



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government
Services Canada/Réception des
soumissions/Travaux publics et Services
gouvernementaux Canada
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3
Bid Fax: (613) 687-6656

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

Address inquiries to the Contracting Authority at
wayne.cook@pwgsc-tpsgc.gc.ca

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 Supply and
Services Operation
Petawawa Procurement
Building S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa
Ontario
K8H 2X3

Title - Sujet Overhead Cranes	
Solicitation No. - N° de l'invitation W0107-18C693/A	Date 2018-03-09
Client Reference No. - N° de référence du client W0107-18CB693	
GETS Reference No. - N° de référence de SEAG PW-\$PET-906-1484	
File No. - N° de dossier PET-7-47019 (906)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-04-23	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Cook, Wayne	Buyer Id - Id de l'acheteur pet906
Telephone No. - N° de téléphone (613) 401-0623 ()	FAX No. - N° de FAX (613) 687-6656
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: RPOU (ON) DET PET Garrison Petawawa, Bldg S-111 PO Box 9999, Station Main Petawawa, Ontario K8H 2X3	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into 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 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1 The requirement is to supply all labour, materials, supervision, transportation and equipment to carry out scheduled periodic inspections, and scheduled and emergency Crane, Hoist and Monorail, service and repairs, on an as and when requested basis at Garrison Petawawa.
 - Period of the contract shall be from 01 May 2018 to 30 April 2021
- 1.2.2 "There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website".
- 1.2.3 "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)."

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

2.2 Submission of Bids

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

2.3 Former Public Servant

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

Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or

- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

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 101 Menin Rd., Garrison Petawawa on 2018-04-11. The site visit will begin at 09:00 pm, in Building S-111, Room C-114.

Personnel security screening is required prior to gaining authorized access to sites.

Bidders must communicate with the Contracting Authority no later than 2018-04-04 to confirm attendance and provide the Company name, name(s) and Driver's license number 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

"Due to the nature of the bid solicitation, bids transmitted by epost Connect service will not be accepted."

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.

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 "G" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "G" 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.

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, 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

Should any of the following Mandatory Requirement not be met the bid will be considered as non-compliant and shall not be given any further consideration.

- a) Bidders must attend the Mandatory site visit.
- b) Bidders must provide prices for all items listed in Annex B
- c) Bidders must provide proof of Confined Space certification and Fall Restraint training.
- d) Bidders must provide a copy of licenses for Electrician and Millwright.
- e) Bidders must provide proof of Minimum 10,000 hours of experience (inspector) as per Annex H.

4.1.2 Financial Evaluation

Bids will be assessed to arrive at an aggregate value based on the estimated usage provided herein at Annex "B" FOB Destination as indicated, for all three (3) years. The estimated usage provided herein is for the sole purpose of establishing an evaluation tool and are based only on best estimates. They may not reflect the actual usage and do not represent any commitment on the part of Canada.

The Bidder's Unit Price will be multiplied by the corresponding estimated usage to arrive at an extended price. The aggregate value is the sum of all extended prices.

4.1.2.1 Mandatory Financial Criteria

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

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Documents required

- 5.1.2.1.1 Proof of Confined Space certification and Fall Restraint training.
- 5.1.2.1.2 Copy of licenses for Electrician and Millwright.
- 5.1.2.1.3 Proof of Minimum 10,000 hours of experience (inspector) as per CSA Standard.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP

Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Documents Required

- 5.2.3.1.1 Copy of insurance certificate which meets or exceeds the coverage specified herein.
- 5.2.3.1.2 Copy of Workers Compensation coverage for all applicable employees.
- 5.2.3.1.3 Copy of your company's most recent, signed Health and Safety plan as it relates to this work.

5.2.3.4 Education and Experience

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

6.2 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 D.

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

Delete this title and the following sentence at contract award.

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".

7.1.2 Task Authorization

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

7.1.2.1 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 24 hours 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.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ 40,000.00, Applicable Taxes included, inclusive of any revisions.

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

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

SACC Manual Clause **B9031C** (2011-05-16), Canada's Obligation – Portion of the Work – Task Authorizations

7.1.2.5 Periodic Usage Reports - Contracts with Task Authorizations

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

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex "F". 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 30 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.

7.1.2.6 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Project Authority. 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 The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Services and Procurement Canada (PSPC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PSPC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PSPC.
4. The Contractor/Offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C;
 - b) Industrial Security Manual (Latest Edition).

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from 1 May 2018 to 30 April 2021 inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Wayne Cook

Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario
Address: 101 Menin Rd., Garrison Petawawa
Building S-111, Rm. C-114, Petawawa, Ontario
Telephone: 613-401-0623
Facsimile: 613-687-6656
E-mail address: wayne.cook@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.

7.5.2 Project Authority

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

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail: _____.

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

7.7.1 Basis of Payment - Firm Price, Firm Unit Prices(s) or Firm Lot Price(s)

For the Work described in Section 7 of the Statement of Work in Annex A:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$_____. Customs duties are included and Applicable Taxes are extra.

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

7.7.2 Basis of Payment – Firm Unit Price(s) or Firm Lot Price – Task Authorization

For the Work described in Part II of the Pricing Basis in Annex B:

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

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

7.7.3 Single Payment

SACC Manual Clause [H1000C](#) (2008-05-12), Single Payment

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)

7.8 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 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

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) Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);

-
- (h) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 SACC Manual clause

SACC Manual clause A9062C (2011-05-16) Canadian Forces Site Regulations

SACC Manual clause B1501C (2006-06-16) Electrical Equipment

7.13 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex D. 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.

ANNEX "A"

STATEMENT OF WORK

Specification for the Inspection, Servicing and Repairs of Overhead Cranes, Hoists and Monorails for Real Property Operations (RP Ops) at Garrison Petawawa.

Table of Contents	Section
Identification	1.0
Standards	2.0
Safety Plan	3.0
Operating Environment	4.0
Administration	5.0
Technical Requirement	6.0
Periodic Inspections	7.0
Service & Repair	8.0
Reports	9.0
Invoicing	10.0
Workmanship	11.0

1.0 Identification

The requirement is to supply all labour, materials, supervision, transportation and equipment to carry out scheduled Periodic Inspections, and scheduled and emergency Crane, Hoist and Monorail, service and repairs, on an as and when required basis at Garrison Petawawa.

2.0 Standards

2.1 The following standards listed are the minimum expected of this requirement.

- 2.1.1 Safety Standard for Maintenance and Inspection of Overhead Cranes, Gantry Cranes, Monorails, Hoists and Trolleys. (CSA B167-08)
- 2.1.2 CSA Standard Z202
- 2.1.3 Ontario Health and Safety Act (OHSA)
- 2.1.4 Canadian Electrical License (309 A)
- 2.1.5 Canadian Electrical Code (CEC)
- 2.1.6 National Building Code (NBC)
- 2.1.7 Technical Safety Standards Authority (TSSA)

2.1.8 Fall Restraint Training (all staff)

3.0 Safety Plan

- 3.1 The Contractor must develop a safety plan for this requirement to be communicated to the Project Authority (PA) and the contractor's staff with special attention placed on circumstances that require work in elevated positions.

4.0 Operating Environment

- 4.1 The operating environment for this requirement is a Canadian Forces military base. The location of work is in various vehicle maintenance garages, aircraft hangars, workshops, warehouses and similar institutional establishments.

5.0 Administration

- 5.1 The Contractor must provide services during regular working hours (0730-1600) Monday to Friday, when requested by the PA. The response time must be on-site within (24) twenty-four hours from the time of receipt of the call-up or later as agreed by the PA.
- 5.2 The Contractor must report to the RP Ops Contracts Office at building S-111 Room B-104 to sign in the contractor's log book and must also sign out at the end of each work day.
- 5.3 The Contractor must maintain a capability of communicating with the PA utilizing a cell phone at all times while on site.
- 5.4 The Contractor will be advised of the personnel authorized to request services. Services undertaken at the request of unauthorized person(s) shall be done at the Contractors risk with regard to non-payment.
- 5.5 The contractor must take all necessary precautions to protect and prevent damages to any structures and all surrounding equipment, property or installations. Damages caused by the contractor must be made good without delay or cost to the crown and to the satisfaction of the PA.
- 5.6 All hazmat spills must be reported immediately to the Garrison Fire hall at 687-5511 local 5555 and to the PA.
- 5.7 Disposal of oils and contaminated oily refuse is the contractor responsibility and must be transported by appropriate means and disposed of at an approved facility.
- 5.8 Contractor's equipment or actions resulting in a hazmat spill will be the financial responsibility of the contractor in regards to cleanup. Cleaning and disposal operations must comply with local ordinates and anti-pollution laws.

5.9 Onsite disposal of waste is not permitted.

6.0 Technical Requirement

6.1 Work under this requirement includes but is not limited to service, repairs and various classes of inspections and testing as follows;

6.1.1 Periodic Inspections;

6.1.2 Operational Inspections;

6.1.3 Initial Inspections and testing for all new equipment; and

6.1.4 Inspections prior to use after service, repairs, modifications or rebuilt equipment.

6.2 Detailed Periodic Inspections for all equipment listed in the inventory will be scheduled and conducted on a semi-annual basis during the months of April and October.

6.3 Operational inspections are required during and as part of all service calls.

6.4 Initial inspections and testing, including load testing, for all new equipment must be conducted in accordance with CSA Standard B167-08 and CSA Standard Z202, manufacturer's recommendations, or the most current standard.

6.5 Inspections prior to use must be conducted after all service calls, repairs, modification's or rebuilt equipment and included as part of the service call-up.

6.6 Inspections and service repairs must be scheduled during normal working hours (0730 - 1600 hours) Monday to Friday.

6.7 Unscheduled services during or outside of normal working hours will be considered emergency work and identified to the contractor at time of call-up.

6.8 All work must be performed by an experienced crane inspector holding a certificate of qualification for the applicable trade in the Province of Ontario.

6.9 The contractor must submit copies of these qualifications to the PA upon contract award and upon request at anytime during the duration of the contract.

6.10 Work must be neat, accurately fitted and finished in accordance with best trade practices. Install all materials in strict accordance with manufacturer's recommendations.

6.11 It is mandatory that overhead cranes, hoists and monorails must be inspected with the use of an appropriate sized man lift or articulated boom.

6.12 Appropriate barriers and signage must be erected as necessary to provide a separate work area for Contractor's staff and to identify the hazard area to building occupants.

6.13 Always lock out equipment. The use of lockout procedures must be coordinated with the PA.

6.14 The contractor must provide and maintain all tools and equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, and scissor lifts as may be required for the proper execution of the work. Temporary structures or aids erected by the contractor remain their property and must be removed by them from the site upon completion of the work.

6.15 Each crane and hoist is equipped with a log book which must be completed after each inspection or service call. The log book is not to be a part of the service report. The log book must remain with the unit and all entries must be legibly printed in block letters, dated, printed name and signature of the qualified inspector.

6.16 In the event off site machining and fabrication is required the contractor must provide firm quotes for labour and materials to be price supported in accordance with the pricing basis.

6.17 All off site work must be approved by the PA in writing and in advance of the work.

6.18 Materials and parts authorized for use must be those specified or recommended by the manufacturer of the equipment, or of equivalent quality.

6.19 All materials, parts, components and associated accessories will only be replaced when pre-approved by the PA and to the manufacturer approved standards. All products must be new; not reconditioned.

7.0 Periodic (semi-annual) Inspections

7.1 Periodic inspections for all overhead cranes, hoists and monorails must be carried out on a semi-annual basis during the months of April and October. Garrison Petawawa Overhead Crane, Hoist and Monorail inventory is attached at Appendix 2. This list is subject to additions or deletions.

7.2 The Contractor must provide the PA a minimum of 48 hours advance notice prior to the start of the periodic inspection cycle. The PA must assist the contractor to access all buildings and work sites as required.

7.3 All inspections or works once started must be continuous until completed with no lengthy delay over the inspection cycle.

7.4 The Contractor must complete the following procedures during periodic inspections:

7.4.1 Conduct a thorough visual and operational inspection and evaluation of each component.

- 7.4.2 Verify the supporting structure has been designed, approved and installed for the maximum load as rated.
 - 7.4.3 Perform complete inspections in order to examine and determine safe operation of the crane in accordance with the manufacturer and appropriate CSA standards as listed in section 2.0 of this specification.
 - 7.4.4 Conduct all adjustments, calibrations, measurements and tests in accordance with the manufacturer's recommendations and applicable code standards.
 - 7.4.5 Ensure all existing guards and safety systems are in place and functional.
 - 7.4.6 Top up all fluid reservoirs to levels required.
 - 7.4.7 Lubrication of both electrical and mechanical operating parts.
 - 7.4.8 Contractor must supply all greases, oils or lubricants to be included under the overall inspection cycle.
 - 7.4.9 Provide a thorough cleaning of equipment. This must include the removal of any foreign debris in, on or under any of the equipment ensuring a swept and tidy appearance.
 - 7.4.10 On completion of the inspection the contractor is to complete an inspection report in accordance with section 9.0.
- 7.5 Inspection reports must be received by PA, printed and signed.
- 7.6 The contractor is not authorized to install parts during the inspection. Contractor must contact the PA immediately when a fault is found. If the equipment is deemed unsafe the contractor must advise the PA and utilize appropriate lock out procedures. The PA will physically lock out the equipment with DND owned and controlled lock outs.
- 7.7 If during the inspection the Contractor identifies an issue on any of the equipment requiring disassembly or is not easily viewed due to overhead location or otherwise, the Contractor must immediately contact the PA to visit the site, to identify and view the problem.
- 7.8 Once the PA has viewed the fault or problem, the contractor may be required to submit a digital photo to the PA by electronic means.
- 7.9 Repairs identified during an inspection will be scheduled on a separate DND 626 Task Authorization.

8.0 **Service and Repair**

- 8.1 On this requirement, response time must be underway within 48 hours of the call-up or at a later time as agreed upon by the PA.
- 8.2 Emergency service or repair will be identified at the time of call-up. Emergency service call response time must be scheduled and underway within 4 hours of the call-up or later as agreed upon by the PA.

8.3 All service and repair must be in accordance with current Safety Standard for Maintenance and Inspection of Overhead Cranes, Gantry Cranes, Monorails, Hoists and Trolleys. (CSA B167-96) and section 2.0 of this specification.

8.4 All materials and replacement parts authorized for use must be those specified by the manufacturer of the equipment or of equivalent quality approved by the PA.

8.5 The Contractor during all service calls must:

- 8.5.1 Complete repair(s) as requested and in accordance with the scope of work provided with the call-up;
- 8.5.2 Identify issues on any of the equipment that requires disassembly or is not easily viewed due to overhead location or otherwise, and immediately contact the PA to visit the site in order to view the problem;
- 8.5.3 The PA may request a digital record of the disassembled component(s);
- 8.5.4 Conduct a full visual and operational inspection of the equipment;
- 8.5.5 Ensure all existing guards and safety systems are in place and functional;
- 8.5.6 Top up all fluid reservoirs to levels as required;
- 8.5.7 Lubrication of both electrical and mechanical operating parts;
- 8.5.8 Remove any foreign debris in, on or under any of the equipment ensuring a swept and tidy appearance;
- 8.5.9 In the event the repair is not completed the Contractor must ensure a follow-up visit is scheduled within a reasonable and agreed upon time with the PA;
- 8.5.10 The maximum acceptable delay for uncommon parts and materials is 14 days or longer if approved by the PA;
- 8.5.11 If the equipment is deemed unsafe the Contractor must advise the PA and utilize or put in place appropriate lock out procedures; and
- 8.5.12 Complete the on-site log book after each inspection, repair or service. The log book must remain with the unit and all entries shall be legibly printed in block letters, dated, printed name and signature of the qualified inspector.

8.6 All new equipment and parts must be operated and commissioned to the acceptance of the PA.

8.7 On completion of the service call the contractor is to present to the PA with a completed service report.

9.0 Reports

9.1 Deliverables expected by the contractor under this requirement must include inspection records, service reports, estimates and quotes.

9.2 Inspection records are required for each piece of equipment upon completion of all scheduled inspections. Appendix 1 provides an example of the minimum standard.

9.3 Inspection reports must include the following information;

- 9.3.1 Full identification of the type of equipment inspected such as the manufacturer, Model, Serial, Capacity and specific electrical data;
- 9.3.2 Equipment Identification Number and location;
- 9.3.3 Completed adjustments, added fluids, alterations and recommendations for future upgrades or work;
- 9.3.4 Overall observations, status of the equipment, code or standard non-compliance substantiated with applicable references; and
- 9.3.5 The PA will sign, date and receive a copy of the inspection report prior to contractor departure.

9.4 Service reports are required upon completion of a service call. In the event work spans several days a service report is required each day.

9.5 Service reports must include as a minimum the following information;

- 9.5.1 Full identification of the service or repair requested;
- 9.5.2 Description of the work completed;
- 9.5.3 Itemized list of parts and materials;
- 9.5.4 Full identification of the Overhead Crane, Hoist or Monorail to include Manufacturer, Model, Serial, Capacity and specific electrical data;
- 9.5.5 Work not completed or other recommendations for future upgrades;
- 9.5.6 Overall observations, status of the equipment, code or standard non-compliance substantiated with applicable references;

9.5.7 Detailed on-site labour hours in accordance with the pricing basis;

9.5.8 Other disbursements or authorized equipment rentals; and

9.5.9 The PA will sign, date and receive a copy of the service report prior to contractor departure.

9.6 Estimates or quotes for service, repairs and installations when requested must be presented to the PA within 14 days of the request. No work may commence without PA acceptance of the quote or estimate;

9.7 All estimates or quotes must clearly demonstrate individual labour, parts and materials in accordance with the applicable pricing basis.

10.0 Invoicing

10.1 Invoices must be forwarded to the PA within 14 days of the completion of work and must contain the following:

10.1.1 Requirement Number and Task Authorization Number;

10.1.2 Bldg Number, equipment identification and location of work;

10.1.3 Separate material cost, price supported upon request by the PA;

10.1.4 Labour costs itemized in accordance with the pricing basis; and

10.1.5 Dated invoice to include date the work was completed.

10.2 No invoices will be paid for services without receipt of a complete inspection or service report, per piece of equipment, delivered to the PA.

11.0 Workmanship

11.1 All new equipment must be warranted for a period of one (1) year or more up to and including the manufacturer's warranty.

Appendix 1

CRANE/HOIST/MONORAIL INSPECTION REPORT

Make:		Model No:		Serial No:	
Capacity:		Eqpt ID:		Inspector:	
Location:			Voltage:		

HOIST		TROLLEY	
1	MOTOR ASSEMBLY	23	PLAIN TROLLEY
2	HAND CHAIN	24	GEARED TROLLEY
3	HAND CHAIN WHEEL	25	WHEELS
4	HAND CHAIN WHEEL COVER	26	GEARED WHEELS
5	BRAKE ASSEMBLY	27	BEARINGS
6	BRAKE DISCS	28	SIDE PLATES
7	GEAR BOX	29	ANTI TIP / FALL SAFETY GUARDS
8	OIL LEVEL OR GREASE	30	MOTOR ASSEMBLY
9	LOAD CHAIN	31	HAND CHAIN
10	WIRE ROPE	32	HAND CHAIN WHEEL
11	CHAIN OR WIRE ROPE DEAD END	33	BRAKE ASSEMBLY
12	LUG MOUNT	34	BRAKE DISCS
13	TOP HOOK ASSEMBLY	35	PINION GEARS
14	BOTTOM BLOCK	36	CONTACTS & ELECTRICAL
15	SAFETY LATCHES	37	GEAR BOX
16	UPPER LIMIT SWITCH	38	GEAR BOX OIL LEVEL OR GREASE
17	LOWER LIMIT SWITCH	39	CAPACITY LABEL
18	POWER SUPPLY CABLE	40	POWER SUPPLY CABLE
19	CONTROL STATION	41	FESTOON SYSTEM
20	CONTACTS & ELECTRICAL	42	DISCONNECT
21	SHEAVES OR SPROCKETS	43	LOG BOOK PRESENT
22	CAPACITY DECALS		
MONORAIL			
44	I BEAM OR H BEAM	48	FASTENERS
45	CAPACITY	49	WASHERS
46	SUPPORTS	50	LOCK WASHERS
47	END STOPS	51	BEVELED WASHERS
COMMENTS			

UTILIZE THE FOLLOWING NUMBER CODES TO IDENTIFY STATUS OF THE EQUIPMENT LISTED ABOVE:

1. Good
3. Poor Repair is necessary

2. Fair

Appendix 2

CRANES & OVERHEAD HOISTS

BLDG #	LOCATION	TYPE OF EQUIP	MAKE	MODEL #	SERIAL #
BB-102	MAINT BAY	OVERHEAD CRANE	RICHARD WILCOX	14	C17057
BB-102	MAT SHOP	ELEC CHAIN PUSH/PULL TROLLEY MONORAIL	BUDGIT	BEH0116	313218
BB-102	ENGINE SHOP	ELEC CHAIN PUSH/PULL TROLLEY MONORAIL	BUDGIT	BEH0116	313219
BB-129	MAINT BAY	OVERHEAD CRANE	P&H	5GB6H-4PS-33D3-20T-C	S0800159
C-53	MAIN BAY	OVERHEAD CRANE	KONE	XL412N30EDC414BOKO	274969
CC-102	HANGAR #3	OVERHEAD CRANE	R&M	SX40610075P35FDD05	HHW15058
CC-128	CAE/SIM Bldg	OVERHEAD CRANE	KONE	CXT-402	A45739-2023-11311
CC-128	HNGR #1	OVERHEAD CRANE	KONE	CXT-40410050P35FDLOF	A45740-2023-11308
CC-128	HNGR #2	OVERHEAD CRANE	KONE	CXT-40410050P35FDLOF	A45794-2023-11309
CC-128	HNGR #3	OVERHEAD CRANE	KONE	CXT-40410050P35FDLOF	A45795-2023-11310
CC-128	HNGR #4	OVERHEAD CRANE	KONE	CXT-40410050P35FDLOF	A45745-2023-11313
CC-128	HNGR #5	OVERHEAD CRANE	KONE	CXT-40410050P35FDLOF	A45746-2023-11314
CC-128	Rm 1605	OVERHEAD CRANE	KONE	CXT204	A45747-2023-11315
CC-128	STORAGE RM	OVERHEAD CRANE	KONE	CXT404	A45742-2023-11316
CC-128	HNGR #8	OVERHEAD CRANE	KONE	CXT-40410050P35FDLOF	A45741-2023-11312
CC-128	VEH MT BAY	OVERHEAD CRANE	KONE	CXT-50410080R56FDDLS	A45743-2023-11317
CC-128	Rm 1219	MONORAIL	KONE		
CC-128	Rm 1220	MONORAIL	KONE		
CC-128	Rm 1410	MONORAIL	KONE		
CC-128	Rm 1625	MONORAIL	KONE		
CC-128	Rm 1640	MONORAIL	KONE		
CC-128	Rm 1644	MONORAIL	KONE		
CC-128	Rm 1224	MONORAIL	KONE		
H-110	Carp Shop	Monorail	Loadrunner	EC-3M	9408071

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME

File No. - N° du dossier
PET-7-47019

H-112	RM 179	ELEC CHAIN TROLLEY MONORAIL	MUNCK	222-5420	352T1006
H-112	RM 151	ELEC CHAIN TROLLEY MONORAIL	MUNCK	222-5420	852T1003
H-112	RM 154	ELEC CHAIN TROLLEY MONORAIL	MUNCK	222-5420	852T1020
H-112	MAINT BAY	OVERHEAD CRANE	MUNCK	3121B1CFD4	H04573
P-49	MAINT BAY	ELEC CHAIN TROLLEY	R&M	35H332-4661	1151953SC1
P-49	MAINT BAY	ELEC CHAIN TROLLEY	VULCAN	LV41512-1	25165EVA2/01
Y-102	MAINT BAY	OVERHEAD CRANE	R&M	SX30410032P25FFCLOF	HHW11670
Y-116	MAINT BAY	OVERHEAD CRANE	KONE	CKT60610250K75GD???	11071389
Z-117	MAINT BAY	OVERHEAD CRANE	DEMAG	BKDH532H20KN241	904857
Z-117	MAINT BAY	OVERHEAD CRANE	Zelus (R&M)	SX50420100P55FFDOS	4199

ANNEX “B”

BASIS OF PAYMENT

Service Call Pricing First Hour

An all-inclusive price to include overhead, travel to and from the site, profit, labour, tools and equipment, plus one hour of on-site productive labour.

First Hour Service Call pricing will only be approved once per call-up.

First Hour Service Call pricing will not be applied if the contractor service representative is already on-site when the call-up is received by the Contractor.

Labour pricing: An all-inclusive price for each tradesperson on site to perform services required after the first hour of service.

Pricing Period:

- Year 1 – 01 May 2018 to 30 Apr 2019
- Year 2 - 01 May 2019 to 30 Apr 2020
- Year 3 - 01 May 2020 to 30 Apr 2021

Part I:
Firm Requirement

Item	Description	Estimated Usage	Unit of Issue	Unit Price Year One	Unit Price Year Two	Unit Price Year Three
1	Provide all inclusive Overhead Crane, Hoist and Monorail periodic inspections in accordance with this contract specification section 7.0 for ALL equipment listed in the inventory to include all transportation, overhead, labour, supervision, materials, tools and equipment. Provide written inspection reports in accordance with section 9.0 of the technical specification. Inspections are to be carried out semi-annually during April and October. Inspection service of overhead cranes, hoists and monorails shall utilize a man lift or articulated boom.	2	Lot Price			

Part II:

As and when requested services through the use of task authorizations

Item	Description	Estimated Usage	Unit of Issue	Unit Price Year One	Unit Price Year Two	Unit Price Year Three
2	SCHEDULED CRANE INSPECTOR FIRST HOUR, in accordance with section 8.0 of the contract specification, to include labour, equipment, transportation, supervision and one hour of on-site productive labour to be charged only once per call-up, during normal working hours (0730-1600 hrs Monday to Friday). Service and repair of overhead cranes and hoists shall utilize a man lift or articulated boom.	10	hour			
3	SCHEDULED CRANE INSPECTOR ADDITIONAL HOURS of on-site productive labour during normal working hours (0730-1600 hrs Monday to Friday)	60	hour			
4	EMERGENCY NON-SCHEDULED CRANE INSPECTOR FIRST HOUR, in accordance with section 8.0 of the contract specification, to include labour, equipment, transportation, supervision and one hour of on-site productive labour, to service or repair cranes or hoists, to be charged only once per call-up, during or outside of normal working hours, including weekdays, weekends and stat holidays when a 4 hour response is required.	5	hour			
5	EMERGENCY NON-SCHEDULED CRANE INSPECTOR ADDITIONAL HOURS, of on-site productive labour during or outside of normal working hours, including weekdays, weekends and stat holidays when a 4 hour response is required.	30	hour			
6	Scheduled off-site machining and fabrication labour during or after hours to be pre-approved by the Project Authority.	10	hour			
7	Scheduled Trades Helper first hour on-site productive labour during normal working hours (0730-1600hrs Monday to Friday) to be pre-approved by the Project Authority.	3	hour			
8	Scheduled Trades helper additional hours on-site productive labour during normal working hours (0730-1600hrs Monday to Friday) to be pre-approved by the Project Authority.	30	hour			
9	Addition of one periodic inspection of an overhead crane to the	1	ea			

Solicitation No. - N° de l'invitation
W0107-18C693/A
Client Ref. No. - N° de réf. du client
W0107-18CB693

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-7-47019

Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME

	inventory								
10	Deletion of one periodic inspection of an overhead crane from the inventory	1	ea						
11	Addition of one periodic inspection of a hoist or monorail to the inventory.	1	ea						
12	Deletion of one periodic inspection of a hoist or monorail from the inventory	1	ea						
13	Daily man lift rental, up to 32 feet, pre-approved by the Project Authority	20	day						
14	Daily man lift rental, over 32 feet, pre-approved by the Project Authority	10	day						
15	Disbursements-such as unforeseen work that requires sub-contracting, or the use of tools or equipment not normally utilized or included in this type of work. All such requests must be pre-approved in writing by the PA and charged at cost with no allowance for overhead or profit. Copies of invoices to be submitted with invoice upon completion of the work.	Annually	\$10,000.00						
16	Material at cost plus mark up of _____ % to include price support at time of invoicing.	%	\$70,000.00						

Solicitation No. - N° de l'invitation
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Client Ref. No. - N° de réf. du client
W0107-18CB693


Amd. No. - N° de la modif.
File No. - N° du dossier
PET-7-47019

Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST

JUL 05 2017

 Government of Canada Gouvernement du Canada	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Contract Number / Numéro du contrat W0107-18CB693</div> <div style="border: 1px solid black; padding: 5px;">Security Classification / Classification de sécurité Unclassified</div>
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SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction RPOU (ON) DET PET
------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------

3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant
----------------------------------------------------------------	---------------------------------------------------------------------------

4. Brief Description of Work / Brève description du travail
Service contract for the inspection and repair of Overhead Cranes throughout Garrison Petawawa. There is a security requirement as some work falls within secure areas thus the need for an SRCL.

5. a) Will the supplier require access to Controlled Goods?
Le fournisseur aura-t-il accès à des marchandises contrôlées? ☒ No ☐ Yes
Non Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?
Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? ☒ No ☐ Yes
Non Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets?
Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
(Specify the level of access using the chart in Question 7. c.)
(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c.)
No Non Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted.
Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. ☐ No ☒ Yes
Non Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage?
S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? ☒ No ☐ Yes
Non Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---------------------------------------------

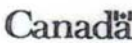
7. b) Release restrictions / Restrictions relatives à la diffusion

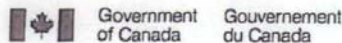
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Not releasable À ne pas diffuser <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/> Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

7. c) Level of Information / Niveau d'information

PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/> PROTECTED B PROTÉGÉ B <input type="checkbox"/> PROTECTED C PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/> SECRET SECRET <input type="checkbox"/> TOP SECRET TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>
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TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité Unclassified	
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Contract Number / Numéro du contrat W0107-18CB693
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité:

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel:
Document Number / Numéro du document:

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux:

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes
Non Oui
On DND premises unscreened pers. may only access public/reception zone

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes
Non Oui

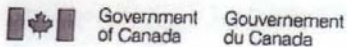
PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes
Non Oui



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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

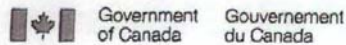
Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC			
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			TOP SECRET TRÈS SECRET
											A	B	C	
Information / Assets Renseignements / Biens Production														
IT Media / Support TI														
IT Link / Lien Électronique														

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
- ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
- ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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W0107-18C693/A
Client Ref. No. - N° de réf. du client
W0107-18CB693

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-7-47019

Buyer ID - Id de l'acheteur
PET906
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat W0107-18CB693
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Matthew Ng, Major		Title - Titre OC RPOU Det Petawawa	Signature
Telephone No. - N° de téléphone 613 887-5511 Ext 5580	Facsimile No. - N° de télécopieur 613 687-6291	E-mail address - Adresse courriel matthew.ng@forces.gc.ca	Date 21/06/2017
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Sasa Medjovic, DDSO Senior Security Analyst Tel: 613-996-0286 E-mail: sasa.medjovic@forces.gc.ca		Title - Titre DDSO - Industrial Security	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2017-07-05
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes? <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées) Anna Kulycka Contract Security Officer, Contract Security Division		Title - Titre	Signature
Telephone No. - N° de téléphone Tel/Tél - 613-957-1253 / Fax/Télec - 613-954-4171	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date July 22, 2017

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified

Canada

ANNEX "D"

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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o. 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.

Automobile Liability Insurance

1. The Contractor must obtain Automobile 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.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - e. Liability for Physical Damage to Non-owned Automobiles: Ontario OPCF 27 or 27B / Quebec: QEF #27 / Other Provinces: SEF#27

<div style="display: inline-block; vertical-align: middle; text-align: right;"> National Défense </div> <div style="display: inline-block; vertical-align: middle; text-align: right;"> Défense nationale </div>		AUTHORIZATION AUTORISATION DES TÂCHES	
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.			Contract no. — N° du contrat <hr/> Task no. — N° de la tâche <hr/>
Amendment no. — N° de la modification	Increase/Decrease — Augmentation/Réduction	Previous value — Valeur précédente	
To — À	TO THE CONTRACTOR 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. 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. À L'ENTREPRENEUR 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. 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 location — Expédié à	Date _____ for the Department of National Defence pour le ministère de la Défense nationale		
Delivery/Completion date — Date de livraison/d'achèvement			
Contract item no. NP d'article du contrat	Services		Cost Prix
			GST/HST TPS/TVH
			Total
APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSGC : La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.			
for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

ANNEX "F"

Periodic usage report form

As a requirement of this Request For Proposal, a report shall be submitted as follows:

Return to:

Public Works and Government Services Canada	(613) 687-6656	wayne.cook@pwgsc-tpsgc.gc.ca
<i>Name</i>	<i>Fax</i>	<i>E - Mail</i>

At: Public Works and Government Services Canada
Acquisitions Branch Ontario Region
101 Menin Rd. Garrison Petawawa
Building S-111, Rm C-114
Petawawa, Ontario
K8H 2X3

REPORT ON THE VOLUME OF BUSINESS

SUPPLIER:

REPORT FOR THE PERIOD ENDING:

Description of Work	Task Authorization #	Total Billing

Or **NIL REPORT:** We have not done any business with the federal government for this period

PREPARED BY:

NAME:

SIGNATURE:

TELEPHONE NO.:

ANNEX “G” 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 “H”

CONTRACTOR EXPERIENCE FORM

Contractor Experience Technical Evaluation Overhead Cranes			
Location and address of the Inspection and service provided	Client contact name and phone number	Type of Equipment	Hours
Evaluation sheet must clearly demonstrate 10,000 hours of experience for a Crane Inspector			

ANNEX "I"

ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

In accordance with the **Ineligibility and Suspension Policy**, Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - _____

Suppliers may register for a PBN online at **Supplier Registration Information**. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.