier, who will perform maintenance services on washers and dryers. The contract will be issued for one year, with the option to extend by up to four additional 1 year period(s).

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).

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

### **1.3 Debriefings**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 90 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.

### 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 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

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

## **2.6 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site.

Arrangements have been made for the site visit to be held at:

Canadian Forces Base (CFB) Borden,  
Location: 16 Ramillies Road - Building P-154, Room 234, Borden, ON  
Date: Tuesday, 20 March 2018.  
Time: The site visit will begin at 10:00 EDT.

Bidders must communicate with the Contracting Authority no later than Monday, 19 March 2018, 1 PM EDT, to confirm attendance and provide the name(s) of the person(s) who will attend.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (4 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy 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.

#### **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.

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

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

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

#### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "D" Electronic Payment Instruments, to identify which ones are accepted.

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W6854-180081/A  
Client Ref. No. - N° de réf. du client  
W6854-180081

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-7-40151

Buyer ID - Id de l'acheteur  
TOR202  
CCC No./N° CCC - FMS No./N° VME

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If Annex "D" 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.

**Section III: Certifications**

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



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## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1. Mandatory Technical Criteria**

See Annex C "Mandatory Technical Criteria"

#### **4.1.2 Financial Evaluation**

Bidders must submit pricing for all sections in Annex B, Basis of Payment, with their bid at bid closing.

The Total Evaluated Price will be the sum of the Total Extended Prices for the Firm and Option Years at Annex B, Basis of Payment.

This will be calculated as:

- a) for item 1, Firm Requirement this will be calculated by multiplying the Estimated Number of Units Per Year by the Firm Unit Price;
- b) for item 2.1, Service Calls, this will be calculated by multiplying the Estimated Annual Calls by the Firm Unit Price;
- c) for item 2.2.1 and 2.2.2, this will be calculated by multiplying the Estimated Annual Hours by the Firm Unit Price;
- d) for item 2.2.3, this will be calculated by multiplying the Estimated Number of Units by the Firm Unit Price.

Item 4, Equipment Repair and Replacement Parts will not form part of the financial evaluation.

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

### **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.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](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.

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Statement of Work

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

#### 6.1.1 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.

##### 6.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form".
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 Project Authority within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 6.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$25,000, Applicable Taxes included, inclusive of any revisions.

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

##### 6.1.1.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,  
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and  
  
"Minimum Contract Value" means 10% of the Maximum Contract Value.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **6.1.2.1.4 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Project Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

### **6.2 Standard Clauses and Conditions**

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

#### **6.2.1 General Conditions**

[2035](#) (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **6.3 Security Requirements**

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 May 3, 2018 to April 30, 2019 inclusive.

#### **6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to four additional 1 year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

### **6.5 Authorities**

#### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Zobia Essa  
Title: Intern Officer  
Public Services and Procurement Canada  
Branch: Acquisitions Branch

Solicitation No. - N° de l'invitation  
W6854-180081/A  
Client Ref. No. - N° de réf. du client  
W6854-180081

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-7-40151

Buyer ID - Id de l'acheteur  
TOR202  
CCC No./N° CCC - FMS No./N° VME

Address: 33 City Centre Drive, Suite 480C  
Mississauga, Ontario  
L5B 2N5

Telephone: 905-615-2080  
Facsimile: 905-615-2060  
E-mail address: [zobia.essa@pwgsc-tpsgc.gc.ca](mailto:zobia.essa@pwgsc-tpsgc.gc.ca)

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

#### **6.5.2 Project Authority (to be filled out at contract award)**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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

#### **6.5.3 Contractor's Representative (to be filled out by bidder):**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### **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**

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment in Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the **limitation of expenditure** 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.

#### **6.7.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_ (*insert 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.

#### **6.7.3 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

#### **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

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2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Project Authority identified under the section entitled "Authorities" of the Contract.

## 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.

### 6.10 Applicable Laws

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

### 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) the general conditions [2035](#) (2016-04-04), Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations
- (f) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

### 6.12 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

### 6.13 Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance - No Specific Requirement

### 6.14 Canadian Forces Site Regulations

SACC Manual clause [A9062C](#) (2011-05-16), Canadian Forces Site Regulations

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## ANNEX "A" STATEMENT OF WORK

### Industrial and Residential Washer and Dryer Maintenance, Inspection & Repair Services

#### 1. Background

Real Properties Operations Detachment Borden (RP Ops Det. Borden) is responsible for all of the maintenance/inspection and repair of all industrial and residential style washers and dryers at Canadian Forces Base Borden (CFB) Borden, Ontario. In the performance of this responsibility, there exists a requirement for a scheduled inspection, maintenance and repair program to execute all Task Authorizations (TA) in support of Rations and Quarters Support Services (R&QSS) and Blackdown Park Units, CFB Borden, ON.

#### 2. Objective

The Contractor is responsible for scheduled inspections and to perform minor maintenance for approximately 900 identified washer and dryer units, and submissions of electronic reports to the Project Authority (PA) and to effect repairs, as and when requested, strictly adhering to the rules, codes and standards listed in Section 7, References of the Statement of Work.

#### 3. Scope

##### 3.1 R&QSS

Contractor must supply all labour, equipment, materials and transportation to provide on-site, on an "as and when requested basis", inspections of identified washers or dryers in the buildings where the units are located. The work must commence within 3 working days of notification and a detailed electronic report in English will be provided within 10 working days of completion of inspections to the PA. The report must include, the make, model# and serial# and an estimated cost of repairs required per unit. The machines are at the various buildings located within CFB Borden, and are of the following makes and models:

##### 3.1.1 Washers:

- i. Amana;
- ii. Estate;
- iii. GE;
- iv. Maytag;
- v. Westinghouse;
- vi. Whirlpool.

##### 3.1.2 Dryers:

- i. Amana;
- ii. GE;
- iii. Maytag;
- iv. Hotpoint;
- v. Moffat;
- vi. Whirlpool.

##### 3.1.3 DND will provide a storage area for the Contractor to store spare parts in Room 107 at Bldg. P-144 (675 Dieppe Rd.) CFB Borden. All parts will be delivered within 7 days unless the Unit Representative is notified of a delay in delivery by the Contractor;



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- 3.1.4 The Contractor may salvage spare parts from units that are earmarked for disposal and use them for repairs at no charge for the used parts, and a labour only cost to the Unit Representative;
- 3.1.5 The Unit Representative is responsible for the transportation of all units designated for disposal and will be contacted by the PA. When transportation is required, Unit Representative will be notified by the PA so that the Unit Representative may keep their own records current;
- 3.1.6 The Unit Representative is responsible for the security of the spare parts facility as long as the Contractor completes their due diligence which includes but not limited to securing all doors and turning of lights;
- 3.1.7 Upon the expiration of this contract, the Contractor has seven (7) days to remove all parts and equipment that are not the property of the DND from the facility at Bldg P-144 (675 Dieppe Rd.);
- 3.1.8 Building access and work timings will be coordinated with PA. The Contractor will responsible to sign-in and out at Building P-144 when repairing machines that have been swapped out. The Contractor will also be responsible to sign-out building keys to barracks at building O-159 (66 El Alemein Rd.);
- 3.1.9 Any repairs which cannot be completed at the on-site location and in a timely manner, (2 working days) the PA will be notified immediately so arrangements can be made for R&QSS to swap out the unit to maintain continuity of service;
- 3.1.10 All units that are to be swapped out shall be disconnected from all electrical, plumbing and exhaust systems by the Contractor prior to notifying the PA.

### 3.2 Blackdown Park

The Contractor must supply all labour, equipment, materials and transportation to provide seven monthly on-site inspections of 25 identified washer or dryer units per month, for a total of 175 guaranteed units, where they are located, for the period of 03 May to 31 October in year 1, and from 01 April to 31 October in the option years; and provide a detailed electronic report in English within 2 working days of completion of inspections to the PA. The report must include the make, model# and serial# as well as an estimated cost of repairs required per unit for a minimum of 175 washer and dryer units, in various buildings located at Blackdown Park of the following makes and models:

#### 3.2.1 Washers:

- i. White-Westinghouse: Model Number BW225ES0;
- ii. General Electric: Model Numbers GJXR2130B1WW, GJSR2130AOWW, and GJSR2130B1WW;
- iii. Amana: Model Number NAV8800EWW; and
- iv. Inglis: Model Number IV45000.

#### 3.2.2 Dryers:

- i. White-Westinghouse: Model Number BD275ES0;
- ii. Amana: Model Number NDE7800AZW; and

iii. Inglis: Model Number IV85001.

- 3.2.3 All inspections must take place on site at the ablution buildings located at Blackdown Park, CFB Borden;
- 3.2.4 Upon receipt of these reports, a decision will be made as to which repairs will take place and which units will be sent for disposal due to being beyond economical repair (BER) within 48 hours of receipt of these reports and notify the PA;
- 3.2.5 All repairs to inspected units must be done on site at the locations within Blackdown Park;
- 3.2.6 DND will provide a storage area for the Contractor to store spare parts in Room 107 at Bldg P-144 (675 Dieppe Rd. CFB Borden). All parts will be delivered within 7 days unless the client is notified of a delay in delivery by the Contractor.
- 3.2.7 The Unit Representative is responsible for the transportation of all units designated for disposal;
- 3.2.8 Upon the expiration of this contract, the Contractor has seven (7) days to remove all parts and equipment that are not the property of the DND from the facility at Bldg. P-144;
- 3.2.9 Building access and work timings will be coordinated with PA. The Contractor will sign-in and out at Building BP-83 (51-Blackdown Rd.) for repair work to be done at Blackdown Park;
- 3.2.10 Any inspections over and above the minimum 175 listed above will be done on an individual TA basis for service, falling under the same parameters as listed within this document;
- 3.2.11 Cannibalization: The Contractor may salvage spare parts from units that are earmarked for disposal and use them for repairs with a labour only cost to the Unit Representative;
- 3.2.12 Winterization: The Contractor will be responsible to winterize all washers that have been deemed unnecessary for use during the winter months by the Unit Representative, and to ensure units are protected from damage caused by below freezing temperatures in the unheated buildings;
- 3.2.13 De-Winterization: The Contractor will be responsible to de-winterize all washers that had been winterized the previous fall and ensure that there is no residual anti-freeze in the units before machines are re-entered into service for the season.

**4. Industrial Washers and Dryers**

4.1 Unit Locations:

- i. Building O-111 (247 Cambrai Rd.) Base Supply;
- ii. Building A-262 (457a Hangar Rd.) Fire Training Area Hazmat Building;
- iii. Building BP-84 (15-Officers Lane) Blackdown Park Main Warehouse;
- iv. Building A-249 (384 Hangar Rd.);
- v. CFFA Training Centre;
- vi. Ablution Buildings BP-90 (114 Officers Lane);

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vii. Building BP-91 (29 Officers Lane)

4.2 The Contractor must supply all labour, equipment, materials and transportation to provide 1 Annual on-site inspection of the 10 identified Industrial washer or dryer units per year, where they are located, and provide a detailed electronic report in English within 10 working days of completion of inspections to the PA. The report must include an estimated cost of repairs required per unit for a maximum of 10 washer and dryer units, in various buildings located at CFB Borden;

4.3 The Inspections must include but not limited to the following items:

- i. Check operation of all manual, automatic and computerized controls and clean and adjust as required;
- ii. Check all electrical connections including the main disconnect switch and repair or adjust as required;
- iii. Check operation of all safety controls and ensure that they are all within the limits originally set by the manufacturer;
- iv. Check all Plumbing connections and repair or replace as necessary;
- v. Check and Ensure that all isolation valves for the washers are in working order;
- vi. Check all hoses, belts, filters and screens and replace as required;
- vii. Check all venting and vent hoods on dryers and repair as required;
- viii. Lubricate and adjust any mechanical moving parts as required and replace if necessary; and
- ix. Perform all other maintenance or checks as required by the original manufacturer's instructions.

## 5. Cannibalization

On an "as and when requested" basis, the Contractor will be required to cannibalize various Washers and Dryers that have been taken out of service due to being deemed "Beyond Economical Repair" (BER) and approved by the PA. The purpose of this task is to salvage any useable parts, so that they may be used in future repairs at no cost to the crown.

## 6. Winterization/De-Winterization

On an "as and when requested" basis, the Contractor will be required to come in and Winterize various Washers located at Blackdown Park during the late fall months. The purpose of this task is to protect the Washers from freezing, as the heat in the majority of the abolition buildings is turned off for the winter months.

Again on an "as and when requested" basis, the Contractor will be required to come in and De-Winterize the various Washers located at Blackdown Park during the spring as soon as the heat and water have been turned back on in the abolition buildings. The purpose of this task is to prepare the Washers for the upcoming season. This will require a complete flushing and testing of the functionality of the washer

## 7. References

All work must be performed in accordance with the latest editions of the following references:

- CAN/CSA C22.1-06 Canadian Electrical Code, Part 1 and all Local Amendments;
- Ontario Electrical Safety Code (OESC);
- CSA B149.1 Propane and Natural Gas Installation Code (Current Edition)
- CSA B149.3-15 - Code for the field approval of fuel-related components on appliances and equipment (Current Edition)
- National Building Code;
- CFB Borden Security Orders; and
- All other applicable CFB Borden Orders and industry codes and standards.

## 8. Tasks

- 8.1 Contractor is responsible performing a full cycle inspection of each individual unit ensuring that all units are performing to manufacturer's specifications and including, confirming units are plugged in, water hoses are connected tightly and dryer venting is connected. If the unit fails to function at this level, an electronic report of necessary repairs required to bring the unit up to maximum efficiency along with an estimate of costs of said repairs shall be submitted electronically to the PA;
- 8.2 Of the 900 units located within CFB Borden, only 175 units per year with Blackdown Park, and the 10 Industrial Washers and Dryers will be guaranteed for inspection during the period of the contract. All other inspections over and above the 175 guaranteed units and 10 Industrial units will be done on an "as and when requested" basis.
- 8.2.1 Contractor is responsible for minor repairs i.e. Replace control knobs; etc, but not limited to during the inspection process.
- 8.2.2 All inspections and repairs of units in this scope shall be done at the various buildings where the units are located.
- 8.2.3 All inspections and repairs of units in Section 3.2, Blackdown Park of this scope shall take place on site at the various ablution buildings located at Blackdown Park, CFB Borden.
- 8.2.4 On "as and when requested" Service Calls (which include 1-hour on-site labour), the Contractor will diagnose the issue, and if the Contractor has the required parts to repair the machine with them, they will remain on-site to complete repairs in accordance with the hourly rates identified in Annex B, Basis of Payment. Machines that require repairs exceeding the agreed upon dollar limit will be tagged by the Contractor as "Beyond Economical Repair" (BER) and will be disconnected from service, and will be removed by the Unit Representative;
- 8.2.5 The Contractor is responsible for the reclamation of usable parts from units deemed BER.

## 9. Deliverables

- 9.1 Every installation must be professionally installed to the specifications, drawings, directions as identified in Section 7, References.

- 9.2 Every installation must be tested and results provided to the PA and must meet or exceed the requirements and standards given in the references.
- 9.3 Any deviation from the specifications, drawings, directions or references must be approved prior to installation by the PA and updated and forwarded to CE contracts.
- 9.4 All inspections and repairs to washer and dryer units are to be accepted by the PA and the Unit Representative.

#### **10. Response Times:**

- 10.1 All TA's will be responded to, on-site, by a Contractor's Technician within one working day of official notification (e-mail, fax, telephone) by the PA.
- 10.2 All TA's that are deemed high priority (Health & Safety Issue) by the PA will be responded to on-site by Contractor's Technician within six (6) hrs of official notification ( e-mail, fax, telephone ) by the PA.

#### **11. Government-Furnished Property and Services**

- 11.1 All inspections of units belonging to R&QSS and the units belonging to Blackdown Park must be done on-site at various locations Base wide. In Room107 at Building P-144 (675 Dieppe Rd.) CFB Borden, Borden Ontario. The Contractor may also have use of Room 107 for storage of new parts plus spare parts reclaimed from units deemed for disposal.

ANNEX “B” BASIS OF PAYMENT

The Contractor will be paid firm unit pricing in Canadian funds including Canadian customs duties, excise taxes, transportation included, F.O.B. Destination. Applicable Taxes are extra, if applicable.

**Note:** *The estimated usages are based on previous history and forecast usage of this Contract and are for evaluation purposes only. This is made in good faith and does not represent an agreement by the Crown for the estimated quantity. Upon contract award, all wording in italics will be deleted*

Firm Period

For the period from 3 May 2018 to 30 April 2019 inclusive.

1. Firm Requirement

| Item                             | Requirement   | Estimated<br>Number of Units<br>Per Year | Firm Unit Price | Extended Price |
|----------------------------------|---|--|-----------------|----------------|
| 1.1 Blackdown Park               | The work must include all labour, material, tools, equipment and transportation required to provide 25 complete inspections per month during the period of May 3 to October 31 at Blackdown Park, CFB Borden for a total of 175 inspections per year. | 175                                      | \$ _____/unit   | \$ _____       |
| 1.2 Base Area and Blackdown Park | The work must include all labour, material, tools, equipment and transportation required to provide 10 complete Annual Inspections of Industrial Washers and Dryers at various locations within CFB Borden  | 10                                       | \$ _____/unit   | \$ _____       |
| SECTION 1 - EXTENDED PRICE (A)   |   |  |                 | \$ _____       |

## 2. As and When Requested Services

### 2.1 Service Calls

Including emergency calls, when authorized by the PA or representative will include one (1) hour of on-site productive labour, and other overhead costs. If the Task Authorization (TA) exceeds one (1) day, no additional TA rates will apply. The service call charge will not be applied if the Contractor is already on site for other work.

| Item                             | Description                                     | Estimated Annual Calls | Firm Unit Price | Extended Price |
|----------------------------------|---|------------------------|-----------------|----------------|
| 2.1.1                            | During regular working hours (Monday to Friday) | 250 calls              | \$ /call        | \$             |
| 2.1.2                            | Outside regular working hours (Monday Saturday) | 1 calls                | \$ /call        | \$             |
| 2.1.3                            | Sunday and Stat. Holidays (Monday to Saturday)  | 1 calls                | \$ /call        | \$             |
| SECTION 2.1 - EXTENDED PRICE (B) |   |                        |                 | \$             |

### 2.2 Labour Rates

#### 2.2.1 Technician

| Item                               | Description  | Estimated Annual Hours | Firm Unit Price | Extended Price |
|------------------------------------|--|------------------------|-----------------|----------------|
| 2.2.1.1                            | During regular working hours (Monday to Friday)    | 120 hours              | \$ /hour        | \$             |
| 2.2.1.2                            | Outside regular working hours (Monday to Saturday) | 1 hour                 | \$ /hour        | \$             |
| 2.2.1.3                            | Sunday and Stat. Holidays (Monday to Saturday)     | 1 hour                 | \$ /hour        | \$             |
| SECTION 2.2.1 - EXTENDED PRICE (C) |  |                        |                 | \$             |

#### 2.2.2 Helper

| Item                               | Description  | Estimated Annual Hours | Firm Unit Price | Extended Price |
|------------------------------------|--|------------------------|-----------------|----------------|
| 2.2.2.1                            | During regular working hours (Monday to Friday)    | 30 hours               | \$ /hour        | \$             |
| 2.2.2.2                            | Outside regular working hours (Monday to Saturday) | 1 hour                 | \$ /hour        | \$             |
| 2.2.2.3                            | Sunday and Stat. Holidays (Monday to Saturday)     | 1 hour                 | \$ /hour        | \$             |
| SECTION 2.2.2 - EXTENDED PRICE (D) |  |                        |                 | \$             |

Solicitation No. - N° de l'invitation  
W6854-180081/A  
Client Ref. No. - N° de réf. du client  
W6854-180081

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-7-40151

Buyer ID - Id de l'acheteur  
TOR202  
CCC No./N° CCC - FMS No./N° VME

### 2.3 Miscellaneous Services

| Item                               | Description                           | Estimated<br>Number of Units | Firm Unit Price | Extended Price |
|------------------------------------|---------------------------------------|------------------------------|-----------------|----------------|
| 2.2.3.1                            | Cannibalization of Washers and Dryers | 40                           | \$ /Unit        | \$             |
| 2.2.3.2                            | Winterization of Washers              | 55                           | \$ /Unit        | \$             |
| 2.2.3.3                            | De-Winterization of Washers           | 55                           | \$ /Unit        | \$             |
| 2.2.3.4                            | R&QSS Inspections                     | 100                          | \$ /Unit        | \$             |
| SECTION 2.2.3 - EXTENDED PRICE (E) |                                       |                              |                 | \$             |

**TOTAL EXTENDED PRICE – YEAR 1 (A+B+C+D+E) \$**

### 3. Definition of a Day / Proration

- 3.1 A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:
- 3.2 Regular working hours are defined as 7:30 a.m. to 4:30 p.m. local time. Monday to Friday inclusive, excluding statutory holidays.

### 4. Equipment Repair and Replacement Parts (in regards to the work in Section 2)

Equipment repair and replacement parts supplied by the Contractor, other than free issue, will be priced at Contractor's laid down cost plus a mark-up of \_\_\_\_\_ percent.

### 5. Laid Down Cost - Mark-up

Laid down Cost will be defined as the cost incurred by a supplier to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.



Solicitation No. - N° de l'invitation  
W6854-180081/A  
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Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-7-40151

Buyer ID - Id de l'acheteur  
TOR202  
CCC No./N° CCC - FMS No./N° VME

**Option Period 1 – Year 2**

**For the period from 1 May 2019 to 30 April 2020 inclusive.**

**1. Firm Requirement**

| Item                                    | Requirement   | Estimated<br>Number of Units<br>Per Year | Firm Unit Price | Extended Price |
|---|---|--|-----------------|----------------|
| <b>1.1 Blackdown Park</b>               | The work must include all labour, material, tools, equipment and transportation required to provide 25 complete inspections per month during the period of April 1 to October 31 at Blackdown Park, CFB Borden for a total of 175 inspections per year. | 175                                      | \$ _____/unit   | \$ _____       |
| <b>1.2 Base Area and Blackdown Park</b> | The work must include all labour, material, tools, equipment and transportation required to provide 10 complete Annual Inspections of Industrial Washers and Dryers at various locations within CFB Borden  | 10                                       | \$ _____/unit   | \$ _____       |
| <b>SECTION 1 - EXTENDED PRICE (A)</b>   |   |  |                 | \$ _____       |

## 2. As and When Requested Services

### 2.1 Service Calls

Including emergency calls, when authorized by the PA or representative will include one (1) hour of on-site productive labour, and other overhead costs. If the Task Authorization (TA) exceeds one (1) day, no additional TA rates will apply. The service call charge will not be applied if the Contractor is already on site for other work.

| Item                                     | Description                                     | Estimated Annual Calls | Firm Unit Price | Extended Price |
|--|---|------------------------|-----------------|----------------|
| 2.1.1                                    | During regular working hours (Monday to Friday) | 250 calls              | \$ ____/call    | \$ ____        |
| 2.1.2                                    | Outside regular working hours (Monday Saturday) | 1 calls                | \$ ____/call    | \$ ____        |
| 2.1.3                                    | Sunday and Stat. Holidays (Monday to Saturday)  | 1 calls                | \$ ____/call    | \$ ____        |
| SECTION 2.1 - EXTENDED PRICE (B) \$ ____ |   |                        |                 |                |

### 2.2 Labour Rates

#### 2.2.1 Technician

| Item                                       | Description  | Estimated Annual Hours | Firm Unit Price | Extended Price |
|--|--|------------------------|-----------------|----------------|
| 2.2.1.1                                    | During regular working hours (Monday to Friday)    | 120 hours              | \$ ____/hour    | \$ ____        |
| 2.2.1.2                                    | Outside regular working hours (Monday to Saturday) | 1 hour                 | \$ ____/hour    | \$ ____        |
| 2.2.1.3                                    | Sunday and Stat. Holidays (Monday to Saturday)     | 1 hour                 | \$ ____/hour    | \$ ____        |
| SECTION 2.2.1 - EXTENDED PRICE (C) \$ ____ |  |                        |                 |                |

#### 2.2.2 Helper

| Item                                       | Description  | Estimated Annual Hours | Firm Unit Price | Extended Price |
|--|--|------------------------|-----------------|----------------|
| 2.2.2.1                                    | During regular working hours (Monday to Friday)    | 30 hours               | \$ ____/hour    | \$ ____        |
| 2.2.2.2                                    | Outside regular working hours (Monday to Saturday) | 1 hour                 | \$ ____/hour    | \$ ____        |
| 2.2.2.3                                    | Sunday and Stat. Holidays (Monday to Saturday)     | 1 hour                 | \$ ____/hour    | \$ ____        |
| SECTION 2.2.2 - EXTENDED PRICE (D) \$ ____ |  |                        |                 |                |

**2.2.3 Miscellaneous Services**

| Item                               | Description                           | Estimated<br>Number of Units | Firm Unit Price | Extended Price |
|------------------------------------|---------------------------------------|------------------------------|-----------------|----------------|
| 2.2.3.1                            | Cannibalization of Washers and Dryers | 40                           | \$ /Unit        | \$             |
| 2.2.3.2                            | Winterization of Washers              | 55                           | \$ /Unit        | \$             |
| 2.2.3.3                            | De-Winterization of Washers           | 55                           | \$ /Unit        | \$             |
| 2.2.3.4                            | R&QSS Inspections                     | 100                          | \$ /Unit        | \$             |
| SECTION 2.2.3 - EXTENDED PRICE (E) |                                       |                              |                 | \$             |
| Item                               | Description                           | Estimated<br>Number of Units | Firm Unit Price | Extended Price |
| 2.2.3.1                            | Cannibalization of Washers and Dryers | 40                           | \$ /Unit        | \$             |
| 2.2.3.2                            | Winterization of Washers              | 55                           | \$ /Unit        | \$             |
| 2.2.3.3                            | De-Winterization of Washers           | 55                           | \$ /Unit        | \$             |
| 2.2.3.4                            | R&QSS Inspections                     | 100                          | \$ /Unit        | \$             |
| SECTION 2.2.3 - EXTENDED PRICE (E) |                                       |                              |                 | \$             |

**TOTAL EXTENDED PRICE – OPTION PERIOD 1, YEAR 2 (A+B+C+D+E) \$**

**3. Definition of a Day / Proration**

3.1 A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

3.2 Regular working hours are defined as 7:30 a.m. to 4:30 p.m. local time. Monday to Friday inclusive, excluding statutory holidays.

**4. Equipment Repair and Replacement Parts** (in regards to the work in Section 2)

Equipment repair and replacement parts supplied by the Contractor, other than free issue, will be priced at Contractor's laid down cost plus a mark-up of \_\_\_\_\_ percent.

**5. Laid Down Cost - Mark-up**

Laid down Cost will be defined as the cost incurred by a supplier to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.

Option Period 2 – Year 3

For the period from 1 May 2020 to 30 April 2021 inclusive.

1. Firm Requirement

| Item                           | Requirement  | Estimated<br>Number of Units<br>Per Year | Firm Unit Price | Extended Price |
|--------------------------------|--|--|-----------------|----------------|
| 1.1                            | <b>Blackdown Park</b><br>The work must include all labour, material, tools, equipment and transportation required to provide 25 complete inspections per month during the period of April 1 to October 31 at Blackdown Park, CFB Borden for a total of 175 inspections per year. | 175                                      | \$ _____/unit   | \$ _____       |
| 1.2                            | <b>Base Area and Blackdown Park</b><br>The work must include all labour, material, tools, equipment and transportation required to provide 10 complete Annual Inspections of Industrial Washers and Dryers at various locations within CFB Borden                                | 10                                       | \$ _____/unit   | \$ _____       |
| SECTION 1 - EXTENDED PRICE (A) |  |  |                 | \$ _____       |

2. As and When Requested Services

2.1 Service Calls

Including emergency calls, when authorized by the PA or representative will include one (1) hour of on-site productive labour, and other overhead costs. If the Task Authorization (TA) exceeds one (1) day, no additional TA rates will apply. The service call charge will not be applied if the Contractor is already on site for other work.

| Item                             | Description                                     | Estimated Annual Calls | Firm Unit Price | Extended Price |
|----------------------------------|---|------------------------|-----------------|----------------|
| 2.1.1                            | During regular working hours (Monday to Friday) | 250 calls              | \$ /call        | \$             |
| 2.1.2                            | Outside regular working hours (Monday Saturday) | 1 calls                | \$ /call        | \$             |
| 2.1.3                            | Sunday and Stat. Holidays (Monday to Saturday)  | 1 calls                | \$ /call        | \$             |
| SECTION 2.1 - EXTENDED PRICE (B) |   |                        |                 | \$             |

2.2 Labour Rates

2.2.1 Technician

| Item                               | Description  | Estimated Annual Hours | Firm Unit Price | Extended Price |
|------------------------------------|--|------------------------|-----------------|----------------|
| 2.2.1.1                            | During regular working hours (Monday to Friday)    | 120 hours              | \$ /hour        | \$             |
| 2.2.1.2                            | Outside regular working hours (Monday to Saturday) | 1 hour                 | \$ /hour        | \$             |
| 2.2.1.3                            | Sunday and Stat. Holidays (Monday to Saturday)     | 1 hour                 | \$ /hour        | \$             |
| SECTION 2.2.1 - EXTENDED PRICE (C) |  |                        |                 | \$             |

2.2.2 Helper

| Item                               | Description  | Estimated Annual Hours | Firm Unit Price | Extended Price |
|------------------------------------|--|------------------------|-----------------|----------------|
| 2.2.2.1                            | During regular working hours (Monday to Friday)    | 30 hours               | \$ /hour        | \$             |
| 2.2.2.2                            | Outside regular working hours (Monday to Saturday) | 1 hour                 | \$ /hour        | \$             |
| 2.2.2.3                            | Sunday and Stat. Holidays (Monday to Saturday)     | 1 hour                 | \$ /hour        | \$             |
| SECTION 2.2.2 - EXTENDED PRICE (D) |  |                        |                 | \$             |

**2.2.3 Miscellaneous Services**

| Item                               | Description                           | Estimated<br>Number of Units | Firm Unit Price | Extended Price |
|------------------------------------|---------------------------------------|------------------------------|-----------------|----------------|
| 2.2.3.1                            | Cannibalization of Washers and Dryers | 40                           | \$ /Unit        | \$             |
| 2.2.3.2                            | Winterization of Washers              | 55                           | \$ /Unit        | \$             |
| 2.2.3.3                            | De-Winterization of Washers           | 55                           | \$ /Unit        | \$             |
| 2.2.3.4                            | R&QSS Inspections                     | 100                          | \$ /Unit        | \$             |
| SECTION 2.2.3 - EXTENDED PRICE (E) |                                       |                              |                 | \$             |

**TOTAL EXTENDED PRICE – OPTION PERIOD 2, YEAR 3 (A+B+C+D+E) \$**

**3. Definition of a Day / Proration**

3.1 A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

3.2 Regular working hours are defined as 7:30 a.m. to 4:30 p.m. local time. Monday to Friday inclusive, excluding statutory holidays.

**4. Equipment Repair and Replacement Parts** (in regards to the work in Section 2)

Equipment repair and replacement parts supplied by the Contractor, other than free issue, will be priced at Contractor's laid down cost plus a mark-up of \_\_\_\_ percent.

**5. Laid Down Cost - Mark-up**

Laid down Cost will be defined as the cost incurred by a supplier to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.

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**Option Period 3 – Year 4**

**For the period from 1 May 2021 to 30 April 2022 inclusive.**

**1. Firm Requirement**

| Item                                    | Requirement   | Estimated<br>Number of Units<br>Per Year | Firm Unit Price | Extended Price |
|---|---|--|-----------------|----------------|
| <b>1.1 Blackdown Park</b>               | The work must include all labour, material, tools, equipment and transportation required to provide 25 complete inspections per month during the period of April 1 to October 31 at Blackdown Park, CFB Borden for a total of 175 inspections per year. | 175                                      | \$ _____/unit   | \$ _____       |
| <b>1.2 Base Area and Blackdown Park</b> | The work must include all labour, material, tools, equipment and transportation required to provide 10 complete Annual Inspections of Industrial Washers and Dryers at various locations within CFB Borden  | 10                                       | \$ _____/unit   | \$ _____       |
| <b>SECTION 1 - EXTENDED PRICE (A)</b>   |   |  |                 | \$ _____       |

2. As and When Requested Services

2.1 Service Calls

Including emergency calls, when authorized by the PA or representative will include one (1) hour of on-site productive labour, and other overhead costs. If the Task Authorization (TA) exceeds one (1) day, no additional TA rates will apply. The service call charge will not be applied if the Contractor is already on site for other work.

| Item                             | Description                                     | Estimated Annual Calls | Firm Unit Price | Extended Price |
|----------------------------------|---|------------------------|-----------------|----------------|
| 2.1.1                            | During regular working hours (Monday to Friday) | 250 calls              | \$ /call        | \$             |
| 2.1.2                            | Outside regular working hours (Monday Saturday) | 1 calls                | \$ /call        | \$             |
| 2.1.3                            | Sunday and Stat. Holidays (Monday to Saturday)  | 1 calls                | \$ /call        | \$             |
| SECTION 2.1 - EXTENDED PRICE (B) |   |                        |                 | \$             |

2.2 Labour Rates

2.2.1 Technician

| Item                               | Description  | Estimated Annual Hours | Firm Unit Price | Extended Price |
|------------------------------------|--|------------------------|-----------------|----------------|
| 2.2.1.1                            | During regular working hours (Monday to Friday)    | 120 hours              | \$ /hour        | \$             |
| 2.2.1.2                            | Outside regular working hours (Monday to Saturday) | 1 hour                 | \$ /hour        | \$             |
| 2.2.1.3                            | Sunday and Stat. Holidays (Monday to Saturday)     | 1 hour                 | \$ /hour        | \$             |
| SECTION 2.2.1 - EXTENDED PRICE (C) |  |                        |                 | \$             |

2.2.2 Helper

| Item                               | Description  | Estimated Annual Hours | Firm Unit Price | Extended Price |
|------------------------------------|--|------------------------|-----------------|----------------|
| 2.2.2.1                            | During regular working hours (Monday to Friday)    | 30 hours               | \$ /hour        | \$             |
| 2.2.2.2                            | Outside regular working hours (Monday to Saturday) | 1 hour                 | \$ /hour        | \$             |
| 2.2.2.3                            | Sunday and Stat. Holidays (Monday to Saturday)     | 1 hour                 | \$ /hour        | \$             |
| SECTION 2.2.2 - EXTENDED PRICE (D) |  |                        |                 | \$             |



2.2.3 Miscellaneous Services

| Item                               | Description                           | Estimated<br>Number of Units | Firm Unit Price | Extended Price |
|------------------------------------|---------------------------------------|------------------------------|-----------------|----------------|
| 2.2.3.1                            | Cannibalization of Washers and Dryers | 40                           | \$ /Unit        | \$             |
| 2.2.3.2                            | Winterization of Washers              | 55                           | \$ /Unit        | \$             |
| 2.2.3.3                            | De-Winterization of Washers           | 55                           | \$ /Unit        | \$             |
| 2.2.3.4                            | R&QSS Inspections                     | 100                          | \$ /Unit        | \$             |
| SECTION 2.2.3 - EXTENDED PRICE (E) |                                       |                              |                 | \$             |

TOTAL EXTENDED PRICE – OPTION PERIOD 3, YEAR 4 (A+B+C+D+E) \$ \_\_\_\_\_

3. Definition of a Day / Proration

- 3.1 A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:
- 3.2 Regular working hours are defined as 7:30 a.m. to 4:30 p.m. local time. Monday to Friday inclusive, excluding statutory holidays.

4. Equipment Repair and Replacement Parts (in regards to the work in Section 2)

Equipment repair and replacement parts supplied by the Contractor, other than free issue, will be priced at Contractor's laid down cost plus a mark-up of \_\_\_\_\_ percent.

5. Laid Down Cost - Mark-up

Laid down Cost will be defined as the cost incurred by a supplier to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.

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**Option Period 4 – Year 5**

**For the period from 1 May 2022 to 30 April 2023 inclusive.**

**1. Firm Requirement**

| Item                                  | Requirement   | Estimated<br>Number of Units<br>Per Year | Firm Unit Price | Extended Price |
|---------------------------------------|---|--|-----------------|----------------|
| 1.1 Blackdown Park                    | The work must include all labour, material, tools, equipment and transportation required to provide 25 complete inspections per month during the period of April 1 to October 31 at Blackdown Park, CFB Borden for a total of 175 inspections per year. | 175                                      | \$ _____/unit   | \$ _____       |
| 1.2 Base Area and Blackdown Park      | The work must include all labour, material, tools, equipment and transportation required to provide 10 complete Annual Inspections of Industrial Washers and Dryers at various locations within CFB Borden  | 10                                       | \$ _____/unit   | \$ _____       |
| <b>SECTION 1 - EXTENDED PRICE (A)</b> |   |  |                 | \$ _____       |

2. As and When Requested Services

2.1 Service Calls

Including emergency calls, when authorized by the PA or representative will include one (1) hour of on-site productive labour, and other overhead costs. If the Task Authorization (TA) exceeds one (1) day, no additional TA rates will apply. The service call charge will not be applied if the Contractor is already on site for other work.

| Item                             | Description                                     | Estimated Annual Calls | Firm Unit Price | Extended Price |
|----------------------------------|---|------------------------|-----------------|----------------|
| 2.1.1                            | During regular working hours (Monday to Friday) | 250 calls              | \$ /call        | \$             |
| 2.1.2                            | Outside regular working hours (Monday Saturday) | 1 calls                | \$ /call        | \$             |
| 2.1.3                            | Sunday and Stat. Holidays (Monday to Saturday)  | 1 calls                | \$ /call        | \$             |
| SECTION 2.1 - EXTENDED PRICE (B) |   |                        |                 | \$             |

2.2 Labour Rates

2.2.1 Technician

| Item                               | Description  | Estimated Annual Hours | Firm Unit Price | Extended Price |
|------------------------------------|--|------------------------|-----------------|----------------|
| 2.2.1.1                            | During regular working hours (Monday to Friday)    | 120 hours              | \$ /hour        | \$             |
| 2.2.1.2                            | Outside regular working hours (Monday to Saturday) | 1 hour                 | \$ /hour        | \$             |
| 2.2.1.3                            | Sunday and Stat. Holidays (Monday to Saturday)     | 1 hour                 | \$ /hour        | \$             |
| SECTION 2.2.1 - EXTENDED PRICE (C) |  |                        |                 | \$             |

2.2.2 Helper

| Item                               | Description  | Estimated Annual Hours | Firm Unit Price | Extended Price |
|------------------------------------|--|------------------------|-----------------|----------------|
| 2.2.2.1                            | During regular working hours (Monday to Friday)    | 30 hours               | \$ /hour        | \$             |
| 2.2.2.2                            | Outside regular working hours (Monday to Saturday) | 1 hour                 | \$ /hour        | \$             |
| 2.2.2.3                            | Sunday and Stat. Holidays (Monday to Saturday)     | 1 hour                 | \$ /hour        | \$             |
| SECTION 2.2.2 - EXTENDED PRICE (D) |  |                        |                 | \$             |

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**2.2.3 Miscellaneous Services**

| Item                                      | Description                           | Estimated<br>Number of Units | Firm Unit Price | Extended Price |
|---|---------------------------------------|------------------------------|-----------------|----------------|
| 2.2.3.1                                   | Cannibalization of Washers and Dryers | 40                           | \$ /Unit        | \$             |
| 2.2.3.2                                   | Winterization of Washers              | 55                           | \$ /Unit        | \$             |
| 2.2.3.3                                   | De-Winterization of Washers           | 55                           | \$ /Unit        | \$             |
| 2.2.3.4                                   | R&QSS Inspections                     | 100                          | \$ /Unit        | \$             |
| <b>SECTION 2.2.3 - EXTENDED PRICE (E)</b> |                                       |                              |                 | <b>\$</b>      |

**TOTAL EXTENDED PRICE – OPTION PERIOD 4, YEAR 5 (A+B+C+D+E) \$**

**3. Definition of a Day / Proration**

3.1 A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

3.2 Regular working hours are defined as 7:30 a.m. to 4:30 p.m. local time. Monday to Friday inclusive, excluding statutory holidays.

**4. Equipment Repair and Replacement Parts (in regards to the work in Section 2)**

Equipment repair and replacement parts supplied by the Contractor, other than free issue, will be priced at Contractor's laid down cost plus a mark-up of \_\_\_\_\_ percent.

**5. Laid Down Cost - Mark-up**

Laid down Cost will be defined as the cost incurred by a supplier to acquire a specific product or service to the government, exclusive of the Goods and Services Tax and/or the Harmonized Sales Tax. The "Mark-up" includes applicable purchasing expense (less trade discounts), internal handling and general and administrative expenses plus profit.

**Total Evaluated Price: Total Extended Prices of YEAR 1 + OPTION PERIOD 1 + OPTION PERIOD 2 + OPTION PERIOD 3 + OPTION PERIOD 4 = Bid Price**

**Total Extended Price of YEAR 1:** \$ \_\_\_\_\_  
**Total Extended Price of OPTION PERIOD 1:** \$ \_\_\_\_\_  
**Total Extended Price of OPTION PERIOD 2:** \$ \_\_\_\_\_  
**Total Extended Price of OPTION PERIOD 3:** \$ \_\_\_\_\_  
**Total Extended Price of OPTION PERIOD 4:** \$ \_\_\_\_\_  
**Total Bid Price:** \$ \_\_\_\_\_

## ANNEX "C" Mandatory Technical Criteria

**Note to Bidders:** All Bidders must attend the Mandatory Site Visit identified at Part 2, Bidders Instructions of the Request for Proposal. Bidders who do not attend the Mandatory Site Visit will not be given an alternative appointment and their bid will be declared non-responsive.

| Item | Mandatory Technical Criteria   | Bidders should provide where in their bid they meet the Mandatory Technical Criteria |
|------|--|--|
| 1.   | Bidders must have a minimum five (5) years from the bid closing date trade experience as a technician of Industrial and Residential Washers and Dryers.  | Page or Section # _____  |
| 2.   | Bidders must provide documented proof that a minimum of one or more of their Washer & Dryer Technicians are certified by the Technical Standards and Safety Authority (TSSA as a Gas Technician 1 or 2. (Certified and Current as of the bid closing date)   | Page or Section # _____  |
| 3.   | <p>Bidders must provide details of one (1) contract similar* in size and scope to Annex A, Statement of Work, related to the inspection, maintenance and repair of Washers and Dryers with their bid at the time of bid closing. Details must include the following:</p> <p>a) length of contract;<br/>b) a brief work description; and<br/>c) the contract details and the name of the client.</p> <p><b>*Similar</b> – for the purposes of evaluation, means the extent of comparability in terms of scope, magnitude, operating environment and business sector compared to Annex A, Statement of Work.</p> | Page or Section # _____  |

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## **ANNEX “D” 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);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)

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**ANNEX “E” DND 626 TASK AUTHORIZATION FORM**

**TASK AUTHORIZATION**  
**AUTORISATION DES TÂCHES**

| All invoices/progress claims must show the reference Contract and Task numbers.<br>Toutes les factures doivent indiquer les numéros du contrat et de la tâche.   |   | Contract no. – N° du contrat  |
|--|---|---|
|  |   | Task no. – N° de la tâche   |
| Amendment no. – N° de la modification  | Increase/Decrease – Augmentation/Réduction  | Previous value – Valeur précédente  |
| To – À   | <b>TO THE CONTRACTOR</b><br><br>You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.<br><br>Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.             |   |
| Delivery location – Expédié à  | <b>À L'ENTREPRENEUR</b><br><br>Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.<br><br>Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat. |   |
| Delivery/Completion date – Date de livraison/d'achèvement  | Date  | for the Department of National Defence<br>pour le ministère de la Défense nationale |
| Contract item no.<br>N° d'article<br>du contrat  | Services  | Cost<br>Prix  |
|  |   |   |
|  |   | GST/HST<br>TPS/TVH  |
|  |   | Total   |
| <p><b>APPLICABLE ONLY TO PWGSC CONTRACTS:</b> The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.</p> <p><b>NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :</b> La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.</p> |   |   |
| for the Department of Public Works and Government Services<br>pour le ministère des Travaux publics et services gouvernementaux  |   |   |



## Instructions for completing DND 626 - Task Authorization

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

**Delivery location**  
Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**  
Completion date for the task.

**for the Department of National Defence**  
Signature of the DND person who has delegated **Authority** for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**  
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**  
The cost of the Task broken out into the individual costed items in **Services**.

**GST/HST**  
The GST/HST cost as appropriate.

**Total**  
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**  
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**  
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

## Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

**N° du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

**N° de la modification**  
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**  
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**À**  
Nom de l'entrepreneur.

**Expédiez à**  
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**  
Signature du représentant du MDN auquel on a délégué le **pouvoir d'approbation** en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**  
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ont à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**  
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**  
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**  
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**  
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Nota :**  
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.