



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada  
Room 100,  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6  
Bid Fax: (204) 983-0338

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

|   |  |
|---|--|
| <b>Title - Sujet</b><br>Vehicle Hoist Maintenance   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>W4M00-17C707/A  | <b>Date</b><br>2018-04-25  |
| <b>Client Reference No. - N° de référence du client</b><br>W4M00-17C707   |  |
| <b>GETS Reference No. - N° de référence de SEAG</b><br>PW-\$WPG-118-10532   |  |
| <b>File No. - N° de dossier</b><br>WPG-6-39328 (118)  | <b>CCC No./N° CCC - FMS No./N° VME</b>   |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2018-06-05</b>  | <b>Time Zone</b><br><b>Fuseau horaire</b><br>Central Daylight Saving<br>Time CDT |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>   |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Omerzo, Zeljka   | <b>Buyer Id - Id de l'acheteur</b><br>wpg118                                     |
| <b>Telephone No. - N° de téléphone</b><br>(204) 510-2597 ( )  | <b>FAX No. - N° de FAX</b><br>(204) 983-7796                                     |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>DEPARTMENT OF NATIONAL DEFENCE<br>17 WING WCEO CONTRACTS/SUPPLY<br>BLDG 100<br>WESTWIN<br>Manitoba<br>R3J0T0<br>Canada |  |

Instructions: See Herein

Instructions: Voir aux présentes

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



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Solicitation No. - N° de l'invitation  
W4M00-17C707/A  
Client Ref. No. - N° de réf. du client  
W4M00-17C707

Amd. No. - N° de la modif.  
File No. - N° du dossier  
WPG-6-39328

Buyer ID - Id de l'acheteur  
wpg118  
CCC No./N° CCC - FMS No./N° VME

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

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

### **1.2 Summary**

For the supply of all labour, materials, tools, equipment, transportation and supervision necessary for the routine inspection and servicing of vehicle hoists and related equipment for the Department of National Defence, 17 Wing Winnipeg, Manitoba. The period of the Contract is from date of award to April 30, 2020, with Canada retaining an irrevocable option to extend the Contract for three (3) additional one (1) year periods.

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.

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

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



### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 120 days

#### 2.1.1 SACC Manual Clauses

[B3000T](#) (2006-06-16), Equivalent Products

### 2.2 Submission of Bids

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

### 2.3 Former Public Servant

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 Manitoba.

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

## **2.6 Mandatory Site Visit**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 715 Wihuri Rd (17 Wing Winnipeg) Building 100 on May 17, 2018. The site visit will begin at 10:00 (CDT), in building 100 contracts office.

Bidders must communicate with the Contracting Authority no later than two (2) days to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

# **PART 3 - BID PREPARATION INSTRUCTIONS**

## **3.1 Bid Preparation Instructions**

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

Section I: Financial Bid (1 hard copy)

Section II: Certifications (1 hard copy)

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:



- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process **Policy on Green Procurement** (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

## **Section I: 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 "E" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "E" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

### **3.1.3 Exchange Rate Fluctuation**

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

## **Section II: Certifications**

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.2 Financial Evaluation**

##### **4.1.2.1 Mandatory Financial Criteria**

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

#### 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".

#### **7.1.2 Task Authorization**

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



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#### 7.1.2.1 Task Authorization Process

1. The Technical Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" specified in **Annex F**.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### 7.1.2.2 Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$**TBD**, 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

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

#### 7.1.2.4 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 "G"**. 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 10 calendar days after the end of the reporting period.



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## 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 Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

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

### 7.2.2 Supplemental General Conditions

[4012](#) (2012-07-16), Goods - Higher Complexity, apply to and form part of the Contract.

## 7.3 Security Requirements

**7.3.1** The following security requirements (SRCL and related clauses provided by the Contract Security Program) apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid **Designated Organization Screening (DOS)**, issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, 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 date of Contract to April 30, 2020 inclusive.

##### **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 three (3) 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 fifteen (15) 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:

Zeljka Omerzo  
Procurement Officer  
Procurement Branch, Western Region  
Public Works and Government Services Canada  
Suite 100-167 Lombard Avenue  
Winnipeg, MB R3B 0T6

Telephone: (204) 510-2597  
Facsimile: (204) 983-7796  
E-mail address: [Zeljka.Omerzo@tpsgc-pwgsc.gc.ca](mailto:Zeljka.Omerzo@tpsgc-pwgsc.gc.ca)

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

##### **7.5.2 Project Authority**

The Project Authority for the Contract is: **(to be determined)**

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.



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### 7.5.3 Contractor's Representative

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

For the Work described in the Statement of Work and relating to Scheduled Services in Annex "A" and **Pricing Schedule 1**:

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

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

#### 7.7.2 Limitation of Price

*SACC Manual* clause [C6000C](#) (2017-08-17), Limitation of Price

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

For the Work described in the Statement of Work and relating to **Pricing Schedule 2**:

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

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the



Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

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

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ **TBD**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.7.4 Multiple Payments**

SACC Manual clause H1001C (2008-05-12) Multiple Payment

#### **7.7.5 SACC Manual Clauses**

A9117C (2007-11-30), T1204 – Direct Request by Customer Department

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

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

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

#### **7.7.7 Discretionary Audit**

C0705C (2010-01-11), Discretionary Audit

#### **7.7.8 Time Verification**

C0710C (2007-11-30), Time and Contract Price Verification



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## 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;
2. Invoices must be distributed as follows:
    - a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

## 7.10 Applicable Laws

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

## 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 supplemental general conditions [4012](#) (2012-07-16), Goods - Higher Complexity;
- c) the general conditions [2035](#) (2016-04-04), General Conditions - Higher Complexity - Services;
- d) Annex "A", Statement of Work;
- e) Annex "B", Basis of Payment;
- f) Annex "C", Security Requirements Check List
- g) Annex "D", Insurance Requirements;
- h) the signed Task Authorizations (including all of its annexes, if any)
- i) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*).

## 7.12 Defence Contract

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



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

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

### **7.14 Insurance Requirements**

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

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

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

### **7.15 SACC Manual clause**

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations  
[B7500C](#) (2006-06-16), Excess Goods



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## ANNEX "A"

### STATEMENT OF WORK

#### SITE OF WORK

- A) 17 Wing, Winnipeg, Manitoba - North Site.
- B) 17 Wing, Winnipeg, Manitoba - HMCS Chippawa Armoury.
- C) 17 Wing, Winnipeg, Manitoba – Minto Armoury Garage.

#### 1 EQUIPMENT INCLUDED – BUT NOT LIMITED TO

##### **A) 17 Wing, Winnipeg, Manitoba - North Site**

| <b>a) <u>Lifting Tackles</u></b> | <b><u>Bldg</u></b> | <b><u>Quantity</u></b> |
|----------------------------------|--------------------|------------------------|
| .1 No. 5 Robbins & Meyers, 1 ton | Bldg 55 (AMSE)     | 1                      |
| .2 Kone 3,000 kg Model XL200     | Bldg 55 (POD)      | 1                      |
| .3 O/H Crane, DeMag, 5 ton       | Hangar 16          | 1                      |
| .4 O/H Crane, Robbins & Meyers   | Hangar 16          | 1                      |
| .5 O/H Crane, Kaverit 20 Ton     | Bldg 129           | 1                      |

##### **b) Vehicle Hoist (bldg. 129)**

###### **i) Heavy Maintenance Floor**

###### **Portable:**

|  |          |   |
|--|----------|---|
| .1 Rotary 4 post x 15,000 lbs(60,000 lbs)<br>Complete SN HAC071002<br>(Individual posts SN 1543, 1544, 1545, 1546)                 | Bldg 129 | 4 |
| .2 Rotary 18,000 lbs x 6<br>Model MCH618V101<br>SN HA011C 0001, HA011C 0002, HA011C 0003,<br>HA011C 0004, HA011C 0005, HA011C 0006 | Bldg 129 | 6 |

###### **Static:**

|  |  |   |
|--|--|---|
| .1 ALM lift (4 post floor mount) 25000 lbs<br>Model 25001WR SN 702-01135 |  | 1 |
|--|--|---|

###### **ii) Light Maintenance Floor**

|  |          |   |
|--|----------|---|
| .1 ALM 12,000 lbs<br>Model 12001WR, SN 604-01095 | Bldg 129 | 1 |
|--|----------|---|



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|    |   |          |   |
|----|---|----------|---|
| .2 | Maverick 10,000 lbs<br>Model TP10KAC-D, SN 1020110090 | Bldg 129 | 1 |
| .3 | ALM 9,000 lbs<br>Model 9002, SN 906-01553             | Bldg 129 | 1 |
| .4 | ALM 9,000 lbs<br>Model 9002A, SN 702-01120            | Bldg 129 | 1 |

iii) **Components Shop**

|    |   |          |   |
|----|---|----------|---|
| .1 | Hardy B.O.B. Air Lift 1500<br>SN 4091         | Bldg 129 | 1 |
| .2 | Hardy Gruntavore 1800 Air Lift<br>SN G0236    | Bldg 129 | 1 |
| .3 | Hardy Gruntavore 1800 Air Lift<br>SN GR0178   | Bldg 129 | 1 |
| .4 | Additional Lift Component (no available info) | Bldg 129 | 1 |

c) **Loading Ramp**

|    |                      |          |   |
|----|----------------------|----------|---|
| .1 | Hydraulic Dock Ramp  | Bldg 25  | 2 |
| .2 | Mechanical Dock Ramp | Bldg 57  | 1 |
| .3 | Mechanical DockRamp  | Bldg 52  | 1 |
| .4 | Hydraulic Dock Ramp  | Bldg 129 | 2 |
| .5 | Hydraulic Dock Ramp  | Bldg 61  | 1 |
| .6 | Hydraulic Dock Ramp  | Bldg 90  | 1 |

d) **Chain Hoist**

|    |                            |         |   |
|----|----------------------------|---------|---|
| .1 | Manguard ¼ ton chain hoist | Bldg 77 | 1 |
| .2 | ¼ ton chain hoist          | Bldg 75 | 1 |

B) **HMCS CHIPPAWA**

a) **Lifting Tackle**

|    |                         |          |   |
|----|-------------------------|----------|---|
| .1 | KITO, 5500 lb O/H Crane | Boat Bay | 1 |
|----|-------------------------|----------|---|

NOTE: Contractor to confirm equipment list 60 days after award.  
Submit additions/deletions to Engineer. (Fixed equipment only.)

C) **Minto Armoury Garage**

a) **Vehicle Hoist**

|    |                   |                      |   |
|----|-------------------|----------------------|---|
| .1 | Hoffman 5,000 lbs | Minto Armoury Garage | 1 |
|----|-------------------|----------------------|---|



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## 2 **WORK INCLUDED**

The work under this contract comprises the furnishing of all labour, material, transportation and equipment to provide the service described hereinafter:

- a) Service Calls (as and when requested)
- b) Inspections in the months of May and October.

NOTE: Invoices and/or quotations shall be submitted to Engineer within a reasonable period of time (one week maximum) from date of authorization.  
Quotations to be at no cost to DND.

## 3 **INSPECTIONS**

### **Inspections shall be carried out as follows:**

Two (2) inspections in the months of May and October to include:

- a) High-reach Platform, Lifting Tackles, Belt Conveyor

- .1 **Inspections:** All welds and structural elements in the primary load/stress bearing members shall be inspected for cracks and structural defects at intervals not exceeding 12 months by one of the approved methods of non-destructive testing, and the inspections shall be carried out only by persons qualified to the requirements of CSA Code W.178 and the Canadian Government Specifications Board Standards for Certification of Non-destructive testing Personal, 48-GP-4 (radiographic), 48-GP-7 (ultrasonic), 48-Gp-9 (liquid penetrant) and any appropriate code of practice enacted under the Act, all such standards or as amended from time to time by issuing authority. Shall meet CSA Code W.178 and the Canadian Government Specifications Board Standards for Certification of Non destructive Testing Personal.

Workers must have training, knowledge and experience in the inspection and maintenance of hoists and lifting devices.

- .2 Area to be inspected:
  - Wires;
  - Brakes;
  - Limit switches;
  - Hooks;
  - Safety latches;
  - Gearboxes;
  - Upper & lower sheaves;
  - Bottom blocks;
  - Functional labels; and
  - Complete operational function test.
- .3 Preventive Maintenance required:
  - Adjustment of mechanical equipment;
  - Adjustment of electrical equipment;
  - Cleaning of electrical equipment;
  - Checking lubrication levels;



- Checking the condition of electrical and mechanical equipment (visual, auditory and measuring);

Should there be any sign of wear on the equipment that may result in a breakdown or safety hazard, the customer will be notified immediately, through use of Safety Summary Report while on site.

.4 The customer shall have the following info after the inspection:

- Maintenance planning overview;
- Crane/lifting devices condition details;
- Crane/lifting devices condition summary; and
- Quote detail for recommendations from inspection.

.5 To be performed during regular hours Monday-Friday 07:30-16:00

b) Vehicle Hoists, Loading Ramps

- .1 Check control valves for faulty operation (ie. broken springs, faulty seats, leaking packing).
- .2 Check superstructure for fatigue, bent pads or loose pins.
- .3 Check ram for excessive scoring, leaking packing and lubricate ram.
- .4 Submit a complete written report on the condition of the equipment including recommended repairs and a breakdown of costs.
- .5 Test for lift capacity using weights.
- .6 To be performed during regular hours Monday-Friday 07:30-16:00

No repairs are to be commenced until an estimate has been submitted and approved by the Engineer.

#### **4 SERVICE CALLS**

- a) The Contractor shall accept all calls from the Engineer or the Engineer's authorized representative for the inspection and/or repair as may be required.
- b) The Contractor shall be prepared to answer all calls for service and shall action these calls within two (2) hours.

#### **5 MATERIALS**

- a) Materials and parts used shall be those specified by the manufacturer of the equipment.
- b) If, in any emergency, the Contractor installs parts other than those specified, the Contractor shall replace them with specified parts before claiming payment. No claim for other than specified parts shall be made.
- c) All replaced parts and materials not under warranty, whether serviceable or unserviceable, shall be returned to the Engineer on completion of the work.

#### **6 POST AWARD MEETING**

After award of contract, the Contractor shall visit the Service Site Authority to be familiarized with devices and their locations.



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## **7 PROTECTION**

- a) The Contractor shall be responsible for repairing any and all damage caused by movement of ladders, scaffolding, equipment or materials during the execution of the work. Repairs shall be considered complete on approval by the Engineer.
- b) The Contractor shall be responsible for safety precautions involving the Contractor's workpeople in their use of ladders, scaffolds, or other equipment, particularly in hangars and other areas of hazard. All work shall be performed in accordance with local, municipal or provincial safety regulations.
- c) Smoking prohibitions and other posted signs shall be strictly adhered to by all workers.

## **8 WORKMANSHIP**

All work performed shall be of first quality and to the complete satisfaction of the Engineer.

## **9 TEMPORARY STRUCTURES**

- a) The Contractor shall furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolding, hoists, chutes, etc., as may be required for the proper execution of the work.
- b) Temporary structures erected by the Contractor shall remain the Contractor's property and shall be removed by the Contractor from the site on completion of the work.

## **10 REMOVAL OF MATERIAL AND EQUIPMENT**

The Contractor shall not remove any salvageable material or equipment from the job site without permission from the Engineer.

## **11 RESPONSIBILITIES**

- A) The Contractor shall provide daily work sheets showing start and completion times of each job performed against this contract.
- B) Work sheets shall be signed by the Engineer or the Engineer's representative on site and shall be submitted with each invoice forwarded for payment.
- C) Contractor to provide maintenance/repair log book showing date and time of any and all repairs/maintenance for each device.

## **12 SAFETY REQUIREMENTS**

### **a) General**

The Contractor will be responsible to take all necessary steps to protect personnel (workers, visitors, general public) and property from any harm during the course of the contract.

### **b) Construction Safety Measures**

Observe and enforce construction safety measures required by the current National Building Code of Canada 1995, provincial government, Workers Compensation Board, and municipal statutes and authorities.



- .1 In event of conflict between any provisions of above authorities, the authority having jurisdiction shall prevail.

c) Work Procedures and Equipment

- .1 All work procedures and equipment will be in accordance with legislated standards.
- .2 A "Hot Work" permit is required for any hot work such as welding, cutting, or brazing in any area on Base. Hot Work permits are issued and controlled by the Wing Fire Chief and are the responsibility of the contractor.
- .3 Position cranes, hoists or scaffolding and operate them in a manner that will not result in damage to nearby aircraft, equipment or personnel even if slung loads or smaller objects fall or the equipment collapses.

d) Barricades

Barricade dangerous work sites, trenches and excavations.

e) Unguarded Work Sites

When work sites are left unguarded, especially overnight, powered equipment must be left at zero energy potential, material must be safely positioned and stacked, and portable ladders leading to elevated work platforms removed and secured.

f) Lockout Procedure

When persons would be placed at risk should the facility, machine or equipment become energized or move during inspection, maintenance, or repair, lockout procedures are required. Lockouts must be initiated by qualified Department of National Defence (DND) tradespeople although each tradesperson or worker responsible for the job or the equipment/facility will separately lockout.

g) Safety Personnel and Responsibility:

- .1 The Contractor shall supply competent personnel, implement their safety program and ensure that DND and provincial safety and health standards are being complied with.
- .2 DND shall monitor daily to ensure safety requirements are met and safety records are properly kept and maintained. Initial disregard for safety standards will cause the contract to be reviewed and a written record of the review will become part of the contract document.
- .3 The Contractor will report to the contract supervisor and jurisdictional authorities any accident or incident involving contractor, DND or public personnel and/or property arising from the Contractor's execution of work.

h) Delay Due to Health and Safety Regulations Infractions:

- .1 The Contractor will include all provisions of the contract in any agreement with sub-contractors and hold all sub-contractors equally responsible for safe work performance.
- .2 If the Contractor is responsible for a delay in the progress of work due to an infraction of legislated health and safety requirements, the Contractor will, without additional cost to DND, work such overtime, acquire and use equipment or material for the execution as



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deemed necessary in the opinion of the contract supervisor to avoid delay in the final completion of the work or any operation thereof.

i) Fire Safety Requirements

Comply with requirements of Fire Orders and Precautions for Civilian Contractors as issued by the Wing Fire Chief.

j) Overloading

No part of the work shall be loaded to the point which will endanger its safety.

k) Falsework

Work shall conform with CSA S269.1-1975, national, provincial and/or local codes and by-laws governing this type of work.

l) Solvent and Adhesives

Take suitable fire precautions. Smoking is not permitted in working area. Use in well ventilated areas only. Do not dispose of volatile wastes, paint thinners, etc. in storm or sanitary sewers.

**13 HAZARDOUS MATERIALS**

- a) Material Safety Data Sheets must be provided to the RP OPS Det Wpg OC for any controlled product being brought onto 17 Wing, if requested.
- b) Contractor personnel will have been trained in Workplace Hazardous Material legislation as contained in Occupational Health and Safety Regulations of the Canada Labour Code.

**14 INVOICES**

- a) All invoices submitted for payment shall be accompanied by the DND 626 Task Authorization Form (if applicable).
- b) Invoices are to include a breakdown as follows:
  - .1 Rates of pay and hours of work for each tradesperson.
  - .2 An itemized list of materials used, by cost, shall be shown on all invoices submitted for payment.
  - .3 Extended total.
  - .4 Goods and Services Tax (GST) to be shown as a separate item.
  - .5 Where sub-contracting is involved, a copy of sub-contractor's paid invoice Shall accompany the invoice against the requisition.
  - .6 Where discount or mark-up is applicable, please indicate separately.
- c) Invoices submitted for payment against this contract that are not properly identified will be returned to the Contractor for proper annotation before certification for payment is made.

**15 CLEAN UP**

On completion of the workday, the Contractor shall remove from DND properties, all surplus material, plants, tools, equipment and debris and leave the job site in a clean and tidy condition to the complete satisfaction of the Engineer.



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## ANNEX "B"

### BASIS OF PAYMENT

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures noted:

**Note:** no additional charges will be allowed for travel to the site



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## PRICING SCHEDULE 1: SCHEDULED SERVICES

| Firm Unit Pricing, GST (if applicable) Extra |  |     |               |                 |                |
|--|--|-----|---------------|-----------------|----------------|
| Item No.                                     | Description  | Qty | Unit of Issue | Firm Unit Price | Extended Price |
| <b>A</b>                                     | <b>Period of Contract: From date of award to 30 April 2020</b>   |     |               |                 |                |
| <b>1.</b>                                    | <b>INSPECTION</b> – To be completed in the month of May in accordance with the specification item 3 a) High Reach Platform, lifting tackles, belt conveyer. Price per inspection of "all". | 1   | LOT           | \$              | \$             |
| <b>2.</b>                                    | <b>INSPECTION</b> – To be completed in the month October in accordance with the specification item 3 b) Vehicle hoist, loading ramps, chain hoists. Price per inspection of "all".         | 1   | LOT           | \$              | \$             |
| <b>B</b>                                     | <b>Option Year 1: 01 May 2020 to 30 April 2021</b>   |     |               |                 |                |
| <b>3.</b>                                    | <b>INSPECTION</b> – To be completed in the month of May in accordance with the specification item 3 a) High Reach Platform, lifting tackles, belt conveyer. Price per inspection of "all". | 1   | LOT           | \$              | \$             |
| <b>4.</b>                                    | <b>INSPECTION</b> – To be completed in the month October in accordance with the specification item 3 b) Vehicle hoist, loading ramps, chain hoists. Price per inspection of "all".         | 1   | LOT           | \$              | \$             |
| <b>C</b>                                     | <b>Option Year 2: 01 May 2021 to 30 April 2022</b>   |     |               |                 |                |
| <b>5.</b>                                    | <b>INSPECTION</b> – To be completed in the month of May in accordance with the specification item 3 a) High Reach Platform, lifting tackles, belt conveyer. Price per inspection of "all". | 1   | LOT           | \$              | \$             |
| <b>6.</b>                                    | <b>INSPECTION</b> – To be completed in the month October in accordance with the specification item 3 b) Vehicle hoist, loading ramps, chain hoists. Price per inspection of "all".         | 1   | LOT           | \$              | \$             |



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| Firm Unit Pricing, GST (if applicable) Extra |   |     |               |                 |                |
|--|---|-----|---------------|-----------------|----------------|
| Item No.                                     | Description   | Qty | Unit of Issue | Firm Unit Price | Extended Price |
| D  | Option Year 3: 01 May 2022 to 30 April 2023   |     |               |                 |                |
| 7.   | INSPECTION – To be completed in the month of May in accordance with the specification item 3 a) High Reach Platform, lifting tackles, belt conveyer. Price per inspection of "all". | 1   | LOT           | \$              | \$             |
| 8.   | INSPECTION – To be completed in the month October in accordance with the specification item 3 b) Vehicle hoist, loading ramps, chain hoists. Price per inspection of "all".         | 1   | LOT           | \$              | \$             |
|  |   |     |               | Subtotal (i):   | \$             |



**PRICING SCHEDULE 2: “AS AND WHEN REQUESTED” SERVICES**

**TASK AUTHORIZATIONS**

Additional service may be required on an “as and when requested” basis and authorized by the Project Authority. The work requested must be for the type of services defined in the Statement of Work. Task Authorizations may be used to purchase incidental goods that are related to this service requirement and these goods will later become the property of the government. Firm all-inclusive prices/rates for the provision of “as and when requested” services in addition to the work described in Pricing Schedule 1.

The estimated quantities specified below are provided for evaluation purposes only.

**TABLE 2.1: LABOUR - Firm Call-Out Rate including first hour of on-site productive labour for work identified in the Statement of Work.**

| Item No. | Description   | Estimated Quantity | Unit of Issue | Unit Price | Extended Total |
|----------|---|--------------------|---------------|------------|----------------|
| A        | Period of Contract: From date of award to 30 April 2020   |                    |               |            |                |
| 1.       | <b>LABOUR - QUALIFIED TECHNICIAN</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), during normal working hours (07:30 to 16:00). | 80                 | hr            | \$ ____/hr | \$             |
| 2.       | <b>LABOUR - HELPER IF REQUESTED</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), during normal working hours (07:30 to 16:00).  | 80                 | hr            | \$ ____/hr | \$             |
| 3.       | <b>LABOUR - QUALIFIED TECHNICIAN</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), after normal working hours and weekends.      | 30                 | hr            | \$ ____/hr | \$             |



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| Item No. | Description   | Estimated Quantity | Unit of Issue | Unit Price | Extended Total |
|----------|---|--------------------|---------------|------------|----------------|
| 4.       | <b>LABOUR - HELPER IF REQUESTED</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), after normal working hours and weekends.       | 30                 | hr            | \$_____/hr | \$             |
| B        | <b>Option Year 1: 01 May 2020 to 30 April 2021</b>  |                    |               |            |                |
| 5.       | <b>LABOUR - QUALIFIED TECHNICIAN</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), during normal working hours (07:30 to 16:00). | 40                 | hr            | \$_____/hr | \$             |
| 6.       | <b>LABOUR - HELPER IF REQUESTED</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), during normal working hours (07:30 to 16:00).  | 40                 | hr            | \$_____/hr | \$             |
| 7.       | <b>LABOUR - QUALIFIED TECHNICIAN</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), after normal working hours and weekends.      | 15                 | hr            | \$_____/hr | \$             |
| 8.       | <b>LABOUR - HELPER IF REQUESTED</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), after normal working hours and weekends.       | 15                 | hr            | \$_____/hr | \$             |



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| Item No. | Description   | Estimated Quantity | Unit of Issue | Unit Price | Extended Total |
|----------|---|--------------------|---------------|------------|----------------|
| C        | Option Year 2: 01 May 2021 to 30 April 2022   |                    |               |            |                |
| 9.       | <b>LABOUR - QUALIFIED TECHNICIAN</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), during normal working hours (07:30 to 16:00). | 40                 | hr            | \$_____/hr | \$             |
| 10.      | <b>LABOUR - HELPER IF REQUESTED</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), during normal working hours (07:30 to 16:00).  | 40                 | hr            | \$_____/hr | \$             |
| 11.      | <b>LABOUR - QUALIFIED TECHNICIAN</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), after normal working hours and weekends.      | 15                 | hr            | \$_____/hr | \$             |
| 12.      | <b>LABOUR - HELPER IF REQUESTED</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), after normal working hours and weekends.       | 15                 | hr            | \$_____/hr | \$             |
| D        | Option Year 3: 01 May 2022 to 30 April 2023   |                    |               |            |                |
| 13.      | <b>LABOUR - QUALIFIED TECHNICIAN</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), during normal working hours (07:30 to 16:00). | 40                 | hr            | \$_____/hr | \$             |



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| Item No. | Description  | Estimated Quantity | Unit of Issue | Unit Price           | Extended Total |
|----------|--|--------------------|---------------|----------------------|----------------|
| 14.      | <b>LABOUR - HELPER IF REQUESTED</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), during normal working hours (07:30 to 16:00). | 40                 | hr            | \$ ____/hr           | \$             |
| 15.      | <b>LABOUR - QUALIFIED TECHNICIAN</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), after normal working hours and weekends.     | 15                 | hr            | \$ ____/hr           | \$             |
| 16.      | <b>LABOUR - HELPER IF REQUESTED</b><br>Direct or productive per hour used exclusively in work (no additional charge will be allowed for travel), after normal working hours and weekends.      | 15                 | hr            | \$ ____/hr           | \$             |
|          |  |                    |               | <b>Subtotal (ii)</b> | \$             |



**TABLE 2.2: MATERIAL AND REPLACEMENT PARTS**

The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure.  
Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00

- i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.
- ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

MATERIAL AND REPLACEMENT PARTS

(Except free issue) shall be charged at the Contractor's laid-down cost, plus a mark-up of % not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice.

| Item No. | Description   | Estimated Part Expenditure Per Year (CAD) | Unit of Issue | Firm Charge (CAD) | Extended Price |
|----------|---|---|---------------|-------------------|----------------|
| A        | Period of Contract: From date of award to 30 April 2020   |   |               |                   |                |
| 1.       | MATERIAL AND REPLACEMENT PARTS: (except free issue) will be charged at the Contractor's laid-down cost, plus a mark-up of _____%, not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice. | \$30,000.00                               | each          | Mark Up _____%    | \$             |
| B        | Option Year 1: 01 May 2020 to 30 April 2021   |   |               |                   |                |
| 2.       | MATERIAL AND REPLACEMENT PARTS: (except free issue) will be charged at the Contractor's laid-down cost, plus a mark-up of _____%, not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice. | \$15,000.00                               | each          | Mark Up _____%    | \$             |



| Item No. | Description   | Estimated Part Expenditure Per Year (CAD) | Unit of Issue | Firm Charge (CAD)    | Extended Price |
|----------|---|---|---------------|----------------------|----------------|
| C        | Option Year 2: 01 May 2021 to 30 April 2022   |   |               |                      |                |
| 3.       | MATERIAL AND REPLACEMENT PARTS: (except free issue) will be charged at the Contractor's laid-down cost, plus a mark-up of _____%, not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice. | \$15,000.00                               | each          | Mark Up _____%<br>\$ |                |
| D        | Option Year 3: 01 May 2022 to 30 April 2023   |   |               |                      |                |
| 4.       | MATERIAL AND REPLACEMENT PARTS: (except free issue) will be charged at the Contractor's laid-down cost, plus a mark-up of _____%, not to exceed the Manufacturer's suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice. | \$15,000.00                               | each          | Mark Up _____%<br>\$ |                |
|          |   |   |               | Subtotal (iii)       | \$             |

TOTAL EVALUATED PRICE: Subtotal (i) + (ii) + (iii) = \$ \_\_\_\_\_



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## **ANNEX “C”**

### **SECURITY REQUIREMENTS CHECK LIST**

Reference attached PDF document titled, “Annex C”.



## **ANNEX "D"**

### **INSURANCE REQUIREMENTS**

#### **1. Commercial General Liability Insurance**

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



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## **ANNEX “E” to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)



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**ANNEX “F”**

**DND 626 TASK AUTHORIZATION FORM**

Reference attached PDF document titled, “Annex F”.



## ANNEX "G"

### 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:

| TASK AUTHORIZATION NO.                                  | TASK AUTHORIZATION DESCRIPTION | TASK AUTHORIZATION DOLLAR VALUE | GST/HST |
|---|--------------------------------|---------------------------------|---------|
|   |                                |                                 |         |
|   |                                |                                 |         |
|   |                                |                                 |         |
|   |                                |                                 |         |
|   |                                |                                 |         |
|   |                                |                                 |         |
| (A) Total Dollar Value TAs for this reporting period:   |                                |                                 |         |
| (B) Accumulated TAs totals up to this reporting period: |                                |                                 |         |
| (A+B) Total Accumulated TAs to Date:                    |                                |                                 |         |

☐ 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:** ATTN.: Zeljka Omerzo, Supply Officer  
Public Works and Government Services Canada  
Procurement Services  
Suite 100-167 Lombard Avenue  
Winnipeg, MB R3B 0T6

E-mail address: [Zeljka.Omerzo@tpsgc-pwgsc.gc.ca](mailto:Zeljka.Omerzo@tpsgc-pwgsc.gc.ca)



JAN 11 2017

Government  
of CanadaGouvernement  
du Canada

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Security Classification / Classification de sécurité

## 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 /<br>Ministère ou organisme gouvernemental d'origine   |   | 2. Branch or Directorate / Direction générale ou Direction                                     |
| DND   |   | RPOPS DET WPG  |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance  | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant |  |
| N/A   | N/A   |  |
| 4. Brief Description of Work / Brève description du travail   |   |  |
| REPAIR/REPLACE/MAINTAIN VEHICLE HOISTS LOCATED WITHIN ITWING WINNIPEG FACILITIES  |   |  |
| 5. a) Will the supplier require access to Controlled Goods?<br>Le fournisseur aura-t-il accès à des marchandises contrôlées?  |   | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>Oui              |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations?<br>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<br>Non <input type="checkbox"/> Yes<br>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?<br>Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?<br>(Specify the level of access using the chart in Question 7. c)<br>(Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)                                |   | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>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.<br>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<br>Non <input checked="" type="checkbox"/> Yes<br>Oui              |
| 6. c) Is this a commercial courier or delivery requirement with no overnight storage?<br>S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?   |   | <input checked="" type="checkbox"/> No<br>Non <input type="checkbox"/> Yes<br>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<br>Aucune restriction relative à la diffusion <input type="checkbox"/>  | All NATO countries<br>Tous les pays de l'OTAN <input type="checkbox"/>    | No release restrictions<br>Aucune restriction relative à la diffusion <input type="checkbox"/> |
| Not releasable<br>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<br>PROTÉGÉ A <input type="checkbox"/>   | NATO UNCLASSIFIED<br>NATO NON CLASSIFIÉ <input type="checkbox"/>          | PROTECTED A<br>PROTÉGÉ A <input type="checkbox"/>  |
| PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>   | NATO RESTRICTED<br>NATO DIFFUSION RESTREINTE <input type="checkbox"/>     | PROTECTED B<br>PROTÉGÉ B <input type="checkbox"/>  |
| PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>   | NATO CONFIDENTIAL<br>NATO CONFIDENTIEL <input type="checkbox"/>           | PROTECTED C<br>PROTÉGÉ C <input type="checkbox"/>  |
| CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>   | NATO SECRET<br>NATO SECRET <input type="checkbox"/>                       | CONFIDENTIAL<br>CONFIDENTIEL <input type="checkbox"/>  |
| SECRET<br>SECRET <input type="checkbox"/>   | COSMIC TOP SECRET<br>COSMIC TRÈS SECRET <input type="checkbox"/>          | SECRET<br>SECRET <input type="checkbox"/>  |
| TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>  |   | TOP SECRET<br>TRÈS SECRET <input type="checkbox"/>   |
| TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>  |   | TOP SECRET (SIGINT)<br>TRÈS SECRET (SIGINT) <input type="checkbox"/>                           |





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Gouvernement  
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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

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

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



RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☐ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET



TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET



SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

**PRODUCTION**

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

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

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W4M00-7C707

Security Classification / Classification de sécurité

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non

☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).





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

All invoices/progress claims must show the reference Contract and Task numbers.  
Toutes les factures doivent indiquer les numéros du contrat et de la tâche.

Contract no. — N° du contrat

Task no. — N° de la tâche

Amendment no. — N° de la modification

Increase/Decrease — Augmentation/Réduction

Previous value — Valeur précédente

To — À

Delivery location — Expédiez à

Delivery/Completion date — Date de livraison/d'achèvement

TO THE CONTRACTOR  

You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task.  
  
Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract.

À L'ENTREPRENEUR  

Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande.  
  
Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat.

Datefor the Department of National Defencepour le ministère de la Défense nationale

Contract item no.  
Nº d'article  
du contrat

Services

Cost  
Prix

GST/HSTTPS/TVHTotal

APPLICABLE ONLY TO PWGSC CONTRACTS:

The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract.

NE S'APPLIQUE QU'AUX CONTRATS DE TPSGC :

La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat.

for the Department of Public Works and Government Services  
pour le ministère des Travaux publics et services gouvernementaux



## Instructions for completing DND 626 - Task Authorization

### Contract no.

Enter the PWGSC contract number in full.

### Task no.

Enter the sequential Task number.

### Amendment no.

Enter the amendment number when the original Task is amended to change the scope or the value.

### Increase/Decrease

Enter the increase or decrease total dollar amount including taxes.

### Previous value

Enter the previous total dollar amount including taxes.

### To

Name of the contractor.

### Delivery location

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

### Delivery/Completion date

Completion date for the task.

### for the Department of National Defence

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

### Services

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

### Cost

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

### GST/HST

The GST/HST cost as appropriate.

### Total

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

### Applicable only to PWGSC contracts

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

### Note:

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

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

### N° du contrat

Inscrivez le numéro du contrat de TPSGC en entier.

### N° de la tâche

Inscrivez le numéro de tâche séquentiel.

### N° de la modification

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

### Augmentation/Réduction

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

### Valeur précédente

Inscrivez le montant total précédent, y compris les taxes.

### À

Nom de l'entrepreneur.

### Expédiez à

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

### Date de livraison/d'achèvement

Date d'achèvement de la tâche.

### pour le ministère de la Défense nationale

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

### Services

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

### Prix

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

### TPS/TVH

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

### Total

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

### Ne s'applique qu'aux contrats de TPSGC

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

### Nota :

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