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PART 1 - GENERAL INFORMATION

1.1. 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 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirements as indicated in Part 6 - 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; fingerprinting may be required. This information must be provided within three business days of request.

1.2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

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 fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4. Procurement Ombudsman

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

1.5. Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).".

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>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this solicitation is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.

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: 180 days

2.2. Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Ensure that the Bidder's name, return address, the bid solicitation number, and bid solicitation closing date and time are clearly visible on the envelope or the parcel(s) containing the bid.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to RCMP will not be accepted.

The Royal Canadian Mounted Police (RCMP) will not assume responsibility for bids or amendments directed to any other location.

Please note: If submitting your bid packages via Canada Post you must request the "Signature and Identity Services" on your Canada Post package to ensure that there is a personal hand-off between Canada Post and the RCMP Bid Receiving Unit.

2.3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4. Applicable Laws

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

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

2.5 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit a work site. Arrangements have been made for a tour of one of the work sites. The site visit will be held on June 18th, 2018 at 10:00 a.m. (Mountain Standard Time) at the Bremner Repeater Site located at NW-33-52-22 W4, Ardrossan, AB.



Bidders need to report to repeater site and may be requested to sign an attendance form. Bidders who do not attend or send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

2.6. Promotion of Direct Deposit Initiative

The following information is not related to the solicitation process:

An initiative within the Government of Canada called the Cheque Standardization Project has been established whereby eventually for all payments, cheque stubs will no longer be printed and, with few exceptions, will be processed via direct deposit. This option is only available when payment is made in Canadian dollars for deposit into a Canadian bank account. In an attempt to be proactive, RCMP Corporate Accounting is promoting the registration of RCMP suppliers for the upcoming change in the payment process.

If you are the successful bidder on this or any other RCMP requirement, you are encouraged to register with the RCMP for direct deposit. Please contact RCMP Corporate Accounting by email to receive a form entitled Recipient Electronic Payment Registration Request along with instructions for completion of the form.

Should you have any questions regarding the Cheque Standardization Project or if you want to register, please contact the following email: corporate_accounting@rcmp-grc.gc.ca

PART 3 - BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

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

- Section I: Technical Bid (two (2) hard copies)
- Section II: Financial Bid (one (1) hard copy)
- Section III: Certifications (one (1) hard copy)

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

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

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

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

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

Section I: Technical Bid – see Part 4, subsection 4.1.1 Technical Evaluation

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.



Section II: Financial Bid - Bidders must submit their financial bid in accordance with Annex E Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications - Bidders must submit certification 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.

4.1.1. Technical Evaluation

Submission of Evidence as described below **MUST** be included with the bidder's proposal at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

The evidence provided by the bidder may be verified. RCMP reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

4.1.1.1. Mandatory Employee Experience and Past Performance

To carry out the work on this requirement, the contractor must provide qualified personnel:

- to work on the Generators systems
 - Certified Engine Technician
 - Certified Transfer Switch Technician or Certified Commercial Electrician

(either one (1) to work on both or two (2) individuals, as long as the two (2) disciplines are covered)

The bidder must provide evidence to demonstrate that the service personnel proposed to perform the inspection services have two (2) recent years' experience and past performance by referencing two (2) similar projects/contracts the service personnel have performed. The bidder must complete Annex B for each technician who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.

- Recent experience is defined as experience gained from January 2016 up to and including the solicitation closing date.
- Similar is defined as maintenance service of systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work.

4.1.1.2. Mandatory Card and Licensing Documentation

To carry out the work on this requirement, Service Personnel employed by the Contractor must be in possession of the required cards and/or licenses required to perform that duty, such as:



- 1) Valid Certificate of Qualifications (C & Q) as a Propane Engine Mechanic (i.e. Automotive Mechanic, Heavy Equipment Mechanic or Engine Service Technician)
- 2) Certified Transfer Switch Technician or Certified Commercial Electrician
- 3) Valid business license issued by the Province of Alberta provide generator maintenance services.
- 4) Letter of Good Standing from the Alberta Workers Compensation Board
- 5) WHIMIS Training
- 6) Training and knowledge of confined workplace procedures.
- 7) Other related certifications or job safety related training

4.1.1.3. Mandatory Contractor's Experience and Past Performance

The bidder must provide evidence to demonstrate it has three (3) recent years' experience and past performance by referencing three (3) similar projects/contracts. The bidder must complete Annex B in order to demonstrate that it has the required experience.

- Recent experience is defined as experience gained from January 2015 up to and including the solicitation closing date.
- Similar is defined as a maintenance service on Systems comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

4.1.2. Financial Evaluation

Blank Prices: Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

4.1.2.1. Pricing Schedule 1: Firm Price

Bidders must submit firm all inclusive prices/rates in Annex E, including all necessary tools, services, replacement or repair parts, material, labour and all related costs as detailed in Annex A, Statement of Work.

Parts will be supplied FOB Destination including all delivery charges.

4.1.2.2. Pricing Schedule 2: Extra Work – As and When Requested

"Extra Work" will be conducted on an as and when requested basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.



When "As and When" work is requested during the contract period, the contractor must complete and submit the Appendix A - "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

Bidders must submit a firm all inclusive Hourly Rates in Annex E (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

4.1.2.3. Materials

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

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

- 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.

4.2. Basis of Selection

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



PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. 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 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 with this request will also render the bid non-responsive or will constitute a default under the Contract.

5.1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive

5.1.1 Integrity Provisions

In accordance with 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:

- Declaration of Convicted Offences (as applicable)
- Required Documentation

5.1.2. Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) – Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

5.1.3. Additional Certifications Precedent to Contract Award

5.1.3.1. Former Public Servant – Refer to Annex C

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.



5.1.3.2 Education and Experience

SACC Manual clause **A3010T (2010-08-16) Education and Experience**

5.1.3.3 Insurance Requirements

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

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

5.1.3.4 Status and Availability of Resources

SACC Manual Clauses **A3005T (2010-08-16) Status of Availability of Resources**



PART 6 - RESULTING CONTRACT CLAUSES

6.1. Security Requirement

6.1.1. The following security requirements (SRCL at Annex “F” and related clauses) apply and form part of the Contract.

The contractor is required to have all persons working on site to be security cleared at the level of Reliability Status, as required, as verified by the Personal Security Unit (PSU) of the Royal Canadian Mounted Police (RCMP).

Only those employees whose names appear on the Contractor’s payroll and have met the security clearance requirements will be allowed access to the site of the work

6.2. Statement of Work

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

6.3 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>) issued by Public Works and Government Services Canada.

Revision to Departmental Name: As this contract is issued by Royal Canadian Mounted Police (RCMP), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual **SACC clauses incorporated by reference, will be interpreted as reference to RCMP or its Minister.**

6.3.1 General Conditions

2010C (2016-04-04), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of award for a **twelve (12) month period.**

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to **two (2) additional twelve (12) month periods** under the same terms and 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 Annex E Basis of Payment.

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

6.4.3 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Appendix “A” of the Contract.



6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Sandra E. Robinson – Senior Procurement & Contracting Officer
Royal Canadian Mounted Police - Procurement & Contracting Services Unit
Telephone: 780-670-8626
E-mail address: sandra.robinson@rcmp-grc.gc.ca

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

6.5.2 The Technical Authority for the Contract is: (Information will be provided at contract award.)

Name: _____
Title: _____
Telephone: _____
E-mail address: _____

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 Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Site Authority

The Site Authority for the Contract is: (Information will be provided at contract award.)

Name: _____
Title: _____
Telephone: _____
E-mail address: _____

The Site Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for providing building and site information. Site Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.4. Contractor's Representative

The Contractor's Representative responsible for general enquiries and delivery follow-up is: (The Contractor's Representative will be identified at Contract Award)

Name: _____
Telephone No. _____
Facsimile No. _____
E-mail address: _____



6.6. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7. Payment

6.7.1. Basis of Payment – Firm Prices and Extra Work – As and When Requested

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex E, to a limitation of expenditure of \$_____ (to be determined at contract award). Customs duties are included and Applicable Taxes are extra, if applicable.

a) Firm rates will be paid in accordance with Annex E, Basis of Payment, Price Schedule 1, in monthly payments

b) “As and When Requested” Work:

Any costs incurred for Extra Work will be paid, in accordance with Annex E, Basis of Payment, and the Statement of Work, on an “As and When Requested” basis, after completion, inspection and acceptance of the work performed.

6.7.2. Limitation of Expenditure

1. Canada’s total liability to the Contractor under the Contract must not exceed \$_____ (to be determined at contract award). Customs duties are included and Applicable Taxes are extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada’s total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum.
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada’s liability.

6.7.3. SACC Manual Clauses

H1001C (2008-05-12) Multiple Payments

C0705C (2010-01-11) Discretionary Audit

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



6.8. Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled “Invoice Submission” of the general conditions along with the monthly maintenance report described in Annex A Statement of Work of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed.

The Contractor must distribute the invoices and reports as follows:

The original invoice and one copy of the report is to be e-mailed to the Project Authority identified at 6.5.2. One copy of the report is to be placed in the Log Book on site.

6.9. Certifications

6.9.1. Compliance

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

6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the Province of _____. (*Vendor to Insert the name of the province*).

6.11. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010C (2016-04-04) General Conditions - Services (Medium Complexity);
- (c) Annex A Statement of Work
- (d) Annex D Insurance Requirements
- (e) Annex E Basis of Payment;
- (f) Annex F Security Requirements Check List;
- (g) the Contractor's bid dated _____.

6.12. Procurement Ombudsman

6.12.1. Dispute Resolution Services

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term or condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



6.12.2. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

6.13. SACC Manual Clauses

A9068C (2010-01-11), Government Site Regulations - The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

6.14. Insurance – Specific 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.

6.15 Environmental Considerations - Where applicable, suppliers are encouraged to consider the following environment considerations:

Deliverables:

- Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, the use of double sided printing in black and white format is required unless otherwise specified by the Project Authority.
- When printed material is requested, the minimum recycled content of 30% is required and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

Travel Requirements/Meetings:

- Conducting meetings via telephone, teleconference, and/or video conferencing in order to minimize travel requirements is preferred;
- Contractors are encouraged to access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to that link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors.
- Contractors are encouraged to use of public/green transit where feasible.



Shipping Requirements: Where applicable, suppliers are encouraged to:

- Minimize packaging
- Include recycled content in packaging;
- Re-use packaging;
- Include a provision for a take-back program for packaging;
- Reduce/eliminate toxics in packaging.



ANNEX A
Statement of Work
Maintenance Services for Radio Site Generators

1. BACKGROUND

- 1.1. The Edmonton Applied Technology Unit (ATU) maintains multiple radio sites that require generator backup power during utility power failures.

2. OBJECTIVE

- 2.1. The objective of this contract is to provide annual maintenance and repair services of the propane generators at the listed radio sites in Appendix A.

3. SCOPE

- 3.1. These services will include the annual service of the listed radio site generators as prescribed by the manufacture; as well as repair services as required.

4. TASKS

As part of the contract, the contractor will fulfil the following main tasks:

- 4.1. Perform manufacture prescribed annual maintenance of the generator sites listed in Appendix A.
- 4.2. Perform inspections and tests as per Appendix B and manufacture recommendations.
- 4.3. Provide the Project Authority with an annual maintenance report for each site and include the following information:
 - 4.3.1. Generator run hours;
 - 4.3.2. Measured output frequency and voltage;
 - 4.3.3. General observations from technician;
 - 4.3.4. Recommendations for repairs; and
 - 4.3.5. Quote for recommended repairs.
- 4.4. Remove and properly dispose of any waste oil or damaged parts from the site.
- 4.5. Provide fixed hourly repair rates for the duration of the contract, excluding contract extensions.
- 4.6. Provide a quote for a generator repair to the Project Authority within 1 business day of a repair request.
- 4.7. Initiate repair services within three (3) business days upon approval of a quote by the Project Authority.
- 4.8. Notify Project Authority prior to performing and upon completion of service at a radio site.
- 4.9. Notify Project Authority of any damage or necessary repairs to the site or equipment.
- 4.10. Notify Project Authority of any interruptions to the normal operations of the radio site.



5. DELIVERABLES AND PROJECT SCHEDULE

Contractor will demonstrate their ability to meet the following deliverables based upon a contract award date.

5.1. Milestones and events	Completion Date
1) The contractor will be available for a planning meeting with the project authority.	3 business days after contract award
2) The contractor completes tasks 4.1, 4.2 & 4.3.	October 1st, 2018
3) Review of contractor performance and determination of exercising extension options based on operation requirements.	November 1st, 2018

6. CONSTRAINTS

- 6.1. All work is to be completed by March 31st, 2019, unless extensions are used.
- 6.2. Generator repair or annual maintenance must be conducted without interrupting the normal operations of the radio site; unless prior notification to the Project Authority.
- 6.3. The contractor is responsible to supply the necessary components to perform annual maintenance or repair services.
- 6.4. A certified transfer switch technician or certified commercial electrician must be used for annual maintenance and repairs of the generator transfer.
- 6.5. Technicians providing annual maintenance and repairs to the generator systems, excluding the generator transfer panel, must have prior training in small engine repair.

7. CLIENT SUPPORT

- 7.1. The Edmonton ATU will provide radio site access keys for sign out by security cleared technicians when going to perform approved work at a radio site. Keys are to be returned upon completion of the scheduled work.



APPENDIX A - Maintenance Services for Radio Site Generators - Locations & Systems

LOCATION IN ALBERTA:	SITE NAME	GENERATOR MAKE	GENERATOR MODEL	LOCATION ON SITE	KPR#
Edson	Ansell Repeater Site	Onan	4.5BGDFB7512L	Inside	272
Hinton	Athabasca Mountain Repeater Site	Onan	5.5HGJAE-2144A	Inside	270
Ardrossan	Bremner Repeater Site	Onan	12.5JC-3CR	Inside	004
Cadotte Lake	Cadot Lake/ Golden Battery Repeater Site	Kohler	5RMY62	Inside	216
Fairview	Fairview Repeater Site	Onan	3.5CCK-1RV/1B	Inside	243
Islay	Islay Repeater Site	Onan	5.5HGJAF-2109A	Inside	146
Keg River	Keg River Repeater Site	Kohler	3RM62	Inside	241
Kleskun Hill	Kleskun Hill Repeater Site	Onan	7.5JB FJ12037D	Inside	220
Lavoy	Lavoy Repeater Site	Brigs & Stratton	040301A	Outside	090
Legal	Legal Repeater Site	Onan	5.5HGJAE-2144A	Inside	059
Manning	Manning Repeater Site	Onan	5-5HGJAE-2144A	Inside	267
Red Earth	Red Earth Repeater Site	Onan	4.5 BGDFB 7512L	Inside	218
Spirit River	Spirit River Repeater Site	Onan	4.5 BGDFB 7512L	Inside	221
Trout Lake	Trout Lake Repeater Site	Onan	3.5CCK-1RV/1B	Inside	266
Valleyview	Valleyview Repeater Site	Onan	4.5 BGDFB 7512L	Inside	107
Vega	Vega Repeater Site	Brigs & Stratton	40220	Outside	095
Wapiti	Wapiti Repeater Site	Kohler	2.5RM62	Inside	109
Warburg	Warburg Repeater Site	Onan	5.0CCK-3CR/15000U	Inside	230
High Level(30 km	Watt Mountain Repeater Site	Onan	5.5HGJAE-2144A	Inside	268
Webberville	Weberville Repeater Site	Onan	15.0 JC3CR/3742AB	Inside	091
Winagami Lake Provincial Park	Winagami Repeater Site	Brigs & Stratton	40220	Outside	006



**APPENDIX B –
System Inspections, Test and Maintenance**

System Inspection, Test and Maintenance

In addition to the manufacture recommended inspection, testing and maintenance. These additional tasks must be included, but are not limited to the following:

1. Consumables:

- (a) Inspect main tank level (gas pressure). There shall be a minimum supply of 60% propane level
- (b) Inspect lubricating oil level.
- (c) Inspect engine coolant level.
- (d) Inspect engine, generator, fuel tank(s), and cooling systems for leakage.
- (e) Inspect for proper operation of fuel transfer pump (if applicable).
- (f) Inspect fuel filter for contamination if filter is equipped with a transparent bowl.

2. Starter system:

- (a) Inspect electric starter for cleanliness, mounting, and terminal security.
- (b) Air starter:
 - (i) Inspect air tanks for pressure.
 - (ii) Inspect valves for leakage.
 - (iii) Test auxiliary engine and compressor for proper operation.
 - (iv) Bleed off any condensation.

3. Batteries and charging equipment:

- (a) Inspect all battery cells for correct electrolyte fill level.
- (b) Test all battery cells for correct electrolyte specific gravity.
- (c) Inspect electrical connections for tightness and evidence of corrosion:
- (d) Inspect battery for cleanliness and dryness between terminals.
- (e) Inspect charger electrical connections for cleanliness and tightness.
- (f) Test charger for proper operation of float and equalize modes.

4. Engine:

- (a) Inspect block heater hoses and wires
- (b) Inspect air filters.
- (c) Inspect all mechanical connections.
- (d) Inspect all electrical connections.
- (e) For spark ignition engines, inspect all components of ignition system(s) and service or replace as appropriate.
- (f) Inspect all external surfaces of heat exchanger(s) and clean as necessary.
- (g) Inspect all belts and hoses and replace if necessary.
- (h) Inspect and clean engine crankcase breathers.
- (i) Change engine lubrication oil and filters.
- (j) Test strength of coolant and chemical protection level of coolant inhibitors.
- (k) Change fuel filters, clean strainer(s), and verify that the fuel supply valve is open.



- (l) Inspect the exhaust system. Check and record the back pressure of the exhaust system to ensure that it complies with the engine manufacturer's requirements, and compare with previous readings.
- (m) Clean and lubricate linkages.
- (n) Test and inspect ignition system(s). Replace any defective components.
- (o) Inspect coolant pump(s) for leaks and external wear (if belt driven, remove the belt(s) first).
- (p) Test lubricant and/ or coolant heaters for proper operation.
- (q) Inspect governor control linkages and oil level (if applicable).
- (r) Lubricate the engine governor and ventilation system
- (s) Inspect fuel pump oil sump (if applicable).

5. Control panel:

- (a) Inspect control panel covers for security.
- (b) Test annunciator lamps to confirm that they are operational.
- (c) Inspect control panel settings (ensure that the unit is ready for automatic start-up).
- (d) Open all inspection covers and inspect all electrical connections.
- (e) Test breakers for proper operation.
- (f) Clean insulators and bushings.
- (g) Test voltage regulator for proper operation.
- (h) Operate all moving parts to ensure that they move freely.
- (i) Clean and dress contacts as necessary.
- (j) Remove all dust.
- (k) Check gauge calibration.
- (l) With the generator set operating at full load, conduct an infrared survey of all electrical connections to identify any high-resistance connections.

6. Generator:

- (a) Test surge suppressor and rotating rectifier on brushless machines.
- (b) Grease bearings (replace old grease with new) (if applicable).
- (c) Clean commutator and slip rings (if applicable).
- (d) Clean rotor and stator windings using clean compressed air.
- (e) Inspect coupling bolts and alignment.
- (f) Inspect conduits for tightness.
- (g) Inspect windings at rotor and stator slots.
- (h) Inspect all electrical connections.
- (i) With the generator set operating at full load (see Clause 11.3), conduct an infrared survey of all electrical connections to identify any high-resistance connections.

7. Transfer switches:

- (a) Isolate transfer switch, open all inspection covers, and inspect all electrical connections.
- (b) Operate all moving parts to ensure that they move freely.
- (c) Clean and dress contacts as required.
- (d) Remove all dust.
- (e) Clean and lubricate linkages.
- (f) Conduct an infrared survey of all electrical connections, contacts and energized components while under load on both the normal and the emergency side.



8. Inspect air control louvre settings to ensure proper operation.
9. Verify whether room temperature is above 10 °C.
10. Inspect generator and transfer switch room(s) for cleanliness and accessibility to all components of the emergency system.
11. Before start-up, perform two full cranking cycles. Near the end of each cycle (and while still cranking), measure and record the lowest indicated battery voltage. If the measured voltage is less than 80% of the battery's rated voltage, replace the battery. Alternatively, perform a battery load test using a suitable load tester.
- 12. Test and verify the entire system as follows:**
 - (a) Simulate a failure of the normal electrical supply to the building.
 - (b) Operate the system under at least 30% of the rated load for 60 min.-
 - Conduct a 2 h full-load test (see Clause 11.3).
 - (c) Operate all automatic transfer switches under load.
 - (d) Inspect brush operation for sparking.
 - (e) Inspect for bearing seal leakage.
 - (f) Inspect for correct operation of all auxiliary equipment, e.g., radiator shutter control, coolant pumps, fuel transfer pumps, oil coolers, and engine room ventilation system(s).
 - (g) Record the readings for all instruments in the log and verify that they are normal.
 - (h) Drain the exhaust system condensate trap.
 - (i) Test protective devices for proper operation



**ANNEX B
MANDATORY TECHNICAL CRITERIA**

Mandatory Employee Experience and Past Performance -

To carry out the work on this requirement, the contractor must provide qualified personnel:

- to work on the Generators systems
 - Certified Engine Technician
 - Certified Transfer Switch Technician or Certified Commercial Electrician

(either one to work on each or 2 individuals, as long as the 2 disciplines are covered)

In the event where the information for any of the service personnel cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal.

A copy of the Mandatory Card and Licencing Documentation listed in Section 4.1.1.2 must be included with the bid for each service personnel listed below.

Refer to PART 3 & 4 - BID PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

Generator System Maintenance – Certified Engine Technician		
Name of Service Personnel: _____		
Name of client organization or Company:	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal:	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day):	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)



Generator System Maintenance – Certified Transfer Switch Technician or Certified Commercial Electrician		
Name of Service Personnel: _____		
Name of client organization or Company:	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal:	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____
Performance period of the project or contract (indicate year, month , day):	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)



Contractor’s Experience and Past Performance

The bidder must provide evidence of its recent experience and past performance by referencing three (3) similar projects/contracts. The bidder must complete the following form in order to demonstrate that it has the required experience.

In the event where the information for any of the projects cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits references in excess of the stated requirement, only the references up to the identified limit of three (3) projects will be assessed. The first three (3) projects listed in the proposal will be considered for evaluation.

Refer to PART 3 & 4 - BID PREPARATION INSTRUCTIONS & EVALUATION PROCEDURES

	PROJECT/CONTRACT REFERENCE # 1	PROJECT/CONTRACT REFERENCE # 2	PROJECT/CONTRACT REFERENCE # 3
Name of client organization or Company:	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____	Project/Contract Reference #3: _____
Name and title of client contact who can confirm the information presented in the proposal:	Name: _____ Title: _____	Name: _____ Title: _____	Name: _____ Title: _____
Telephone and e-mail address of client contact:	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____	Phone #: _____ E-mail: _____
Performance period of the project or contract (indicate year, month , day):	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)	From: _____ (year/month/day) To: _____ (year/month/day)
Description of Project/Contract:	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

(Please attach a separate sheet if required)



ANNEX C

CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

C.1 Former Public Servant Certification

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.

Certification

The Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.



ANNEX D
INSURANCE REQUIREMENTS
COMMERCIAL GENERAL LIABILITY INSURANCE REQUIREMENTS

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. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.



Send to:

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

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



ANNEX E
BASIS OF PAYMENT

Please Note:

- Annex E must be completed in its entirety, including the option years and rate per hour pricing. Bidders are requested to insert “\$0.00” for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as “\$0.00” for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.
- Prices are firm.
- Firm Prices are to be in Canadian Dollars.
- Prices do not include GST, however GST will be added as a separate item, if applicable, on any invoice issued as a result of a Contract.

BIDDER’S PRICING:

Pricing Schedule 1: Generator Maintenance Services

Including all necessary tools, services, replacement or repair parts, materials, labour and related costs as detailed in Annex A.



Table 1.1

INSPECTIONS – FIRM FIXED RATE PER LOCATION					
Cost Centre	KPR#	Location	(1) Firm Yearly Rate for Period 1 - one (1) year from award of contract	(2) Firm Yearly Rate for Option 1 – one (1) year from end of Period 1, if 1 st option is exercised	(3) Firm Yearly Rate for Option 2 – one (1) year from end of 1 st option, if 2 nd option is exercised
K5784	272	Ansell Repeater Site			
K5784	270	Athabasca Mountain Repeater Site			
K5784	004	Bremner Repeater Site			
K5784	216	Cadot Lake/ Golden Battery Repeater Site			
K5784	243	Fairview Repeater Site			
K5784	146	Islay Repeater Site			
K5784	241	Keg River Repeater Site			
K5784	220	Kleskun Hill Repeater Site			
K5784	090	Lavoy Repeater Site			
K5784	059	Legal Repeater Site			
K5784	267	Manning Repeater Site			
K5784	218	Red Earth Repeater Site			
K5784	221	Spirit River Repeater Site			
K5784	266	Trout Repeater Site			
K5784	107	Valleyview Repeater Site			
K5784	095	Vega Repeater Site			
K5784	109	Wapiti Repeater Site			
K5784	230	Warburg Repeater Site			
K5784	268	Watt Mountain Repeater Site			
K5784	091	Weberville Repeater Site			
K5784	006	Winagami Repeater Site			
SUBTOTALS			\$ (1)	\$ (2)	\$ (3)



Pricing Schedule 1 - Subtotal	\$ (1)	\$ (2)	\$ (3)
Table 1.1 Total for Evaluation ((1) +(2) +(3) = (4a))	\$ (4a)		

Pricing Schedule 2: Extra Work – As and When Requested

"Extra Work " will be conducted on an as and when required basis. Estimated quantity of hours per year for extra work – as and when requested is for evaluation purposes only.

When "As and When" work is requested during the contract period, the contractor must complete and submit the Appendix 1 - "Cost Estimate Form for Extra Work". Written authorization must be obtained from the Site Authority prior to conducting any extra work.

Submit a Firm All-inclusive Hourly Rate (including Overhead, Profit, and all related Costs) and material cost in Canadian funds.

**Table 2.1 – Pricing to cover initial twelve (12) month term
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Personal :			
Certified Engine Technician	\$_____/hr	80	\$_____
Certified Transfer Switch Technician or Certified Commercial Electrician	\$_____/hr	80	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.1 :			\$_____(1)

**Table 2.2 – Pricing to cover initial twelve (12) month term
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Personal:			
Certified Engine Technician	\$_____/hr	10	\$_____
Certified Transfer Switch Technician or Certified Commercial Electrician	\$_____/hr	10	\$_____
EXTENDED PRICE SUB-TOTAL Table 2.2 :			\$_____(2)



**Table 2.3 – Pricing to cover initial twelve (12) month term
SUNDAYS & STAUTORY HOLIDAYS**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Certified Engine Technician	\$ _____/hr	5	\$ _____
Certified Transfer Switch Technician or Certified Commercial Electrician	\$ _____/hr	5	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.3 :			\$ _____(3)

**Table 2.4 – Pricing to cover the first (1st) twelve (12) month option period
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Certified Engine Technician	\$ _____/hr	40	\$ _____
Certified Transfer Switch Technician or Certified Commercial Electrician	\$ _____/hr	40	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.4 :			\$ _____(4)

**Table 2.5 – Pricing to cover the first (1st) twelve (12) month option period
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Certified Engine Technician	\$ _____/hr	5	\$ _____
Certified Transfer Switch Technician or Certified Commercial Electrician	\$ _____/hr	5	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.5 :			\$ _____(5)



**Table 2.6 – Pricing to cover the first (1st) twelve (12) month option period
SUNDAYS & STAUTORY HOLIDAYS**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Certified Engine Technician	\$ _____/hr	5	\$ _____
Certified Transfer Switch Technician or Certified Commercial Electrician	\$ _____/hr	5	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.6 :			\$ _____(6)

**Table 2.7– Pricing to cover the second (2nd) twelve (12) month option period
DURING REGULAR WORKING HOURS (0800-1700 Monday through Friday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Certified Engine Technician	\$ _____/hr	40	\$ _____
Certified Transfer Switch Technician or Certified Commercial Electrician	\$ _____/hr	40	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.7 :			\$ _____(7)

**Table 2.8 – Pricing to cover the second (2nd) twelve (12) month option period
OUTSIDE REGULAR WORKING HOURS (including all day Saturday)**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Certified Engine Technician	\$ _____/hr	5	\$ _____
Certified Transfer Switch Technician or Certified Commercial Electrician	\$ _____/hr	5	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.8:			\$ _____(8)



**Table 2.9 – Pricing to cover the second (2nd) twelve (12) month option period
SUNDAYS & STAUTORY HOLIDAYS**

Extra Work – As and When Requested	Price per Hour (a)	*Estimated Hours (b)	Extended Price (a) x (b)
Certified Journeyman:			
Certified Engine Technician	\$ _____/hr	5	\$ _____
Certified Transfer Switch Technician or Certified Commercial Electrician	\$ _____/hr	5	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.9 :			\$ _____(9)

Table 2.10 – MATERIALS: All products and materials will be invoiced at the Contractor’s wholesale cost plus a percentage for mark-up. The Contractor is to submit a percent of mark-up for tendering purposes.

Materials	Mark-up (a)	Estimated Expenditure (b)	Extended Price (a) x (b)
Initial 12 month term	_____ %	4000	\$ _____
First (1st) 12 month option period	_____ %	2000	\$ _____
Second (2nd) 12 month option period	_____ %	1000	\$ _____
EXTENDED PRICE SUB-TOTAL Table 2.10 :			\$ _____(10)

Table 2.11

Pricing Schedule 2: Extra Work – As and When Requested	Total Price
TOTAL PRICE Table 2.1 to Table 2.10 = (1) + (2) + (3) + (4) + (5) + (6) + (7)+(8)+(9)+(10):	\$ _____ (11)



Table 3

<u>TOTAL ASSESSED PROPSAL PRICE:</u>		Sum of Bidder's Pricing:
1	Pricing Schedule 1: Table 1.1 Total Price (Generator Maintenance Services):	\$ _____ (4a)
2	Pricing Schedule 2: Table 2.11 Total Price - Extra Work – As and When Requested :	\$ _____ (11)
Subtotal		\$ _____ (12)
Total Assessed Proposal Price		\$ _____ (12)



Annex F
Security Requirements Checklist
(Attached as separate document)

- SRCL Generator Maintenance - 20171023.pdf



Appendix 1 - COST ESTIMATE FORM FOR EXTRA WORK - Contract: _____ Contractor: _____ Date: _____

Description of Work: (Please attach a separate sheet if required)				
Direct Costs		Hourly Rate(s) as per Contract		
(i) Direct Labour	# of Hours	Certified Engine Technician	Certified Transfer Switch Technician or Certified Commercial Electrician	Total
Repair Work Labour				
Emergency Calls Labour				
Other Labour (Specify: _____)				
Total Direct Labour				\$ _____ (i)
(ii) Direct Material Costs*		Contractor's Wholesale Cost	Mark-up	Total
Replacement Parts			x ____%	
Repair Parts			x ____%	
Other Material (Specify: _____)			x ____%	
Total Direct Material Costs				\$ _____ (ii)
(iii) Other Direct Costs				Total
Other (Specify: _____)				
Total Other Direct Costs				\$ _____ (iii)
Sum of Total Direct Costs (i + ii + iii) (GST/HST extra)		= TOTAL PRICE		\$ _____

*Materials will be charged at our laid-down cost plus a mark-up of ____% (to be completed at time of contract award)

Contractor Signature: _____

RCMP Authorities Signature: _____

Print Name: _____

Print Name: _____



Annex G
INTEGRITY FORM - BIDDER'S INFORMATION
(Attached as separate document)

- Integrity_Request_Letter_-_PSPC_Approved_1_1[1].pdf



Appendix C
BID SUBMISSION CHECKLIST

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Bid Receiving/Réception des soumissions
Royal Canadian Mounted Police (RCMP)
Procurement & Contracting Services
Bid Receiving Unit,
5th Floor, 10065 Jasper Avenue NW
Edmonton, AB T5J 3B1 / Réception des soumissions
Gendarmerie royale du Canada (GRC)
Services des acquisitions et des marchés
Unité de réception des soumissions
5e étage, 10065, avenue Jasper N.O.
Edmonton, AB T5J 3B1

Please note: If submitting your bid packages via Canada Post you must request the "Signature and Identity Services" on your Canada Post package to ensure that there is a personal hand-off between Canada Post and the RCMP Bid Receiving Unit. / **Veillez noter :** Si vous faites parvenir vos documents de soumission par l'entremise de Postes Canada, vous devez demander les « services avec signature et preuve d'identité » de Postes Canada afin de vous assurer qu'il y aura une remise de main à main entre Postes Canada et l'Unité de réception des soumissions de la GRC.

Ensure the following pages are completed in full and attached:

- Front Page of Invitation to Tender document – **signed & dated**
- Front Page of Amendment document(s) (if applicable) – **signed & dated**
- Annex "B" Mandatory Technical Criteria
- Annex "C" Certifications
- Annex "E" Basis of Payment – **must be completed in full (all tables)**
- Annex "G" Bidder's Information – Integrity Check