



**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**

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT (2018-03-13)

<b>Title - Sujet</b> Inspection, Maintenance, and Repair	
<b>Solicitation No. - N° de l'invitation</b> W684E-18LP24/A	<b>Date</b> 2018-03-13
<b>Client Reference No. - N° de référence du client</b> W684E-18LP24	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$EDM-064-11339	
<b>File No. - N° de dossier</b> EDM-7-40194 (064)	<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 2018-04-24</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 checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Scott, Dallas	<b>Buyer Id - Id de l'acheteur</b> edm064
<b>Telephone No. - N° de téléphone</b> (780) 224-7200 ( )	<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 REAL PROPERTY Ops Sect Edmonton PO BOX 10500, STATION FORCES EDMONTON Alberta T5J4J5 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>

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**TITLE: INSPECTION, MAINTENANCE, AND REPAIR OF ELECTRIC CRANES, VEHICLE HOISTS,  
HYDRAULIC RAMPS AND DOCK LEVELERS**

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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, Basis of Payment, Security Requirements Check List, DND 626 Task Authorization Form, Task Authorization Usage Report, and Electronic Payment Instruments.

### **1.2 Summary**

**1.2.1** For the supply of all labour, materials, tools, equipment, transportation, incidentals and supervision necessary to perform annual inspections, maintenance, and repairs of electric cranes, vehicle hoists, ramps and leveling docks for the Department of National Defence (DND), Canadian Forces Base (CFB) Edmonton on an annual basis for inspections and an "as and when requested" basis, through the issuance of a Task Authorization (DND 626) for maintenance and repairs in accordance with the terms and conditions contained herein.

The estimated period of the Contract is three (3) years from start date with two (2) – one (1) year option periods.

**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.

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**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.

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

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

### 2.3 Former Public Servant

*(To be completed by the 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 ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## **2.5 Applicable Laws**

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

## **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 (one [1] hard copy OR one [1] fax copy)

Section II: Management Bid (one [1] hard copy OR one [1] fax copy)

Section III: Financial Bid (one [1] hard copy OR one [1] fax 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) (<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 "F" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "F" 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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

Bid must meet all of the requirements specified in Annex "A", Statement of Work

#### **4.1.2 Financial Evaluation**

The costs for the items in Annex "B" will be added together to obtain the TOTAL EVALUATED BID PRICE.

### **4.2 Basis of Selection**

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

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

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### 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 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, 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;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, 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.

## **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 for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex "D".
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 seven (7) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the 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 Project Authority may authorize individual task authorizations up to a limit of \$60,000.00 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.

##### **7.1.2.3 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

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#### 7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

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 fifteen (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.

#### 7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence (DND), Canadian Forces Base (CFB) Edmonton. 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 Facility Security Clearance at the level of **SECRET**, issued by the Canadian Industrial Security Directorate (CISD), **Public Works and Government Services Canada (PWGSC)**.
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid personnel security screening at the level of **SECRET**, granted or approved by CISD/PWGSC.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
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 \_\_\_\_\_ to \_\_\_\_\_ inclusive (*to be inserted at contract award*).

### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Dallas Scott  
Procurement Officer  
Public Services and Procurement Canada  
Acquisitions Branch  
Western Region

ATB Place, North Tower  
5<sup>th</sup> Floor, 10025 – Jasper Avenue  
Edmonton, AB T5J 1S6

Telephone: 780 – 224 – 7200  
Facsimile: 780 – 497 – 3510  
E-mail address: [dallas.scott@pwgsc-tpsgc.gc.ca](mailto:dallas.scott@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:

*(To be named in the contract)*

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 completed by the 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

### 7.7.1 Basis of Payment

#### Annex "B", Basis of Payment: SCHEDULED REQUIREMENTS

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit price(s) as specified in Annex "B" for a cost of \$ \_\_\_\_\_ **(to be inserted at contract award)**. Customs duties are included and Applicable Taxes are extra.

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

#### Annex "B", Basis of Payment: TASK AUTHORIZATION REQUIREMENTS

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.

### 7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_ **(to be inserted at contract award)**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work 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 approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75% committed, or
  - b. four months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. 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 Method of Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment  
SACC Manual clause [H1001C](#) (2008-05-12), Multiple Payments

### 7.7.4 SACC Manual clauses

[A9117C](#) (2007-11-30), T1204 - Direct Request by Customer Department  
[C0705C](#) (2010-01-11), Discretionary Audit

### 7.7.5 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
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.

## 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 Alberta.

### 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 "C", Security Requirements Check List;
- (f) Annex "D", DND 626 Task Authorization Form;
- (g) Annex "E" Task Authorization Usage Report,
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_.

### 7.12 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)

### 7.13 Insurance

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

### 7.14 SACC Manual clauses

[A9039C](#) (2008-05-12), Salvage  
[A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
[B6800C](#) (2007-11-30), List of Non-consumable Equipment and Material

## ANNEX "A"

### STATEMENT OF WORK

#### REQUIREMENT

For the supply of all labour, materials, tools, equipment, transportation, incidentals and supervision necessary to perform annual inspections, maintenance, and repairs of electric cranes, vehicle hoists, ramps and leveling docks for the Department of National Defence (DND), Canadian Forced Base (CFB) Edmonton on an annual basis for inspections and an "as and when requested" basis, through the issuance of a Task Authorization (DND 626) for maintenance and repairs in accordance with the terms and conditions contained herein.

#### PRIOR TO STARTING WORK

- Prior to starting any work, the Contractor must report to the Project Authority in Building 177 (Engineering Services Company), at CFB Edmonton, Steele Barracks Site.
- The Contractor must provide a firm price quote for each requirement, subject to approval of the Project Authority, prior to the commencement of the work.

#### INVOICING

- Invoices are to be submitted within five (5) working days from the completion date of the work
- Invoices must indicate Goods and Services Tax (GST), including GST registration number, as a separate line item.
- Invoice must include the Contract Number and Task Authorization number (as required).

#### RESPONSE TIME

##### 1. Scheduled Work

- The Contractor must respond to Task Authorization(s) within twenty-four (24) hours of receipt.
- Work must be performed within mutually agreed upon time frame between the Contractor and Project Authority, as indicated in the Task Authorization.

##### 2. Emergency Work

- The Contractor must respond to Task Authorization(s) within four (4) hours of receipt.
- Work must be performed immediately upon acceptance of the Task Authorization.

## **A. SERVICES REQUIRED**

The Contractor must supply all labour, tools, equipment, transportation, and supervision necessary to:

1. Inspect and certify all electric cranes and vehicle hoists, in accordance with Alberta Occupational Health and Safety (OHS) guidelines, once annually by a certified Inspector, and;
2. Maintain and repair electric cranes, vehicle hoists, lifts, hydraulic ramps, and leveling docks on an "as and when requested" basis.

## **B. CONTRACTOR QUALIFICATIONS**

1. The Contractor must provide a minimum of one (1) qualified crane/lift maintenance technician on site, refer to the most current "ANSI/ALI ALOIM-2000 Standard for Automotive Lifts Safety Requirements for Operation, Inspection and Maintenance"
2. "Helpers" ratio must be in accordance with licensing authority regulations
3. All workers on site must be familiar with all safety practices pertaining to general work-site safety and safety in reference to their specific trade
4. All workers on site must have received WHMIS training

## **C. TOOLS**

1. All workers on site must supply all tools associated with the trade in which they are employed and which are required to complete the work

## **D. EQUIPMENT**

1. The Contractor must supply all maintenance equipment (including but not limited to scissor lifts, genie booms, etc.), as required, complete with certified operator to perform inspections, maintenance, and repairs.

## **E. USE OF SITE**

1. Site usage will vary from job to job and restrictions will be addressed when a Scope of Work or request for estimate or quote is made.
2. The Contractor must not unreasonably encumber site with materials or equipment.

## **F. PERMITS**

1. The Contractor must be in possession of a valid dig permit issued by DND before commencement of excavations or like works. Hand digging is mandatory when working in close proximity to any underground utility.
2. The Contractor must be in possession of a valid "Hot Work Permit" issued by DND when performing any cutting, welding or soldering using an open flame.

## **G. CODES AND STANDARDS**

1. The Contractor must inspect and certify all electric cranes and vehicle hoists, in accordance with Alberta Occupational Health and Safety (OHS) guidelines, once annually by a certified Inspector, and;
2. The Contractor must maintain and repair electric cranes, vehicle hoists, lefts, hydraulic ramps, and leveling docs on an "as and when requested" basis.

## **H. WHMIS**

1. The Contractor must current copies of WHMIS data sheets on site for products being used.

## **I. HOURS OF WORK**

1. The Contractor must report to the Project Authority upon arriving on site and prior to starting work.
2. "Regular Working Hours" are 07:30 to 16:00 hours, Monday through Friday, excluding statutory holidays.
3. Work outside "Regular Working Hours" will be subject to approval of the Project Authority.
4. Agreed upon schedules must not be changed without approval of both the Contractor and the Project Authority

## **J. PRODUCTS/MATERIALS**

1. The Contractor must use "new" products, unless otherwise specified
2. The Contractor must comply with manufacturer's latest printed instructions for materials.
3. The Contractor must notify the Project Authority, in writing, of any conflict between the Scope of Work and the manufacturer's instructions. Project Authority will designate, in writing, which document is to be followed.
4. The Contractor must deliver, store and maintain packaged material and equipment with manufacturer's seals and labels intact.
5. The Contractor must prevent damage, adulteration and soiling of material and equipment during delivery, handling and storage. Immediately remove rejected material and equipment from site.
6. The Contractor must store all material and equipment in accordance with suppliers' instructions.
7. The Contractor must touch-up damaged factory finished surfaces, as applicable, subject to approval of the Project Authority. The Contractor must use primer or enamel or primer to match original, as applicable. The Contractor must not paint over nameplates.

## **K. EXAMINATION OF PLANS, SPECIFICATIONS, AND SITE**

1. The submission of an estimate or quote must be considered evidence that the Contractor has made an investigation of the work and has become familiar with the site and conditions to be encountered in performing the work and the requirements of the plans and specifications.

## **L. SMOKING**

1. Smoking is NOT PERMITTED in DND buildings.

## **M. POWER AND WATER**

1. DND will supply power and water on an "as required" basis, free of charge, when available. It is the Contractor's responsibility to make connections and to supply the work-site.

## **N. EXECUTION OF WORK**

1. Use of explosive actuated fasteners is NOT ALLOWED without the written consent of the Project Authority.
2. The Contractor must take full responsibility for and execute complete layout of work to locations, lines and elevations indicated. All questions must be addressed to the Project Authority.
3. The Contractor must supply all devices and equipment required to facilitate inspections and/or work identified in the Task Authorization.
4. The Contractor must execute work with least possible interference or disturbance to occupants and normal use of premises. The Contractor must arrange with Project Authority to facilitate execution of work.
5. If security or weather protection has been reduced by work of the Contractor, the Contractor must provide temporary means to maintain security or protection.
6. The Contractor must provide temporary dust screens, barriers, warning signs in locations where work is adjacent to normal building operations.
7. The Contractor must execute cutting (including excavation), fitting and patching of work that may be required to make work fit properly together to receive or be received by other work.
8. When existing work is altered or cut, the Contractor must patch and make good to match existing, adjacent surfaces.
9. The Contractor must obtain approval from the Project Authority before cutting, coring or installing sleeves in load-bearing members.
10. The Contractor must make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.
11. The Contractor must fit work tightly to pipes, sleeves, ducts and conduits.

## **O. CLEANING DURING INSTALLATION**

1. The Contractor must clean work-site daily of accumulated debris.
2. The Contractor must provide on-site dump containers for collection of waste materials, and debris.
3. The Contractor must schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
4. The Contractor must store volatile waste in covered metal containers, and remove from premises at end of each working day.
5. The Contractor must provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation systems is not permitted for this purpose.

#### **P. FINAL CLEANING**

1. The Contractor must remove grease, dust, dirt, stains, labels, fingerprints, and other foreign materials, from interior and exterior finished surfaces including glass and other polished surfaces.
2. The Contractor must use a broom clean smooth floors and paved surfaces; vacuum construction dust from carpeting; rake clean other surfaces of grounds.
3. The Contractor must remove debris and surplus materials from crawl areas and other accessible concealed spaces.

#### **Q. DISPOSAL OF WASTES**

1. The Contractor must not bury rubbish and waste materials on site unless approved by Project Authority.
2. The Contractor must not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
3. All waste materials to be discarded off of DND property unless otherwise directed by the Project Authority.

#### **R. WARRANTY**

1. The Contractor must warrant all materials and workmanship for a period of one (1) year after date of delivery and acceptance. If at any time during this period any portion of the work requires repairs by reason of faulty material or workmanship, the Project Authority will notify the Contractor that such repairs are necessary. Repairs must be carried out in a timely manner and a timeline must be mutually agreed upon by the Contractor and the Project Authority.

#### **S. FIRE SAFETY**

1. The Contractor and Contractor personnel must familiarize themselves with the area in which they are working making note of locations of alarm stations, hose cabinets, exits, telephones and the like.
2. The Contractor and Contractor personnel must attend a Safety Briefing prior to the beginning of the Contract. The Contractor and Contractor personnel must comply with all DND CFB Edmonton regulations in force at the worksite throughout the duration of the contract.
3. The Contractor must obtain "Hot Work Permit(s)" from the Base Fire Hall prior to using any flame producing cutting device on the work site.

#### **T. FIRES**

1. Fires and burning of rubbish is not permitted on site

**APPENDIX 1 TO ANNEX "A"**

**LIST OF EQUIPMENT**

**TABLE 1: CRANES**

(19 units total)

<u>Location</u>	<u>Type</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Capacity</u>	<u>Serial Number</u>	<u>Notes</u>	<u>RP Ops Identifier</u>
<b>Bldg 179</b>	Crane	Kone / Kaverit	UN2885	18.18 ton	2109	span - 35 ft., lift - 25 ft.	179-B001
	Crane	Coffing	A-Frame	2 ton	DV3928A	mobile gantry	179-G002
	Crane	Demag	TRSG	5 ton	30289	bus lift - out of service	179-B002
	Crane	Kito	EF2-0105/ Jib	1/2 ton	171044 / 21605	tire bay	179-J001
	Crane	Kaverit / Abus	GM5160L06-191-41-063D160	16 ton	4598	span - 24 ft., lift - 23 ft.	179-B003
	Crane	Masco - Spacemaster	PGA02D15X	2.2	15444-02	mobile gantry	179-G001
	Crane	Richards-Wilcox		1 ton		monorail - out of service	179-M001
	Crane	Kaverit / SWL	TRSG	2.5 ton	6399	explosion proof	179-B004
<b>Bldg 236</b>	Crane	Prov. Eng / English Electric		11 1/4 ton		outdoor crane	236-B001
	Crane	Budgit - Manguard	11689512 / A Frame	3 ton	271695 / AN2481	mobile gantry	236-G001
<b>Bldg 403</b>	Crane	Masco / Yale	BEW5X26RT12/4S4	5 ton	W96G953A / 7123	span - 65 ft., lift - 20 ft.	403-B001
<b>Bldg 404</b>	Crane	Masco / Yale	CEW10X22RT14/5S4	10 ton	W965842A / 7098	span - 20 ft., lift - 25 ft.	404-B002
	Crane	Masco / Yale	CFW10X22LG14/5S4	10 ton	W966223A / 7105	span - 60 ft., lift - 25 ft.	404-B001
	Crane	Yale	KEL2-20RT15S2	2 ton	K98641	monorail - span 40 ft, lift 20 ft	404-M001
<b>Bldg 405</b>	Crane	Yale	KEL2 - 20RT15/5S2	2 ton	K9864(2)	monorail	405-M001
<b>Bldg 405B</b>	Crane	Motivation	SX20410020 / A Frame	2.2 ton	A020617(2)	gantry	405B-G001
<b>Bldg 406</b>	Crane	Shawbox / Kaverit	73D20020	16 ton	3369	span - 35 ft., lift - 25 ft.	406-B001
<b>2 Hanger</b>	Crane	Kone / KCI	URSG / XL304N31ALA4	6 ton	81515 / 1003	span - 20 ft., lift - 30 ft.	H2-B001
	Crane	Jet / Kito	FAI-IS-OL / TS2-890	1 ton	IS-1050 / 787146	span - 20 ft., lift - 20 ft.	H2-G001
	Crane	Richards-Wilcox		1 ton	2109	span - 35 ft., lift - 25 ft.	179-B001
	Crane	Kaverit / SWL	TRSG	2.5 ton	DV3928A	mobile gantry	179-G002

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File No. - N° du dossier  
EDM-40194

Buyer ID - Id de l'acheteur  
EDM064  
CCC No./N° CCC - FMS No./N° VME

**TABLE 2: DOCK LEVELERS**  
(28 units total)

<u>Location</u>	<u>Type</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Serial Number</u>	<u>Notes</u>
<b>Bldg 210</b>	Hydraulic Dock Leveler (1)	Serco	HLM8735	PPB - 26	bay # 4
	Hydraulic Dock Leveler (2)	Serco	HLM8735	PPB - 28	bay # 3
	Hydraulic Dock Leveler (3)	Serco	HLM8735	PPB - 30	bay # 2
<b>Bldg 236</b>	Hydraulic Dock Leveler (1)	Blue Giant	AH575-3fh-TL	9842413	east side
	Hydraulic Dock Leveler (2)	Blue Giant	AH575-3fh-TL	9842210	east side
	Hydraulic Dock Leveler (3)	Blue Giant	AH575-3fh-TL	9842408	east side
	Hydraulic Dock Leveler (4)	Blue Giant	AH575-3fh-TL	9842212	east side
	Hydraulic Dock Leveler (5)	Blue Giant	AH575-3fh-TL	9842211	east side
	Hydraulic Dock Leveler (6)	Blue Giant	AH575-3fh-TL	9842807	east side
	Hydraulic Dock Leveler (7)	Blue Giant	AH575-3fh-TL		east side
	Hydraulic Dock Leveler (8)	Ford Smith - TD10			north side
	Hydraulic Dock Leveler (9)	Ford Smith - TD10			north side
	Hydraulic Dock Leveler (10)	Blue Giant			west side
	Hydraulic Dock Leveler (11)	Blue Giant			west side
	Hydraulic Dock Leveler (12)	Blue Giant			west side
	Hydraulic Dock Leveler (13)	Wayne TD10			west side
	Hydraulic Dock Leveler (14)	Wayne TD10			west side
	Hydraulic Dock Leveler (15)	Wayne TD10			west side
	Hydraulic Dock Leveler (16)	Blue Giant	DGGFS/3575	33760901	west side
	Hydraulic Dock Leveler (17)	Blue Giant	BGGF03575	337616-01	west side
	Hydraulic Dock Leveler (18)	Pentalift DH6			RD # 2 - south side
	Hydraulic Dock Leveler (19)	Pentalift DH6		905920039	RD # 3 - south side
	Hydraulic Dock Leveler (20)	Pentalift DH6		90590040	RD # 4 - south side
<b>Bldg 403</b>	Hydraulic Dock Leveler	Loadstar			
<b>Bldg 404</b>	Hydraulic Dock Leveler	Serco	Hyd - 600-S 35/16		
	Hydraulic Dock Leveler	Serco	Hyd - 600-S 35/16		
<b>Bldg 405</b>	Hydraulic Dock Leveler	Serco	Hyd - 600-S 35/16		
	Hydraulic Dock Leveler	Serco	Hyd - 600-S 35/16		

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EDM-40194

Buyer ID - Id de l'acheteur  
EDM064  
CCC No./N° CCC - FMS No./N° VME

**TABLE 3: HOISTS**  
(30 units total)

<u>Location</u>	<u>Type</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Capacity</u>	<u>Serial Number</u>	<u>Notes</u>
<b>Bldg 168</b>	Hydraulic 2 post hoist	Atlas	PV15P			auto hobby shop
	Hydraulic 2 post hoist	Rotary	SPOA10N5G0		CNP11D0211	auto hobby shop
<b>Bldg 175</b>	Hydraulic 4 post Hoist (New)	Rotary	50000HDL	50,000 lbs	JXP11E0002	installed 2011
	Hydraulic 4 post Hoist	Forward	27100TL	27,000 lbs	270JE7876	
<b>Bldg 179</b>	Hydraulic 4 post Hoist	Acanus	Baymate	12,000 lbs	10533	
	Hydraulic 4 post Hoist	Rotary	SM270	27,000 lbs	3878	
	Hydraulic Fork Lift Hoist	Pentalift	6FTML6012020	20,000 lbs	11504001	
	Hydraulic Scissor Hoist	Advantage	ALS-50XX	50,000 lbs	50XX-9-X0349	
	Hydraulic Scissor Hoist	Advantage	50/265CF	50,000 lbs	50XX-9-X0350	
	Hydraulic 4 post Hoist	Bradbury	755	22,000 lbs	1011	
	Hydraulic 2 post Hoist	ALM	7002A	7,000 lbs	601- 02359	
	Hydraulic Hoist	Ravaglioli	RF5QLX	50,000 lbs	XR0545	
	Hydraulic 4 post Hoist	PKS	PKSC80 - 4	80,000 lbs	21556 04-09	installed 2009
	Hydraulic 4 post Hoist (New)	Rotary	50000HDL	50,000 lbs	JXP11F0002	installed 2011
	Hydraulic 4 post Hoist (New)	Rotary	50000HDL	50,000 lbs	JXP11J0001	installed 2011
	Hydraulic 4 post Hoist (New)	Rotary	50000HDL	50,000 lbs	JXP11E0003	installed 2011
	Hydraulic 4 post Hoist (New)	Rotary	50000HDL	50,000 lbs	JXP11F0001	installed 2011
<b>Bldg 236</b>	Hydraulic 4 post Forklift Hoist	Mohawk	FL-25		A8B192	installed 2009
<b>Bldg 400</b>	Hydraulic 2 post Hoist	Mohawk	TP-26	26,000 lbs	2705743	
	Hydraulic 2 post Hoist	Mohawk	TP-26	26,000 lbs	2705744	
<b>Bldg 403</b>	Hydraulic 4 post Hoist (Mobile)	Ford Smith	ML460	60,000 lbs	022M-1511C	
	Hydraulic 4 post Hoist	Ford Smith	A40K	40,000 lbs	97043363	
<b>Bldg 404</b>	Hydraulic 4 post Hoist	Bradbury	788	18,000 lbs	1525	
<b>Bldg 405</b>	Hydraulic 4 post Hoist	Lift Dist of America	A - 30K	30,000 lbs	9403744	
<b>Bldg 408</b>	Hydraulic 4 post Hoist	Challenger	24050	40,000 lbs	2354A	
	Hydraulic 4 post Hoist	Alm	12000WT	12,000 lbs	405-0124	
	Hydraulic 2 post Hoist	Challenger	270015	27,000 lbs	275639A	
	Hydraulic 4 post Hoist	Alm	25001	25,000 lbs	405-01056	
<b>2 Hanger</b>	Hydraulic Scissor Hoist	Rotary	36/28S2TS	36,000 lbs	PAP02A0001	
	Hydraulic 2 post Hoist	Mohawk	TP15	15,000 lbs	9602258	

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

- Bidders must complete all tables below and submit them with their bid.
- Annual Estimated Usage(s) are for evaluation purposes only, actual usage may vary from the amounts shown.
- Firm Unit Price(s) must include all costs associated with performing the work in accordance with Annex "A", Statement of Work.
- Firm Unit Price(s) must be firm for the duration of the Contract.
- If multiple service calls to various locations are requested within one (1) working day, only one (1) daily charge for service call travel time will be accepted
- Firm Unit Price(s) must not include Applicable Taxes, Applicable Taxes will be added as a separate line item.
- Firm Unit Price(s) must be in Canadian currency (CAD).
- Verification of Contractor's costs to be provided with invoice upon request of the Project Authority

### **DELIVERY LOCATION**

- Real Property Ops Sect Edmonton  
Edmonton Garrison  
PO BOX 10500, Station Forces  
Edmonton, Alberta T5J 4J5

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**FIRM YEAR 1**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>ESTIMATED ANNUAL USAGE (A)</b>	<b>FIRM UNIT PRICE (B)</b>	<b>EXTENDED PRICE (C) = A x B</b>
<b>SCHEDULED REQUIREMENTS</b>				
1)	Annual Inspection of all Cranes and Hoists by Certified Crane/Lift Inspector in accordance with Annex "A", Statement of Work	1 inspection	\$_____ / inspection	\$_____
<b>TASK AUTHORIZATION REQUIREMENTS</b>				
1)	<u>Service Call Rates, including first hour of on-site productive labour</u>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	25 calls	\$_____ / call	\$_____
ii)	Helper	25 calls	\$_____ / call	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	10 calls	\$_____ / call	\$_____
ii)	Helper	10 calls	\$_____ / call	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Certified Crane/Life Maintenance Technician	5 calls	\$_____ / call	\$_____
ii)	Helper	5 calls	\$_____ / call	\$_____
2)	<u>Firm Labour Rates</u>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	200 hours	\$_____ / hour	\$_____
ii)	Helper	200 hours	\$_____ / hour	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	15 hours	\$_____ / hour	\$_____
ii)	Helper	15 hours	\$_____ / hour	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Certified Crane/Life Maintenance Technician	5 hours	\$_____ / hour	\$_____
ii)	Helper	5 hours	\$_____ / hour	\$_____
3)	<u>Materials and supplies, at laid-down cost plus markup of _____%</u>		_____%	
<b>EVALUATED BID PRICE: FIRM YEAR 1</b>				\$_____
= SCHEDULED REQUIREMENTS: (1 - C) + TASK AUTHORIZATION REQUIREMENTS: (1ai - C) + (1aai - C) + (1bi - C) + (1bii - C) + (1ci - C) + (1cii - C) + (2ai - C) + (2aai - C) + (2bi - C) + (2bii - C) + (2ci - C) + (2cii - C)				

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**FIRM YEAR 2**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>ESTIMATED ANNUAL USAGE (A)</b>	<b>FIRM UNIT PRICE (B)</b>	<b>EXTENDED PRICE (C) = A x B</b>
<b>SCHEDULED REQUIREMENTS</b>				
1)	Annual Inspection of all Cranes and Hoists by Certified Crane/Lift Inspector in accordance with Annex "A", Statement of Work	1 inspection	\$_____ / inspection	\$_____
<b>TASK AUTHORIZATION REQUIREMENTS</b>				
1)	<u>Service Call Rates, including first hour of on-site productive labour</u>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	25 calls	\$_____ / call	\$_____
ii)	Helper	25 calls	\$_____ / call	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	10 calls	\$_____ / call	\$_____
ii)	Helper	10 calls	\$_____ / call	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Certified Crane/Life Maintenance Technician	5 calls	\$_____ / call	\$_____
ii)	Helper	5 calls	\$_____ / call	\$_____
2)	<u>Firm Labour Rates</u>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	200 hours	\$_____ / hour	\$_____
ii)	Helper	200 hours	\$_____ / hour	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	15 hours	\$_____ / hour	\$_____
ii)	Helper	15 hours	\$_____ / hour	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Certified Crane/Life Maintenance Technician	5 hours	\$_____ / hour	\$_____
ii)	Helper	5 hours	\$_____ / hour	\$_____
3)	<u>Materials and supplies, at laid-down cost plus markup of _____%</u>		_____%	
<b>EVALUATED BID PRICE: FIRM YEAR 2</b>				\$_____
= SCHEDULED REQUIREMENTS: (1 - C) + TASK AUTHORIZATION REQUIREMENTS: (1ai - C) + (1aai - C) + (1bi - C) + (1bii - C) + (1ci - C) + (1cii - C) + (2ai - C) + (2aai - C) + (2bi - C) + (2bii - C) + (2ci - C) + (2cii - C)				

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**FIRM YEAR 3**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>ESTIMATED ANNUAL USAGE (A)</b>	<b>FIRM UNIT PRICE (B)</b>	<b>EXTENDED PRICE (C) = A x B</b>
<b>SCHEDULED REQUIREMENTS</b>				
1)	Annual Inspection of all Cranes and Hoists by Certified Crane/Lift Inspector in accordance with Annex "A", Statement of Work	1 inspection	\$_____ / inspection	\$_____
<b>TASK AUTHORIZATION REQUIREMENTS</b>				
1)	<u>Service Call Rates, including first hour of on-site productive labour</u>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	25 calls	\$_____ / call	\$_____
ii)	Helper	25 calls	\$_____ / call	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	10 calls	\$_____ / call	\$_____
ii)	Helper	10 calls	\$_____ / call	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Certified Crane/Life Maintenance Technician	5 calls	\$_____ / call	\$_____
ii)	Helper	5 calls	\$_____ / call	\$_____
2)	<u>Firm Labour Rates</u>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	200 hours	\$_____ / hour	\$_____
ii)	Helper	200 hours	\$_____ / hour	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	15 hours	\$_____ / hour	\$_____
ii)	Helper	15 hours	\$_____ / hour	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Certified Crane/Life Maintenance Technician	5 hours	\$_____ / hour	\$_____
ii)	Helper	5 hours	\$_____ / hour	\$_____
3)	<u>Materials and supplies, at laid-down cost plus markup of _____%</u>		_____%	
<b>EVALUATED BID PRICE: FIRM YEAR 3</b>				\$_____
= SCHEDULED REQUIREMENTS: (1 - C) + TASK AUTHORIZATION REQUIREMENTS: (1ai - C) + (1aai - C) + (1bi - C) + (1bii - C) + (1ci - C) + (1cii - C) + (2ai - C) + (2aai - C) + (2bi - C) + (2bii - C) + (2ci - C) + (2cii - C)				

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**OPTION YEAR 1**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>ESTIMATED ANNUAL USAGE (A)</b>	<b>FIRM UNIT PRICE (B)</b>	<b>EXTENDED PRICE (C) = A x B</b>
<b>SCHEDULED REQUIREMENTS</b>				
1)	Annual Inspection of all Cranes and Hoists by Certified Crane/Lift Inspector in accordance with Annex "A", Statement of Work	1 inspection	\$_____ / inspection	\$_____
<b>TASK AUTHORIZATION REQUIREMENTS</b>				
1)	<u>Service Call Rates, including first hour of on-site productive labour</u>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	25 calls	\$_____ / call	\$_____
ii)	Helper	25 calls	\$_____ / call	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	10 calls	\$_____ / call	\$_____
ii)	Helper	10 calls	\$_____ / call	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Certified Crane/Life Maintenance Technician	5 calls	\$_____ / call	\$_____
ii)	Helper	5 calls	\$_____ / call	\$_____
2)	<u>Firm Labour Rates</u>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	200 hours	\$_____ / hour	\$_____
ii)	Helper	200 hours	\$_____ / hour	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	15 hours	\$_____ / hour	\$_____
ii)	Helper	15 hours	\$_____ / hour	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Certified Crane/Life Maintenance Technician	5 hours	\$_____ / hour	\$_____
ii)	Helper	5 hours	\$_____ / hour	\$_____
3)	<u>Materials and supplies, at laid-down cost plus markup of _____%</u>		_____%	
<b>EVALUATED BID PRICE: OPTION YEAR 1</b>				\$_____
= SCHEDULED REQUIREMENTS: (1 - C) + TASK AUTHORIZATION REQUIREMENTS: (1ai - C) + (1aai - C) + (1bi - C) + (1bii - C) + (1ci - C) + (1cii - C) + (2ai - C) + (2aai - C) + (2bi - C) + (2bii - C) + (2ci - C) + (2cii - C)				

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**OPTION YEAR 2**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>ESTIMATED ANNUAL USAGE (A)</b>	<b>FIRM UNIT PRICE (B)</b>	<b>EXTENDED PRICE (C) = A x B</b>
<b>SCHEDULED REQUIREMENTS</b>				
1)	Annual Inspection of all Cranes and Hoists by Certified Crane/Lift Inspector in accordance with Annex "A", Statement of Work	1 inspection	\$_____ / inspection	\$_____
<b>TASK AUTHORIZATION REQUIREMENTS</b>				
1)	<u>Service Call Rates, including first hour of on-site productive labour</u>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	25 calls	\$_____ / call	\$_____
ii)	Helper	25 calls	\$_____ / call	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	10 calls	\$_____ / call	\$_____
ii)	Helper	10 calls	\$_____ / call	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Certified Crane/Life Maintenance Technician	5 calls	\$_____ / call	\$_____
ii)	Helper	5 calls	\$_____ / call	\$_____
2)	<u>Firm Labour Rates</u>			
a)	<i>During "Regular Working Hours"</i> Monday through Friday (07:30 to 16:00 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	200 hours	\$_____ / hour	\$_____
ii)	Helper	200 hours	\$_____ / hour	\$_____
b)	<i>Outside "Regular Working Hours"</i> Monday through Friday (16:00 to 07:30 hours), excluding statutory holidays			
i)	Certified Crane/Life Maintenance Technician	15 hours	\$_____ / hour	\$_____
ii)	Helper	15 hours	\$_____ / hour	\$_____
c)	<i>Outside "Regular Working Hours"</i> Weekends and statutory holidays			
i)	Certified Crane/Life Maintenance Technician	5 hours	\$_____ / hour	\$_____
ii)	Helper	5 hours	\$_____ / hour	\$_____
3)	<u>Materials and supplies, at laid-down cost plus markup of _____%</u>		_____%	
<b>EVALUATED BID PRICE: OPTION YEAR 2</b>				\$_____
= SCHEDULED REQUIREMENTS: (1 - C) + TASK AUTHORIZATION REQUIREMENTS: (1ai - C) + (1aii - C) + (1bi - C) + (1bii - C) + (1ci - C) + (1cii - C) + (2ai - C) + (2aii - C) + (2bi - C) + (2bii - C) + (2ci - C) + (2cii - C)				

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**CALCULATION OF TOTAL EVALUATED BID PRICE**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>PRICE (A)</b>
<b>1)</b>	EVALUATED BID PRICE: FIRM YEAR 1	\$ _____
<b>2)</b>	EVALUATED BID PRICE: FIRM YEAR 2	\$ _____
<b>3)</b>	EVALUATED BID PRICE: FIRM YEAR 3	\$ _____
<b>4)</b>	EVALUATED BID PRICE: OPTION YEAR 1	\$ _____
<b>5)</b>	EVALUATED BID PRICE: OPTION YEAR 2	\$ _____
<b>TOTAL EVALUATED BID PRICE</b> <small>= (1 - A) + (2 - B) + (3 - A) + (4 - A) + (5 - A)</small>		\$ _____

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

 Government of Canada Gouvernement du Canada	Contract Number / Numéro du contrat <b>W684E-18LP24</b>
	Security Classification / Classification de sécurité UNCLASSIFIED

**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	DND	2. Branch or Directorate / Direction générale ou Direction RPOU (west)
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 Overhead Cranes, Vehicle Hoists and Dock Levelers - code inspections, maintenance and repair		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees (e.g. cleaners, maintenance personnel) 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? (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)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / 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?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	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"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TRÉS SECRET <input type="checkbox"/>	COSMIC TOP SECRET <input type="checkbox"/>	TOP SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>	COSMIC TRÉS SECRET <input type="checkbox"/>	TRÉS SECRET <input type="checkbox"/>
TRÉS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
		TRÉS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
**UNCLASSIFIED**



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Government of Canada /  
 Gouvernement du Canada



Contract Number / Numéro du contrat <b>W684E-18LP24</b>
Security Classification / Classification de sécurité UNCLASSIFIED

**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 <b>DND</b>	2. Branch or Directorate / Direction générale ou Direction <b>RPOU (west)</b>	
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 <b>Overhead Cranes, Vehicle Hoists and Dock Levelers - code inspections, maintenance and repair</b>		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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? (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)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / 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?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	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"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
**UNCLASSIFIED**





Contract Number / Numéro du contrat <b>W684E-18LP24</b>
Security Classification / Classification de sécurité UNCLASSIFIED

<b>PART A (continued) / PARTIE A (suite)</b>	
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? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE <input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT <input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL <input checked="" type="checkbox"/> SECRET / SECRET <input type="checkbox"/> NATO SECRET / NATO SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :	Unscreened personnel can only be used for work in reception zones and other public and public access areas.
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? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>	
<b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>PRODUCTION</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>	
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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

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UNCLASSIFIED



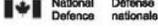
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Buyer ID - Id de l'acheteur  
 EDM064  
 CCC No./N° CCC - FMS No./N° VME

**ANNEX "D"**

**DND 626 TASK AUTHORIZATION FORM**

		<b>TASK AUTHORIZATION          AUTORISATION DES TÂCHES</b>	
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	
Amendment no. - N° de la modification	Increase/Decrease - Augmentation/Réduction	Previous value - Valeur précédente	
To - À	<b>TO THE CONTRACTOR</b> 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. <b>À L'ENTREPRENEUR</b> 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. N° d'article du contrat	Services	Cost Prix	
		<b>GST/HST TPS/TVH</b>	
		<b>Total</b>	
<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. <b>NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSCG :</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.			
for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux			

DND 626 (01-05)

Design: Forms Management 993-4056  
 Conception: Gestion des formulaires 993-4052

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**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. milestones 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.

**Expédié 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). **Note :** 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'appliqueront 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 réitérer ces modalités généralisées énoncées 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 inscrit 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 débuter les travaux.

**Note :**  
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.

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EDM-40194

Buyer ID - Id de l'acheteur  
EDM064  
CCC No./N° CCC - FMS No./N° VME

**ANNEX "E"**

**TASK AUTHORIZATION USAGE REPORT**

The Contractor must provide quarterly Task Authorization (TA) usage reports. The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
<b>Total Dollar Value of TAs for this Period:</b>			
<b>Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):</b>			

[ ] Check this box if you are submitting a **NIL REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

[PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca](mailto:PWGSC.WRPAEDM-ROAAEDM.TPSGC@pwgsc-tpsgc.gc.ca)

Or

Facsimile: (780) 497 – 3510

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**ANNEX "F"**

**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)