



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave. Jaspe  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6  
Bid Fax: (780) 497-3510

**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**

<b>Title - Sujet</b> Big White Tent Repair	
<b>Solicitation No. - N° de l'invitation</b> W0127-1802CM/A	<b>Date</b> 2018-03-04
<b>Client Reference No. - N° de référence du client</b> W0127-1802CM	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-014-11333	
<b>File No. - N° de dossier</b> EDM-7-40251 (014)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-03-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Mountain Daylight Saving Time MDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lau, Chris	<b>Buyer Id - Id de l'acheteur</b> edm014
<b>Telephone No. - N° de téléphone</b> (780) 566-2195 ( )	<b>FAX No. - N° de FAX</b> (780) 497-3510
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE Canadian Manoeuvre Training Centre Building 650 Denwood Alberta T0B 1B0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada  
ATB Place North Tower  
10025 Jasper Ave./10025 ave Jasper  
5th floor/5e étage  
Edmonton  
Alberta  
T5J 1S6

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

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS .....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS .....	4
2.3 FORMER PUBLIC SERVANT ( <i>TO BE FILLED IN BY BIDDER</i> ) .....	4
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	6
2.6 MANDATORY SITE VISIT .....	6
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>6</b>
3.1 BID PREPARATION INSTRUCTIONS .....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION .....	8
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>8</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	8
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	8
<b>PART 6 – INSURANCE REQUIREMENTS.....</b>	<b>9</b>
6.1 INSURANCE REQUIREMENTS .....	9
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>9</b>
7.1 STATEMENT OF WORK.....	9
7.2 STANDARD CLAUSES AND CONDITIONS.....	11
7.3 SECURITY REQUIREMENTS .....	11
7.4 TERM OF CONTRACT .....	11
7.5 AUTHORITIES .....	11
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	12
7.7 PAYMENT .....	13
7.8 INVOICING INSTRUCTIONS .....	14
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	14
7.10 APPLICABLE LAWS.....	14
7.11 PRIORITY OF DOCUMENTS .....	14
7.12 CANADIAN FORCES SITE REGULATIONS.....	15
7.13 FOREIGN NATIONALS (CANADIAN CONTRACTOR <i>OR</i> FOREIGN CONTRACTOR).....	15
7.14 INSURANCE REQUIREMENTS .....	15
<b>ANNEX “A” .....</b>	<b>16</b>
STATEMENT OF WORK .....	16
<b>ANNEX “B” .....</b>	<b>17</b>
BASIS OF PAYMENT .....	17
<b>ANNEX “C” .....</b>	<b>18</b>

Solicitation No. - N° de l'invitation  
W0127-1802CM/A  
Client Ref. No. - N° de réf. du client  
W0127-1802CM

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-7-40251

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

---

MINIMUM MANDATORY CRITERIA .....	18
<b>ANNEX "D" TO PART 3 OF THE BID SOLICITATION .....</b>	<b>19</b>
ELECTRONIC PAYMENT INSTRUMENTS.....	19
<b>ANNEX "E" .....</b>	<b>20</b>
INSURANCE REQUIREMENTS.....	20
<b>ANNEX "F" .....</b>	<b>22</b>
DND 626 TASK AUTHORIZATION FORM.....	22

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, Minimum Mandatory Criteria, the Electronic Payment Instruments, the Insurance Requirements and the DND 626 Task Authorization Form.

### **1.2 Summary**

The Canadian Manoeuvre Training Centre (CMTC) located at 3rd Canadian Division Support Base Detachment Wainwright (3 CDSB Det Wainwright), Denwood, Alberta, requires on-site repair of seventeen (17) Warner Shelter Systems Limited (WSSL) softwall structures, hereafter referred to as Big White Tents (BWT).

All replacement parts will be OEM, no substitutes will be accepted.

Each of the BWT in the Range & Training Area (RTA) has been standing several years, and each of them has become subject to damages from use, weather, animals, or accidents. The BWT have also become homes, at one time or another, to one or more species of wildlife including deer mice and pigeons and, therefore, have the potential for accumulated Hantavirus particles. While regular repairs and cleaning have been undertaken, there were a number of heavy storms in the previous autumn that have added to the normally occurring wear and tear.

The period of the Contract is from date of Contract to **2018-03-31** inclusive.

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA and the Canadian Free Trade Agreement (CFTA).

There is a mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to PROTECTED information, assets or sites. 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.

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

#### 2.1.1 SACC Manual Clauses

[B4024T](#) (2017-07-01), No Substitute Products

### 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 (*To be filled in by bidder*)

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 five (5) 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 Alberta.

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 **0900 hours, March 7, 2018**, Building 650 in the Canteen, Garrison Wainwright, Denwood, AB. Mandatory Personal Protective Equipment (see Section below) must be worn for the duration of the mandatory site visit.

Bidders must communicate with the Contracting Authority no later than **Tuesday, March 6, 2018 at 3:00pm MST** 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 (1 hard copy)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

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

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

**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.

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.

#### **3.1.3 Exchange Rate Fluctuation**

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

### **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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

Bidders must meet all Mandatory Technical Criteria identified in Annex "C" to be considered further in the evaluation process.

#### 4.1.2 Financial Evaluation

The total assessed bid price quoted in Annex "B" - Basis of Payment will be determined by:

The firm unit price for each item will be multiplied by its respective estimated annual usage to determine the Total Extended Price for each year.

The total extended prices for each year will be added together to obtain the total assessed bid price.

#### 4.2 Basis of Selection

##### 4.2.1 Mandatory Technical Criteria

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

### PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

#### 5.1 Certifications Required with the Bid

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

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

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

#### 5.2 Certifications Precedent to Contract Award and Additional Information

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

##### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](#) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), 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.

## PART 6 – INSURANCE REQUIREMENTS

### 6.1 Insurance Requirements

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

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 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.

##### 7.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization Form specified in Annex "F".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **7.1.1.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of **\$30,000.00**, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

#### **7.1.1.3 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.

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 15 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.

### 7.1.1.5 Task Authorization - Department of National Defence

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

## 7.2 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.

### 7.2.1 General Conditions

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

## 7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

## 7.4 Term of Contract

### 7.4.1 Period of the Contract

The period of the Contract is from date of Contract to **2018-03-31** inclusive.

## 7.5 Authorities

### 7.5.1 Contracting Authority

Solicitation No. - N° de l'invitation  
W0127-1802CM/A  
Client Ref. No. - N° de réf. du client  
W0127-1802CM

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-7-40251

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

---

The Contracting Authority for the Contract is:

Name: Christopher Lau  
Title: Procurement Specialist  
Public Services and Procurement Canada  
Acquisitions Branch  
Directorate: Western Region  
Address: 5th Floor, ATB Place Tower, 10025 Jasper Avenue, Edmonton, AB T5J 1S6

Telephone: 780-566-2195  
Facsimile: 780-497-3510  
E-mail address: [christopher.lau@pwgsc.gc.ca](mailto:christopher.lau@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.

### 7.5.2 Project Authority (*To be released 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.

### 7.5.3 Contractor's Representative (*To be filled in by bidder*)

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

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

## 7.6 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.

## 7.7 Payment

### 6.7.1 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B", to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs 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 TA 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 the amount at contract award*). Customs duties are excluded 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.

### 7.7.3 SACC Manual Clauses

[H1000C](#) (2008-05-12), Single Payment  
[H1008C](#) (2008-05-12), Monthly Payment  
[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department  
[C2000C](#) (2007-11-30) Taxes - Foreign-based Contractor (if applicable).  
[C0710C](#) (2007-11-30), Time and Contract Price Verification

### 7.7.4 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)

### 7.7.5 Time Verification

SACC Manual clause [C0711C](#) (2008-05-12), Time Verification

### 7.8 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
  - b. a copy of the release document and any other documents as specified in the Contract;
  - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
  - d. a copy of the monthly progress report.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1.

### 7.9 Certifications and Additional Information

#### 7.9.1 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.

#### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the Bidder in its bid, if applicable.*)

#### 7.11 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), General Conditions - Higher Complexity - Services;
- (c) Annex "A", Statement of Work
- (d) Annex "B", Basis of Payment;
- (e) Annex "E", Insurance Requirements;
- (f) Annex "F", DND 626 Task Authorization Form
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

## 7.12 Canadian Forces Site Regulations

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

## 7.13 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

**OR**

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

## 7.14 Insurance Requirements

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

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

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

Solicitation No. - N° de l'invitation  
W0127-1802CM/A  
Client Ref. No. - N° de réf. du client  
W0127-1802CM

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-7-40251

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "A"**

**STATEMENT OF WORK**

***(Attached)***

## ANNEX “A”

### STATEMENT OF WORK

1. The Canadian Manoeuvre Training Centre (CMTC) located at 3rd Canadian Division Support Base Detachment Wainwright (3 CDSB Det Wainwright), Denwood, Alberta, requires on-site repair of seventeen (17) Warner Shelter Systems Limited (WSSL) softwall structures, hereafter referred to as Big White Tents (BWT).

1.1. All replacement parts will be OEM, no substitutes will be accepted.

1.2. Each of the BWT in the Range & Training Area (RTA) has been standing several years, and each of them has become subject to damages from use, weather, animals, or accidents. The BWT have also become homes, at one time or another, to one or more species of wildlife including deer mice and pigeons and, therefore, have the potential for accumulated Hantavirus particles. While regular repairs and cleaning have been undertaken, there were a number of heavy storms in the previous autumn that have added to the normally occurring wear and tear.

#### 2. Acronyms

<b>BWT</b>	<b>Big White Tents</b>
<b>CAF</b>	<b>Canadian Armed Forces</b>
<b>CDSB</b>	<b>Canadian Division Support Base</b>
<b>CMTC</b>	<b>Canadian Manoeuvre Training Centre</b>
<b>FOB</b>	<b>Free On Board</b>
<b>GST</b>	<b>Goods &amp; Services Tax</b>
<b>MSDS</b>	<b>Material Safety Data Sheets</b>
<b>P Med</b>	<b>Preventive Medicine Technician</b>
<b>PPE</b>	<b>Personal Protection Equipment</b>
<b>PTA</b>	<b>Primary Training Audience</b>
<b>RTA</b>	<b>Range Training Area</b>
<b>SDS</b>	<b>Safety Data Sheets</b>
<b>SOW</b>	<b>Statement of Work</b>
<b>TA</b>	<b>Technical Authority</b>
<b>WSSL</b>	<b>Warner Shelter Systems Limited</b>

### 3. BWT SPECIFICATIONS

#### 3.1. Structure:

- 3.1.1. All BWT are manufactured by WSSL.
- 3.1.2. A metal sub-structure covered by a pre-engineered white vinyl based fabric cover;
- 3.1.3. Fabric is secured to galvanized steel engineered poles and arches;
- 3.1.4. Clear vinyl windows are a clear window insert;
- 3.1.5. Number of doors varies from 2 to 12 man-doors, and 1 or 2 overhead doors;
- 3.1.6. Man-doors are single and double in configuration. Larger BWT have vestibules attached with an inner set and outer set of double doors in each; and
- 3.1.7. BWT sizes range from 30' x 40' x 10' (L x W x H) to 60' x 55' x 14' to 207' x 70' x 10'. See attached photo and list for exact sizes at Annex C.

#### 3.2. Floors:

- 3.2.1. Dirt or turf grass; or
- 3.2.2. Wooden floorboards covered in plywood; or
- 3.2.3. Interlocking plastic; or
- 3.2.4. Steel & Timber Rig Matting.

### 4. MANDATORY SITE VISIT

- 4.1. **Mandatory site visit.** Bidders who do not attend or send a representative to the mandatory site-visit will not be given an alternative appointment and their bids will be rejected as non-compliant. Mandatory site visit will be at 0900 hours, **March 7, 2018**, Building 650 in the Canteen, Garrison Wainwright, Denwood, AB. Mandatory Personal Protective Equipment (see Section below) will be worn during the site visit.
- 4.2. **All bidders will register for the site visit with Christopher Lau, email [Christopher.lau@pwgsc.gc.ca](mailto:Christopher.lau@pwgsc.gc.ca), phone 780-566-2195 no later than Tuesday, March 6, 2018, at 3:00 pm MST.**
- 4.3. **Big White Tent (BWT) Repair Site Visit will commence at CMTC Building 650 at 0900 hours on 07 March 2018** for a tour into the Range & Training Area (RTA) as required to participate in the Quotation process to establish a BWT Repair Contract for required repairs to BWT structures in support of CMTC exercise MR18.

- 4.4. Subject:** PSPC Procurement Personnel, CMTC G4 Operations (Ops), CMTC G4 Contracting Officer, and CMTC Camp Custodian will meet with interested Bidders. Bidders will be given the lay of the land and will be briefed on the Power Point presentation of the BWT Recce conducted 16 January 2018 order to confirm the extent of the visit.
- 4.5. Main Effort:** BWTs at Peregrine 12 (P12) and at Airfield 21 (AF21) will be visited to view the BWT, then return to Base for debrief and dismissal.
- 4.6. End State.** Bidders will have sufficient information to submit a proposal by the closing date and time indicated in the bid solicitation.
- 4.7. Dress:** Personal Protection Equipment (PPE) will be carried and worn, as no returns to B650 have been provided for. CMTC expects all persons to self-sufficient. Bidders will bring adequate PPE to be able to enter and exit 22 tents during that day. All PPE must be properly sized and fitted for each person entering the BWT's. CMTC will not be in a position to provide PPE to any persons other than DND Personnel so bring enough. Anyone who is not equipped with the minimum PPE stated below will not be eligible to attend the BWT Site Visit and will be disqualified from bidding.
- 4.8. To be worn at all time in the BWTs:**
- 4.8.1.** Disposable Mask HEPA N95 or properly test-fitted mask with HEPA cartridges.
- 4.9. When dust may be disturbed:**
- 4.9.1.** Safety goggle with dust protection; and
- 4.9.2.** Latex gloves.
- 4.10. When crawling or heavy dust is created:**
- 4.10.1.** Tyvek-type disposable coverall;
- 4.10.2.** Latex gloves;
- 4.10.3.** Boot Covers or Rubber Boots; and
- 4.10.4.** Bleach solution of 1 part bleach for 9 parts water will be avail through the CMTC Camp Custodian.
- 4.11. Timings:**
- 4.11.1.** Contractor ETA: Arrive at building 650 at 0900 hrs for presentation and sign in.
- 4.11.2.** Rendezvous with 3 CDSB Detachment Wainwright representatives at B650 back (gravel) parking lot at 0930 hrs, prior to move to RTA.

**4.11.3.** Break for outdoor lunch around 1200 hours.

**4.11.4.** Actual End State to be determined based on progress of Bidder Group - up to a full day.

**4.12. Lunch:**

**4.12.1.** CMTC will provide Box Lunch to DND personnel and to Bidders that have confirmed attendance to Christopher Lau no later than 1500 hours on 6 March 2018.

**4.12.2.** Camp Custodian to pick-up box lunches before 1200 at B650 Canteen and will deliver to rendezvous area in RTA.

**4.13. Transport:** All Bidders are to provide their own transport in the form of a motor vehicle insured for operation in the Province of Alberta. Bidders will not be allowed to ride in any DND vehicles.

**4.14. Points of contact:**

**4.14.1.** CMTC G4 Ops – Capt Gillis 780-842-1363 ext 1042, BB 780-261-0643

**4.14.2.** Camp Custodian/Visit Escort – Corporal Skipton.

**4.14.3.** Questions or concerns to Captain Cory Gillis.

**5. TASKS**

**5.1.** The Contractor will perform the work described in Annex “B” – Basis of Payment.

**5.2.** The Contractor will provide all labour, parts, materials, tools and equipment, necessary to perform the repairs as described in Annex “B” – Basis of Payment.

**5.3.** All parts will be original equipment manufactured from WSSL to maintain structure integrity. Third party parts will not be accepted for this contract.

**5.4.** All Patches will be hot sealed only. No adhesive tape type patches will be accepted.

**5.5.** Any repair not identified in Annex “B” - Basis of Payment must be pre-approved in writing as described in the **Task Authorization** sections of this Contract, prior to commencement of the additional repair. Payment will not be made for non-authorized repairs.

**5.6.** Mandatory Personal Protective Equipment (PPE)

- 5.6.1.** The BWT will not be cleaned or disinfected from all organic and inorganic waste that could potentially harm anyone before the repairs are completed. It is mandatory that all personnel that enter the BWT be protected by appropriate PPE.
- 5.6.2.** The following PPE will be worn by all personnel inside the BWT at all times:
  - 5.6.2.1.** Rubber Safety Boots rated for any chemicals to be deployed by the Contractor and for protection from bio-hazards on the floor or ground area inside any BWT;
  - 5.6.2.2.** Disposable gloves;
  - 5.6.2.3.** Dust-proof goggles;
  - 5.6.2.4.** Respirators – One of the following types will be worn by all Contractor employees;
  - 5.6.2.5.** Properly sized and test-fitted HEPA cartridge respirator; or
  - 5.6.2.6.** The combination of goggles and a face mask can be replaced by a test-fitted full coverage facemask with a fitted shield.
- 5.6.3.** Any additional PPE required according to Safety Data Sheets (SDS) of any chemical products or work methods being used by the repair crew.
- 5.6.4.** All personnel who will be engaged in the repair operations, including the spraying of chemicals, sweeping, scooping, dumping, scraping, or any other direct or indirect engagement with the materials inside a BWT, will put on a disposable dustproof suit (coveralls) rated for those chemicals and for airborne viruses.
- 5.7.** The Contractor will comply with all applicable workplace health and safety laws, 12 Canadian Forces Health Services Centre Document #10-23, all 3CDSB Grn Wainwright Orders and all safety instructions.
- 5.8.** The Contractor will ensure that all tools, equipment and substances used in performing the Services are in a safe and serviceable condition and used in accordance with their operating instructions.
- 5.9.** The Contractor will ensure that all employees prior to performing the repairs receive adequate training in workplace health and safety and risk management.
- 5.10.** The Contractor will ensure all personnel have been properly trained on the safe and proper use of equipment to perform the repairs.

**5.11.** The Contractor will notify the TA of any workplace health and safety incidents that occur or of any involvement by workplace health and safety officials in connection with the Services performed.

**6. WASTE DISPOSAL**

**6.1.** Contractor will be responsible for disposal of all residual material and generated waste from the repairs.

**7. TASK AUTHORIZATION**

**7.1.** The Contractor will begin work within two weeks of receipt of the PSPC approved DND-626 Task Authorization.

**7.2.** All work will be completed without delay and within the timing quoted in the DND-626.

**8. ADDITIONAL WORK REQUIREMENTS**

**8.1.** The Contractor will deliver a quotation to the TA that clearly states any additional man hour in excess of 650 hours and parts in excess of those identified in Annex "B".

**8.2.** The contractor will need to provide the dates during which the additional work will be performed.

**8.3.** CMTC is not obligated to accept any or all additional quotes for work beyond the basic parts and hours submitted in the bid documents.

**9. REQUIRED MATERIALS, TOOLS, AND EQUIPMENT**

**9.1.** All materials, parts, tools, and equipment required by the Contractor to carry out the tasks will be provided by the Contractor.

**10. REGULATIONS**

**10.1.** All work will be performed in accordance with the latest editions of the following regulations:

**10.1.1.** National Building Code;

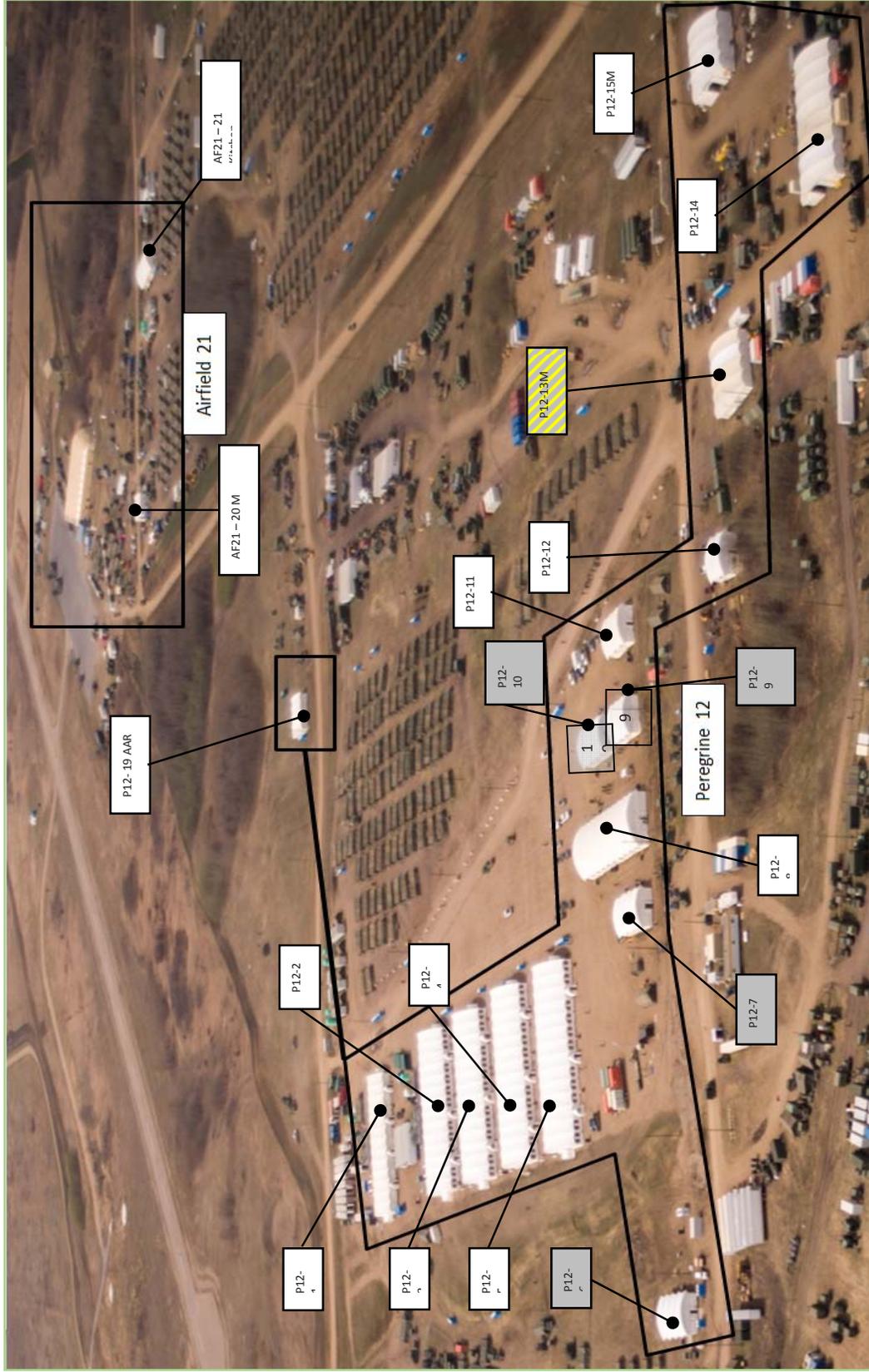
**10.1.2.** Province of Alberta Occupational Health and Safety Act;

**10.1.3.** 3 CDSB Det Wainwright Security Orders;

**10.1.4.** 12 Canadian Forces Health Services Centre Document #10-23; and

**10.1.5.** All other applicable 3 CDSB Det Wainwright Orders, and industry codes & Standards that are in effect before, during, and after, the awarding of this contract.

**APPENDIX "A"**  
**PI12 & AF21 BWT DISPOSITION AND DIMENSIONS**



## BWT Locations & Dimensions

Location	BWT #	Length	Width	Height	Total Ft <sup>2</sup>
P12	1	192	70	10	13,440
P12	2	207	70	10	14,490
P12	3	207	70	10	14,490
P12	4	207	70	10	14,490
P12	5	207	70	10	14,490
P12	7	60	40	10	2,400
P12	8	148	55	10	8,140
P12	9	45	40	10	1,800
P12	10	60	40	10	2,400
P12	11	45	40	10	1,800
P12	12	30	40	0	1,200
P12	13	30	40	10	1,200
P12	14	133	55	14	7,315
P12	15	60	55	14	3,300
AAR	19	60	55	10	3,300
AF21 M	20	45	40	14	1,800
AF21 D	21	103	55	10	5,665

Solicitation No. - N° de l'invitation  
W0127-1802CM/A  
Client Ref. No. - N° de réf. du client  
W0127-1802CM

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-7-40251

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "B"**

**BASIS OF PAYMENT**

*(Attached)*

## **ANNEX “B”**

### **BASIS OF PAYMENT**

- 1.** The Contractor will commence work on the BWT in the order shown below, unless otherwise instructed by the TA.
- 2.** The Contractor will communicate time of arrival onto the worksite to the TA each day, and the number of workers in attendance.
- 3.** The Contractor will communicate time of departure from the worksite to the TA each day, and the number of workers in attendance.
- 4.** When the Contractor has completed repairs in any tent, to the satisfaction of the TA, the Contractor will submit invoices for work completed to that point, all payable within 30 days from date of receipt of each invoice.
- 5.** The Contractor will complete the Total Cost Table
- 6.** Invoices for partially completed work will not be paid.
- 7.** All work will be completed no later than 31 March 2018. Invoices for any work completed after 31 March 2018 will not be paid.
- 8.** Parts list. Contractor will provide total parts cost based on table below.
- 9.** Labour. Contractor will need to provide the hourly rate per man-hour for the repairs of the BWT. DND estimates 650 man hours required to complete the repair. The total labour cost for the bid submissions will be the hourly rate times 650 man hours. All lines numbered “99999” are labour only for tasks to be performed under this level of effort.
- 10.** Rental Equipment. Contractor will provide total cost of rentals to perform repairs (if required). CMTC will not pay for any additional Rental Equipment or rental time not identified in the Bid documents.
- 11.** Shipping Costs. Contractor will provide total shipping cost to perform repairs (if required). CMTC will not pay for any additional Shipping Costs not identified in the Bid documents.
- 12.** Travel and living expenses. Contractor will provide total travel & living expenses to perform repairs (if required). CMTC will not pay for any additional Travel and living expenses not identified in the Bid documents.
- 13.** CMTC is not obligated to accept any or all additional quotes for work beyond the basic parts and hours submitted in the Bid documents.

<b>BUILDING #P12 -1 – WSSL – 192’L X 70’W X 10’H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
09447	Door Assy, R.H.,9448,9453; 0’ X 0’ X 0’	4	\$_____/each	\$_____
04587	Closure Cylinder For Door	15	\$_____/each	\$_____
02087	V/P 19 Oz Nominal Lam Opaq	2	\$_____/each	\$_____
99999	Move Top Sidebars On Vestibules To Stop Door From Striking Fabric	All		
<b>Total Parts Price</b>				

<b>BUILDING #P12 -2 – WSSL – 207’L X 70’W X 10’H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
09447	Door Assy, R.H.,9448,9453; 0’ X 0’ X 0’	1	\$_____/each	\$_____
04587	Closure Cylinder For Door	16	\$_____/each	\$_____
17074	Wall; Window 8’ X 3.81M Square Window	1	\$_____/each	\$_____
02039	Vinyl Film Clear 20 Ga 2S 54 » UV F/R	2	\$_____/each	\$_____
99999	Move Top Sidebars On Vestibules To Stop Door From Striking Fabric	All		
99999	Modify Uprights To Drain Water	1		
<b>Total Parts Price</b>				

<b>BUILDING #P12-3 – WSSL – 207’L X 70’W X 10’H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
09447	Door Assy, R.H.,9448,9453; 0’ X 0’ X 0’	2	\$_____/each	\$_____
04587	Closure Cylinder For Door	8	\$_____/each	\$_____
02087	V/P 19 Oz Nominal Lam Opaq	2	\$_____/each	\$_____
99999	Realign Double Door	1		
99999	Modify Uprights To Drain Water	1		
<b>Total Parts Price</b>				

<b>BUILDING #P12-4 – WSSL – 192’L X 70’W X 10’H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
09447	Door Assy, R.H.,9448,9453	2	\$_____/each	\$____
04587	Closure Cylinder For Door	16	\$_____/each	\$____
15863	Wall; Window 8' x 4.50M Square Window	2	\$_____/each	\$____
02087	V/P 19 Oz Nominal Lam Opaq	2	\$_____/each	\$____
02039	Vinyl Film Clear 20 Ga 2S 54 » UV F/R	2	\$_____/each	\$____
99999	Modify Uprights To Drain Water	2		
<b>Total Parts Price</b>				

<b>BUILDING #P12-5 – WSSL – 207’L X 70’W X 10’H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
09447	Door Assy, R.H.,9448,9453	3	\$_____/each	\$____
04587	Closure Cylinder For Door	5	\$_____/each	\$____
11660	Door Double Std 72” X 80” Assy	1	\$_____/each	\$____
17074	Wall; Window 8' x 3.81M (Square)	1	\$_____/each	\$____
02087	V/P 19 Oz Nominal Lam Opaq	2	\$_____/each	\$____
<b>Total Parts Price</b>				

<b>BUILDING #P12 -7 – WSSL – 60’L X 40’W X 10’H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
04587	Closure Cylinder For Door	1	\$_____/each	\$____
<b>Total Parts Price</b>				

<b>BUILDING #P12 -8 – WSSL – 148’L X 55’W X 10’H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
09448	Door Personnel Assembly 36" X 80"	1	\$_____/each	\$____
04587	Closure Cylinder For Door	9	\$_____/each	\$____
08416	Wall; Plain 8' X 1.64m	1	\$_____/each	\$____
<b>Total Parts Price</b>				

<b>BUILDING #P12-9 TACTICAL OPS CENTRE – WSSL – 45'L X 40'W X 10'H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
04587	Closure Cylinder For Door	4	\$_____/each	\$_____
13164	Puckboard Lath 0.5" X 1.5" X 2.44m	6	\$_____/each	\$_____
04043	Screw 1/4 X 1.50"-14 Hwh Teks Hd Hex	12	\$_____/each	\$_____
99999	Tighten Tops & Walls	1		
<b>Total Parts Price</b>				

<b>BUILDING #P12-10 TACTICAL OPS CENTRE – WSSL – 60'L X 40'W X 10'H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
04587	Closure Cylinder For Door	2	\$_____/each	\$_____
04043	Screw 1/4 X 1.50"- 14 Hwh Teks Hd Hex	14	\$_____/each	\$_____
99999	Tighten Tops & Walls, Screw Velcro On Walls	1		
<b>Total Parts Price</b>				

<b>BUILDING #P12-11 – WSSL – 45'L X 40'W X 10'H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
04587	Closure Cylinder For Door	3	\$_____/each	\$_____
02087	V/P 19 Oz Nominal Lam Opaq	5	\$_____/each	\$_____
<b>Total Parts Price</b>				

<b>BUILDING #P12-12 – WSSL – 45'L X 40'W X 10'H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
04587	Closure Cylinder For Door	1	\$_____/each	\$_____
13164	Puckboard Lath 0.5" X 1.5" X 2.44m	3	\$_____/each	\$_____
04043	Screw 1/4 X 1 50"-14 Hwh Teks Hd	6	\$_____/each	\$_____
08052	Upright; Eve Mod Assy	1	\$_____/each	\$_____
<b>Total Parts Price</b>				

<b>BUILDING #P12 -13 – WSSL – 30’L X 40’W X 10’H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
14957	Cable 1/4" X 500m Eye One End	2	\$_____/each	\$_____
03998	Turnbuckle Jaw/Jaw 3/8 X 6"	2	\$_____/each	\$_____
04006	Cable Clamp 1/4	4	\$_____/each	\$_____
04043	Screw 1/4 X 1.50"-14 Hwh Tekes Hd Hex	14	\$_____/each	\$_____
02087	VIP 190z Nominal Lam Opaq	18	\$_____/each	\$_____
99999	Patch Tops & Walls	1		
<b>Total Parts Price</b>				

<b>BUILDING #P12 -14 – WSSL – 133’L X 55’W X 10’H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
04587	Closure Cylinder For Door	4	\$_____/each	\$_____
02084	V/P 20 Oz Coated Trans Colour/White	4	\$_____/each	\$_____
<b>Total Parts Price</b>				

<b>BUILDING #P12-15 – WSSL – 60’L X 55’W X 14’H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
14957	Cable ; 1/4" X 5 00m Eye One End	1	\$_____/each	\$_____
03998	Turnbuckle Jaw/Jaw 3/8 X 6"	6	\$_____/each	\$_____
04006	Cable Clamp 1/4	1	\$_____/each	\$_____
04587	Closure Cylinder For Door	2	\$_____/each	\$_____
99999	Adjust Vehicle Door	1		
<b>Total Parts Price</b>				

<b>BUILDING #P12 – AAR1 – WSSL – 60’L X 55’W X 10’H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
04587	Closure Cylinder For Door	1	\$_____/each	\$_____
02087	V/P 19 Oz Nominal Lam Opaq	5	\$_____/each	\$_____
99999	Adjust & Realign Vehicle Doors	2		
<b>Total Parts Price</b>				

<b>BUILDING # AF21 M – WSSL – 45’L X 40’W X 14’H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
04587	Closure Cylinder For Door	1	\$_____/each	\$_____
13945	Sweep For Vehicle Door	1	\$_____/each	\$_____
99999	Realign Vehicle Door	1		
99999	Fix Fallen Wall Bar	1		
<b>Total Parts Price</b>				

<b>BUILDING #AF21 Kitchen – WSSL – 103’L X 55’W X 10’H</b>				
<b>WSSL Part Number</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
09447	Door Assy, R.H.,9448, 9453	1	\$_____/each	\$_____
04587	Closure Cylinder For Door	6	\$_____/each	\$_____
08418	Wall, Window 8’ X 4.50M	1	\$_____/each	\$_____
02087	V/P 19 Oz Nominal Lam Opaq	2		
<b>Total Parts Price</b>				

<b>LABOUR, MISCELLANEOUS CHARGES, EQUIPMENT</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
LABOUR	ALL LABOUR FOR LISTED REPAIRS	650 hours	\$_____/hour	\$_____
EQUIPMENT	ALL EQUIPMENT CHARGES FOR LISTED REPAIRS	1	\$_____/lot	\$_____
MISC	ALL MISCELLANEOUS CHARGES FOR LISTED REPAIRS	1	\$_____/lot	\$_____

<b>BID COST SUMMARY</b>				
	<b>Description</b>			<b>Extended Price</b>
	TOTAL ALL PARTS			\$_____
	TOTAL ALL LABOUR			\$_____
	TOTAL ALL EQUIPMENT			\$_____
	TOTAL ALL MISCELLANEOUS			\$_____
	<b>TOTAL BID (EXCLUDING TAXES)</b>			\$_____

Solicitation No. - N° de l'invitation  
W0127-1802CM/A  
Client Ref. No. - N° de réf. du client  
W0127-1802CM

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-7-40251

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "C"**

**MINIMUM MANDATORY CRITERIA**

*(Attached)*

## ANNEX “C”

### MINIMUM MANDATORY CRITERIA

To be considered responsive, Bidders will meet **all** of the following Mandatory Evaluation Criteria **at bid closing**. Bidders not meeting all of the mandatory requirements will be given no further consideration.

To be considered responsive, Bidders will clearly indicate compliance or noncompliance with each article below by inserting “X” under the “Meets” Column.

To demonstrate compliance, **Bidders will also include, and appropriately cross reference, published technical information that confirms compliance with each mandatory criterion** specified herein (unless stipulated as “not applicable for this item”).

A written narrative explaining how the service offered meets the specification should be included with the Bid. Failure to comply with any of the mandatory technical requirements will disqualify the bid from further consideration.

To ensure compliance is clear, the bidder will utilize a numbering system that corresponds to the numbering system below. An example of an acceptable system would be to indicate the specification reference number on a tab stuck to the appropriate page of the technical documentation. The appropriate article of the technical documentation that demonstrates compliance should then be highlighted or underlined.

Item#	Specifications	Meets	Does not meet	Page Reference
M1	<p><b>Evidence of quality provision of Softwall Structure repair, maintenance, set-up, and teardown services.</b></p> <p>The Bidder will demonstrate experience working with freestanding softwall structures, by detailing two (2) specific projects that the Bidder has completed demonstrating the Bidder’s level of skill in Softwall Structure repair.</p> <p>The Bidder will provide no less than two (2) written references from verifiable sources the Bidder has provided Softwall structure repairs and maintenance.</p>			

Item #	Specifications	Meets	Does not meet	Page Reference
M2	<p><b>Experience in the delivery of Softwall Structure repair and maintenance services.</b></p> <p>The Bidder certifies their company has been actively and continuously in business in the Softwall Structure servicing industry for five (5) or more years.</p>			
	<p><b>Safety</b></p> <p>Safety is paramount when risk factors such as heights, viral contamination, and powered equipment are present during a contracted operation.</p>			
M3	<p><b>Personnel Skills in Equipment Operation</b></p> <p>The Bidder certifies all personnel working in and around the Softwall Structures are properly trained and certified in the operation of any equipment they may be asked to use by the Bidder during any of these service operations.</p>			
M4	<p><b>Fall Protection for Personnel</b></p> <p>The Bidder certifies all personnel working in and around the Softwall Structures are properly trained and certified in the proper use of fall protection equipment provided by the Bidder when engaged in these service operations.</p>			
M5	<p><b>PPE provision and Viral Hazard Training, specifically regarding Hantavirus for all Personnel</b></p> <p>The Bidder certifies all personnel working in and around the Softwall Structures are properly informed a Hantavirus hazard may exist within any of the structures. The Bidder will supply the adequate amounts and types of proper PPE equipment to all personnel who are under their direction. The Bidder will further ensure all personnel are properly instructed in the use of the PPE and will ensure it is properly fitted and worn by all workers during these service operations.</p> <p>The Bidder will certify every worker is properly informed of the possible hazards and consequences of infection in the area and have been instructed in the proper methods of viral transfer prevention when handling possibly infected materials, when entering or exiting a possibly contaminated area, or when entering a vehicle after coming from a possibly contaminated area.</p>			

Solicitation No. - N° de l'invitation  
W0127-1802CM/A  
Client Ref. No. - N° de réf. du client  
W0127-1802CM

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-7-40251

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

---

## **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)

## **ANNEX “E”**

### **INSURANCE REQUIREMENTS**

#### **Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
  
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program).
  - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
  - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
  - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

- 
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

Solicitation No. - N° de l'invitation  
W0127-1802CM/A  
Client Ref. No. - N° de réf. du client  
W0127-1802CM

Amd. No. - N° de la modif.  
File No. - N° du dossier  
EDM-7-40251

Buyer ID - Id de l'acheteur  
edm014  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX "F"**

**DND 626 TASK AUTHORIZATION FORM**

***(Attached)***

## TASK AUTHORIZATION AUTORISATION DES TÂCHES

<p>All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche.</p>		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 – A	<p><b>TO THE CONTRACTOR</b></p> <p>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.</p> <p>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.</p> <p><b>À L'ENTREPRENEUR</b></p> <p>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.</p> <p>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.</p>	
Delivery location – Expédiez à	<p>_____</p> <p style="text-align: center; font-size: x-small;">Date</p> <p style="text-align: right; font-size: x-small;">_____ for the Department of National Defence pour le ministère de la Défense nationale</p>	
Delivery/Completion date – Date de livraison/d'achèvement		
Contract item no. N° d'article du contrat	Services	Cost Prix
	GST/HST 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>		
<p>_____</p> <p style="font-size: xx-small;">for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux</p>		

## 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/ront 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.