



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**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

Maintenance & Professional Consulting Services Division
(FK)

11 Laurier St./ 11, rue Laurier

3C2, Place du Portage, Phase III

Gatineau

Québec

K1A 0S5

Title - Sujet Latchford generator maintenance/rep		
Solicitation No. - N° de l'invitation EP168-190213/A	Date 2018-08-03	
Client Reference No. - N° de référence du client 20190213		
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-304-75227		
File No. - N° de dossier fk304.EP168-190213	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-09-17		Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Dallaire, Maxime		Buyer Id - Id de l'acheteur fk304
Telephone No. - N° de téléphone (819) 420-1111 ()		FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST Gatineau Quebec K1A0S5 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

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

Information to Bidders

Support the use of apprentices

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex D.

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PART 1 – GENERAL INFORMATION

1.1 Introduction

The bid solicitation and resulting contract document is divided into six parts plus 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 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, if applicable, and the basis of selection;

Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;

Part 6 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, Pricing Schedules, the Task Authorization Form 572, and the Voluntary Certification to Support the Use of Apprentices.

1.2 Summary

- 1) The Contractor must supply the labour, supervision, tools, materials, and equipment necessary for a Program of inspection, maintenance, and repair of three generator sets and their transfer switches in accordance with the Statement of Work attached herein at Annex A.

This requirement is for Public Works and Government Services Canada (PWGSC) and is located at the Latchford Dam.

- 2) The period of the contract(s) shall be for three (3) years with three (3) additional one-year option periods.
- 3) There is no security requirement associated with this requirement.
- 4) 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).
- 5) For services requirements, Bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 6) The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications and Additional Information, Part 6 - Resulting Contract Clauses.

1.2.1

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information."

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>) 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 (2018-05-22) Standard Instructions - Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The text under Subsection 4 of Section 05 - Submission of Bids of 2003 referenced above is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

2.2 Submission of Bids

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

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

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 FPS, 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, in the context of the fee abatement formula, 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 FPS 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.

A contract awarded to a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to the fee (abatement formula) as required by Treasury Board Policy.

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

2.5 Applicable Laws

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

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:
- If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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 hard copy of their bid:

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

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

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

Section I: Technical Bid (See Part 4, subsection 4.1.1)

Section II: Financial Bid

3.1.1 Bidders must submit the financial bid in accordance with the Pricing Schedule detailed at Annex B. The total amount of Applicable Taxes are excluded.

The Annex B requirement must be strictly adhered to: Failure to do so shall render the bidders' proposal as non-responsive.

It is mandatory that bidders submit firm prices/rates for the three (3) year period of the contract and the three (3) one-year option periods for all items of the Pricing Schedules attached at Annex B.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

Submission of Evidence

Submission of Evidence as described below should be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, 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.

The evidence provided by the bidder may be verified.

1. Bidders must be authorized by the generator OEM to perform work on its equipment and have access to the OEM's technical support services and service bulletins.

Bidders must provide with their bids letters from each OEM for the equipment listed in this SOW as proof of this. The letter must confirm that the Bidder is an authorized service agent of the OEM or has a valid sub-contracting agreement with the OEM. The letter must also confirm the Bidder has access to all parts, tools, materials, adjustment procedures, hardware, firmware, and software required in order to service and maintain the equipment listed in the Annex "A" Statement of Work.

2. Bidders must either have an oil condition monitoring predictive maintenance program or have the capability to sub-contract this portion to a qualified third party source.
3. Bidders must hold a valid clearance certificate from the Workplace Safety Insurance Board (WSIB)

4.2 Basis of Selection

- 4.2.1** A bid must comply with the requirements of the bid solicitation and meet all mandatory technical criteria and the financial evaluation criteria to be declared responsive. The responsive bid(s) 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 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 website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed).

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

5.2.3. Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work

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

6.1.2 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.

6.1.3 Task Authorization Process:

1. The *Technical Authority* will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex C.
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 10 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.

6.1.4. Task Authorization Limit

The Technical Authority may authorize individual task authorizations up to a limit of \$20,000.00, Applicable Taxes included, inclusive of any revisions.

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

6.1.5 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.

6.1.6 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. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the Contract (as last amended, as applicable) as Canada's total liability to the Contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

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

6.2.1. General Conditions

2035 (2018-06-21) General Conditions – Higher Complexity - Services, apply to and form part of the Contract

6.3 Period of the Contract

The period of the Contract is from _____ to _____ inclusive.

6.3.1 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 periods 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 thirty (30) 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.

6.4 Authorities

6.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Maxime Dallaire
Title: Supply officer
Public Works and Government Services Canada
Acquisitions Branch
Real Property Contracting Directorate
Telephone: 819-420-6232
E-mail address:
maxime.dallaire@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.

6.4.2 Technical Authority (TO BE PROVIDED AT CONTRACT AWARD)

The Technical Authority for the Contract is:

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: ____ - ____ - ____

Facsimile: ____ - ____ - ____

E-mail: _____.

The Technical Authority named above 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.

6.4.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name:
Telephone:
Facsimile:
Cellular:
E-mail:

6.5 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.

6.6 Payment

6.6.1 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 \$ _____. 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.

6.6.2 Basis of Payment – Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ _____ (*insert amount at contract award*). Customs duties are *included* and Applicable Taxes are extra.

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

6.6.3 Pricing Schedule

See Annex B.

6.6.4 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the maintenance report described in *the Statement of Work* of the Contract.

Invoices must also include:

- a. PWGSC reference and contract numbers;
- b. The period covered by the invoice; and
- c. The Building name and address of where the work was done.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

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.

6.8 Certifications and Additional Information

6.8.1 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.

6.8.3 S A C C Manual Clause

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21);
- (c) Annex A, Statement of Work;
- (d) Annex B, Pricing Schedules;
- (e) Annex C, Task Authorization Form
- (f) the Contractor's proposal dated _____ (*insert date of bid*)

6.11 Foreign Nationals

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

6.12 Insurance

6.12.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 6.12.2 Commercial General Liability Insurance**. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.12.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.

- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

6.13 Cellular Phones and/or Pagers

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

6.14 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

6.15 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

6.16 Voluntary Reports for Apprentices Employed during the Contract

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority six months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)

Annex A

Statement of Work

**ANNEX A - STATEMENT OF WORK
GENERATOR SERVICE AT LATCHFORD DAM**

Project # R.088007.006
Version of: August 1, 2018

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A1 REQUIREMENT

Canada requires a Contractor to supply labour, supervision, tools, materials, and equipment necessary for a program of inspection, maintenance, and repairs of one Kohler diesel generator and its transfer switch at Latchford Dam in northern Ontario. The generator provides standby power for flow control equipment on the dams (i.e. stoplog lifters, vertical lift gates).

A2 APPLICABLE DOCUMENTS

The prescribed versions of the following documents are to form a part of this specification to the extent specified herein. These documents are available only in the languages indicated.

A2.1 Internal Documents

Table 1: List of Internal Documents

Document Number	Document Title
n/a.	Kohler manual for Latchford Dam generator (English and French)
E003	Latchford Dam Reconstruction, Single Line Diagram (Design Drawing), by Dessau/HydroSys (bilingual drawing)

A2.2 Codes, Standards, and Best Practice Documents

Where Standards are referenced in this document, the whole standard must normally apply unless specific tailoring is indicated herein.

If any referenced standard has been superseded by a new revision, or it has become obsolete and it has been replaced by a new standard, or it has not been replaced, then the Contractor must use the latest revision or replaced standard or an equivalent standard respectively.

American standards are only available in English.

Table 2: List of Codes, Standards, and Best Practice Documents

Document Number	Document Title
ANSI/NETA MTS-2011	Standard for Maintenance Testing Specifications for Electrical Power Equipment and Systems
ASTM E1934 - 99a(2014)	Standard Guide for Examining Electrical and Mechanical Equipment with Infrared Thermography
CAN/CSA B139-09 (R2014)	Installation code for oil-burning equipment
CAN/CSA C282-15	Emergency electrical power supply for buildings
CAN/CSA Z460-13	Control of hazardous energy - Lockout and other methods
CAN/CSA Z462-15	Workplace electrical safety
NFPA 70 B	Recommended practice for electrical equipment maintenance

A3 DESCRIPTION OF EQUIPMENT

The following is the list of equipment to be inspected, maintained, and repaired in this Contract. Data in this inventory is as accurate as possible based on documentation on hand at time of writing this Statement of Work (SOW). The Contractor must inform the Technical Authority of errors noted to allow for corrections in the future.

The generator at Latchford Dam is a diesel generator with an automatic transfer switch. The generator was installed and commissioned in 2016. The design single line diagram is included in Appendix 2. Maintenance manuals for the generator and transfer switch will be provided electronically to the Contractor.

A3.1 Generator

Kohler diesel generator, Model #150REOZJF with the following key components:

- *Controller*: Kohler Decision-Maker DEC-3000 with integral voltage regulator

- *Alternator*: Kohler 4S12X, brushless 4-pole rotating field rare-earth permanent magnet, 154kW/193kVA, 347/600V, 185A, 3 phase, 60 Hz, PF 0.8, wye connected.
- *Diesel engine*: John Deere Model #6068HF285, 6-cylinder inline turbocharged air cooled, 6.8L displacement, with JDEC Electronic L16 Denso HP3 governor. Oil pan capacity 27L.
- *Engine pre-heat*: HotStart TPS, 1800W, 120V
- *Fuel*: #2 diesel, tank within generator base.

A3.2 Transfer Switch

Cutler-Hammer 600V AC Heavy Duty Double Throw Non-Fusible 3-pole catalogue #1DT364NF

A3.3 In-Line Circuit Breakers

15-2250kW thermal magnetic trip, frame size JD (80%).

A4 INITIAL SUBMITTALS

1. Within three (3) weeks of Award, and before going on site for the first time, the Contractor must submit the following:
 - a. *Schedule* showing intended inspections for each dam over the period of the contract as well as over the option years. See *A5.6 Scheduling* for schedule requirements.
 - b. *Electrical Work Plan* which must include:
 - i. Lock-out/Tag-out procedures, including use of PWGSC "Form 13" request for electrical isolation and re-energization are attached in Appendix 1, as well as Contractor-developed forms. (Note that Damkeepers will witness and sign Lock-out/Tag-out forms on Canada's behalf whenever lock-out/tag-out work is being performed.)
 - ii. Site-specific electrical inspection procedures
 - iii. Isolation & energization procedures (Note PWGSC does not permit "live work" except for diagnostics and investigation).
 - c. The *names, responsibilities*, and *proof of qualifications* of the personnel to be assigned to the project, demonstrating compliance with the requirements listed in Section *A7 Qualification and Availability of Resources*. The same person can one or more of the required skills qualifications. Identify which resources will be provided through the use of subcontractors.
 - d. *Health and Safety* submittals described in *A8.4 Health and Safety*.
 - e. *Environmental Protection Plan* described in *A8.5 Environmental Protection*.
 - f. Samples of proposed *Inspection Checklists* which will be used for each type of inspection; these must detail the requirements as described in Table 3 of *A5 Inspection and Maintenance*.
 - g. *Table of Contents* and *outline* of proposed Infrared Inspection Reports.
2. The Technical Authority will review these submittals and provide comments to the Contractor within ten (10) working days after the receipt of plan. The Contractor must revise the submittals where required and resubmit the plan to the Technical Authority within ten working days after receipt of comments. This process must continue until acceptable submittals have been delivered.
3. Technical Authority's review of submittals does not reduce the Contractor's overall responsibility for the work.
4. The Contractor must follow the procedures described in the reviewed and accepted documents during the course of the contract.

A5 INSPECTION AND MAINTENANCE

A5.1 Scope of Work

The Contractor must:

1. Provide all tools (e.g. hand tools, infrared equipment, megger, etc.), materials, labour, supervision, and personal protective equipment required to undertake inspections and maintenance.
2. Provide all consumables required for the work, including but not necessarily limited to: engine oil, lubricating oil, coolant, filters of various sorts, cleaning materials, etc. The Contractor is permitted to store consumables in the generator buildings if this is convenient; otherwise, bring them to site when required.
3. For all defects found during inspections, conduct extensive on-site electrical, mechanical and electronic troubleshooting to determine cause for equipment malfunction and establish the necessary repairs using visual inspection, test procedures and appropriate test equipment. Report to Technical Authority by telephone and email (if necessary, the email may follow up to twenty-four (24) hours after phone call) indicating the nature of the problem, how long it is expected to take to fix, the cost estimate for fixing the problem and delivery time estimate for parts. This information will be used to create Task Authorizations (TA) for the labour, materials, and equipment required to effect repair work),
4. After inspection and maintenance work is complete, restore the systems to its original operational state.
5. Dispose of hazardous waste as required by local authorities having jurisdiction. Hazardous waste includes but is not necessarily limited to engine oil, fuel oil, anti-freeze, oil filters, batteries, etc.
6. The following inspections are the minimum required. The Contractor must elaborate on checklists to detail these inspections as part of the Initial Submittals (see *A4 Initial Submittals*):

Table 3: Inspection Requirements

Name	Description
Weekly	Not required (these are done by Damkeepers)
Monthly	<ul style="list-style-type: none"> • All generator tests in Table 3 of CSA C282-15 • Monthly tests in all OEM Manuals • Statutory and code requirements related to monthly fuel system inspections <p>Monthly checks, inspections, and tests must also include the applicable weekly requirements</p>
Semi-Annual	<ul style="list-style-type: none"> • All generator tests in Table 4 of CSA C282-15 • Semi-Annual tests in all OEM Manuals • Statutory and code requirements related to semi-annual fuel system inspections • Additional items for transfer switch inspection as described in A5.2 of this SOW. <p>Semi-Annual checks, inspections, and tests must also include the applicable monthly and weekly requirements</p>
Annual	<ul style="list-style-type: none"> • All generator tests in Table 5 of CSA C282-15 • Annual tests specified in all OEM Manuals • Statutory and code requirements related to annual fuel system inspections • Additional items for transfer switch inspection as described in A5.2 of this SOW. <p>Annual checks, inspections, and tests must also include the applicable semi-annual, monthly, and weekly requirements</p>
Quinquennial	<ul style="list-style-type: none"> • All tests in Table 6 of CSA C282-15 • Quinquennial tests specified in all OEM Manual <p>Quinquennial checks, inspections and tests must also include the applicable annual, semi-annual, monthly, and weekly requirements</p>

NOTE: OEM = "Original Equipment Manufacturer"

A5.2 Additional Items for Transfer Switch Inspection

In addition to the inspection items for transfer switches listed in the Tables of CSA C282-15, the Contractor must:

1. Operate all moving parts to ensure they move freely.

2. Remove all dust.
3. Inspect for corrosion.
4. Test all indicator bulbs and replace as necessary.
5. Check terminal connections, mountings, and terminal strips, and tighten as necessary.
6. Inspect insulation for degradation.
7. Inspect relay coils and contacts for evidence of arcing or other damage; dress or replace where necessary.
8. Replace internal batteries where required.
9. Inspect terminals (load, line) of bypass isolation for tightness, re-torquing all bolts, nuts, and other hardware.
10. Other checks and inspections described in OEM manuals or as per OEM's best practices for this type of equipment.
11. Re-set to initial operation mode.

A5.3 Load Bank Tests

The Contractor must:

1. Provide 30% and 100% external load banks for all load tests; dam flow control equipment cannot be used for this purpose.
2. Supply the load bank test unit complete with all cables needed to connect the load bank.
3. In all cases, load bank truck may be parked immediately outside the generator building.

A5.4 Infrared Thermographic Survey

The Contractor must:

1. Perform infrared thermographic survey of generator, transfer switch, and emergency power distribution equipment.
2. Wait a minimum of 90 minutes of the 120 minutes annual full load test before starting infrared thermographic survey of emergency power equipment.
3. At the same time as the generator's Annual Inspection at which thermographic inspection to CSA C282 will be performed, also perform a separate infrared thermographic survey of all other electrical power distribution equipment at dam facilities, specifically as shown on drawing E003 *Single Line Diagram, Latchford Dam Replacement* by Dessau/HydroSys.
4. Damkeepers will operate flow control equipment as necessary to create electrical loads.
5. Do infrared thermographic surveying to ASTM E1934, ANSI/NETA MTS-2011, recognized industry practices for this work, and in compliance with SSHAHSP (see A8.4.3 item #4 for definition of SSHAHSP).

A5.5 Reporting Requirements

A5.5.1 Checklists and Logbook

1. Checklists must be typed or legibly handwritten. Inability of Technical Authority to read checklists will mean that Contractor has to re-do the test in its entirety.
2. After each inspection, the Contractor must:
 - a. Scan completed inspection checklist to PDF and submit via email to the Technical Authority.
 - b. File one copy of the completed checklist in a Contractor-supplied vinyl hard cover 3 -ring binder for letter-size paper forming a logbook compliant to CSA C282.
 - c. Keep logbooks in generator rooms. Record in the logbook all work performed at each visit and identify parts and materials used.

- d. Completed original logbooks become property of Canada and must be submitted to the Technical Authority.
- e. Submit one copy of the checklist to the Damkeeper on site.

A5.5.2 Generator Reports

The Contractor must:

1. Within 14 calendar days of on-site work, submit a signed detailed inspection report to the Technical Authority summarizing the results of the inspection and including all defects found, probable causes, and recommended repairs with their costs. Recommend modifications or improvements to the equipment that will enhance equipment serviceability, life expectancy, or efficiency.
2. Submit separate reports for each generator set, which would include information on all equipment inspected (generator and its auxiliary systems, transfer switch, etc.)
3. For reports on Annual Inspections, include Engine Oil Lab Report with results of laboratory tests for water, copper, bronze, etc. as described in CSA C282.

A5.5.3 Infrared Thermographic Reports

The Contractor must:

1. Organize to have one page per device inspected.
2. For each device inspected, indicate the volts and amps into and out of the device for each phase, the reference temperature, and the actual temperatures found.
3. Include images of all tested equipment as captured by the infrared instrument as well as view from same position in visible light.
4. Include prioritized recommendations complete with estimated costs.

A5.6 Scheduling

A5.6.1 General

The Contractor must:

1. Submit a proposed schedule for inspections during the contract period before coming on site the first time: see requirements in *A4 Initial Submittals*.
2. Except in special cases to be identified by Technical Authority if any arise, all inspections are to take place between 9 AM and 3 PM Monday through Friday to suit normal hours of work for Damkeepers.
3. Aim, as far as possible, to have all inspections at each dam done the same week of the month and the same day of the week, e.g. every 2nd Tuesday, etc.
4. For the first inspection, undertake a monthly inspection, then follow with other monthly, semi-annual, annual, and quinquennial inspections.
5. Ensure schedule leaves a true six months between the semi-annual and annual inspections.
6. NOTE: The Technical Authority reserves the right to amend the accepted schedule at any time during the Contract due to operational requirements (this is particularly likely to occur during spring freshet) to accommodate dam operations.

A5.6.2 Annual and Quinquennial Inspections

1. Annual and quinquennial inspections must take place between July and September so that the time required for the 2-hr load tests occurs at a time of minimal need for dam operations.
2. Confirm with Technical Authority a minimum five working days before each annual and quinquennial inspection so that generator work can be coordinated with Damkeepers' other water control work at dam.

A5.6.3 All Other Inspections

Provide Technical Authority with a minimum of five (5) working days' notice before each inspection so that generator work can be coordinated with Damkeepers' other water control work at dam.

A6 REPAIRS

The Contractor must:

1. Provide all tools, materials, labour, supervision, and personal protective equipment required to undertake repairs.
2. Parts and materials used in effecting repairs must be new and as recommended by the OEM for the equipment in question.
3. Repairs involving work to oil burner must comply with CSA B139-09 (R2014).
4. Remove from the site and dispose of all damaged parts that have been removed from the equipment.
5. Do NOT try to repair faulty modules on-site if the equipment was designed for the complete replacement of modules.
6. OEMs may possess Proprietary Rights on some or all of the equipment or its firmware or software. Should a need arise which requires OEM involvement with such equipment; liaise with the OEM as required.
7. Upon completion of repairs, undertake at minimum whatever other tests are required to prove that the repair has been effective, which may include some of the tests described in CSA C282 section 10 *Initial installation performance tests*. Supply load banks and whatever other test equipment would be involved.
8. Record those electrical repairs which require Electrical Safety Authority (ESA) involvement in the electrical logbook (a separate logbook for this work), as well as in the main equipment logbook.

A7 QUALIFICATIONS AND AVAILABILITY OF RESOURCES

A7.1 Qualifications

1. Have on staff, or provide under sub-contract, all the skills required to perform Work of this contract. Contractor is responsible for selecting exact mix of skills required to complete any given task, keeping in mind the need to comply with statutory and regulatory requirements. The skills set required for this contract are expected to include, but need not necessarily be limited to, the ones listed below.
2. As part of initial submittals described in *A4 Initial Submittals* submit to Technical Authority the names, responsibilities, qualifications, and skills of the personnel to be involved in the contract, proving compliance to the requirements listed below. A single individual may hold more than one skill qualification.
3. The need for substitute personnel may arise during the course of the Contract (e.g. in case of illness of original personnel, etc.). Substitute personnel must hold equivalent qualifications to the original personnel; submit proof thereof to Technical Authority as soon as need for substitute personnel is known.
4. **Generator Technician(s).**—Must hold:
 - EGSA Certification as a Generator Technician, Journeyman-Level; or,
 - Diploma as an Electrical Power Generation Technician from a Canadian college; or,
 - Manufacturer-specific training and certification in generator systems maintenance and repair.
5. **Electrician(s).**—Must hold:
 - Ontario Certificate of Qualification as 309A Construction and Maintenance Technician; or,
 - Interprovincial Red Seal as a Construction Electrician.
6. **Diesel Mechanic(s).**—Must hold:
 - Ontario Certificate of Qualification as a 310T Truck and Coach Technician; or,
 - Ontario Certificate of Qualification as a 435B Marine Engine Technician; or,
 - Ontario Certificate of Qualification as a 421A Heavy Duty Equipment Technician; or

- Transport Canada Certificate of Competency as a Third Class (or better) Engineer, Motor Ship.
- 7. **Petroleum Mechanic(s).**—Must hold TSSA licence as a Petroleum Mechanic (PM 3) for above ground systems.
- 8. **Infrared Thermographer(s).**—Must hold Level II or Level III Infrared Thermography Certificate issued by the International Electrical Testing Association (NETA).

A7.2 Availability

The Contractor must:

1. Maintain an on-call resource service at all times (24 hours a day, 7 days a week, 52 weeks per year) throughout the full contract period. On-call service is defined as ensuring that the Technical Authority can at any time, as required, contact the Contractor, or one of its designated resources, or a central emergency call service to report a malfunction or failure.
 - a. Response time to calls for service must be such that a technician is on-site at the dam within six (6) hours of the call.
2. As part of the initial submittals described in *A4 Initial Submittals*, provide the Technical Authority with telephone numbers of and the procedures for contacting the Contractor at all times.

A8 ADMINISTRATIVE REQUIREMENTS

A8.1 Access to Generator Buildings

1. Contractor will be provided with a code to enter the building.
2. Parking is available near the generator building. This buildings is well off the main highway and hence there are no traffic control requirements.

A8.2 Communications & Language of Work

1. Communications with the Contracting Authority and the Technical Authority may be in either English or French.
2. Communications with the Damkeepers at the Timiskaming Dam Office (headquarters for Latchford Dams) is preferred to be in French but may be in English.

A8.3 Crew Size

1. **No Working Alone.**—Provincial regulations allow for working alone with procedures in place to protect workers. Considering the remote location of the work, the Contractor is not permitted to work alone in this contract. Although Damkeepers will make initial contact and open up the building, they will not necessarily remain at the generator building for the duration of the work. Therefore, the minimum crew must be two persons.
2. **Supervisor.**—If using subcontractors for any portion of the work, the Contractor must provide a Supervisor who is an employee of the Contractor to be on site at all times to supervise subcontracted personnel.

A8.4 Health and Safety

A8.4.1 Regulatory Requirements

The Contractor must:

1. Abide by all relevant Legislation, Regulations, Codes, and Standards and ensure that all work undertaken at the dam site on behalf of Canada is completed in a safe manner. Ensure that sub-contractors are equally compliant. Note that all equipment is located in Ontario.
2. Provide all necessary safety training and personnel protective equipment as required to effect the work.

A8.4.2 Safety Procedures

The Contractor must:

1. Immediately stop work and advise the Technical Authority verbally and in writing should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during the performance of the work.
2. Immediately address health and safety non-compliance issues identified by the authority having jurisdiction or by the Technical Authority and provide the Technical Authority with a written report of action taken.
3. The Technical Authority may stop work if Contractor does not correct a non-compliance of health and safety regulations.

A8.4.3 Health and Safety Submittals

PWGSC requires a variety of submittals proving Contractor compliance with legislated requirements. The Contractor must submit the following to the Technical Authority within the time interval described in *A4 Initial Submittals*

1. **Subcontractor information.**—Provide company names and contact information of all subcontractors who will be working on site; include a description of the work that Contractor will assign to each subcontractor.
2. **Company information**
 - a. *Clearance Certificate* from the Ontario Workplace Safety Insurance Board (WSIB) that must be valid at all times during contract. Re-submit the certificate with each monthly request for payment;
 - b. The *Contractor's Health & Safety Policy Statement*, which must meet the requirement of the Ontario Occupational Health and Safety Act. Usually 1 page, this is a clear, concise policy statement reflecting management's commitment, support, and attitude to the health and safety program for the protection of their employees. The statement must be signed by the Contractor at the highest level of management at the workplace; and,
 - c. The Contractor's *Occupational Health and Safety Program* which must meet the requirements of the Ontario Occupational Health and Safety Act. The Program is usually five to fifteen (5 to 15) pages, describing, in a general way, how the Contractor handles health and safety.
3. **Employee Information.**—For all members of the Contractor's team (own staff or sub-contractor staff) who will be working on site for the duration of the contract, it is necessary to provide:
 - a. the *names* of all persons who will be present on the site during the duration of the contract, both employees and subcontractors;
 - b. *proof of health and safety training* for all team members in at least in the following areas:

Table 4: Minimum Health & Safety Training

Position	Health & Safety Training			
	Arc Flash	WHMIS	First Aid	CPR
Generator Technician(s)	✓	✓	✓	✓
Electrician(s)	✓	✓	✓	✓
Diesel Mechanic(s)		✓	✓	✓
Petroleum Mechanic(s)		✓	✓	✓
Infrared Thermographer(s)	✓	✓	✓	✓

- c. Submit an *update* with each change of personnel during the contract.
4. **Site-Specific Hazard Assessment and Health and Safety Plan (SSHAHSP).**—The SSHAHSP must contain, but need not be limited to, the following:
 - a. *Hazard identification, analysis, and mitigation measures.*—A list of Contract-specific activities to be undertaken at the site complete with the hazards associated with each activity and with a series of procedures to be used to mitigate the hazard. This section is usually presented in the form of a table.
 - i. Mitigation measures may include a range of engineering controls, work practices, and personal protective equipment. This section must include activities to be undertaken by sub-contractors. Include in this

section arc fault calculations done from information on single line diagram and equipment data in order to select the appropriate arc flash protective equipment.

- ii. Currently-known hazards involved in the work of this contract include: working in remote areas, electrical hazards, and slip-and-trips hazard.
 - iii. If work arises in the course of the contract where the hazards for performing the work are different than the hazards assumed in the SSHAHSP, then provide a one-off document pertaining to that work alone. If such cases arise, it is most likely to be in the course of an Additional Work Requirement (AWR) Task Authorization for repairs.
 - b. *Emergency contacts*.—Provide an organizational chart showing the specific chain-of-command and specify the overall responsibilities of the Contractor's employees and sub-contractors at the work site in the case of emergencies. This is usually a 1-page list of names, roles, and phone numbers, and must include all sub-contractors.
 - c. *Emergency response plan*.—List emergencies that could perceivably occur during the course of the work and what steps you will take to respond. Note that only Bell service is available in Latchford.
 - d. *Hazard communication plan*.—Describe how the Contractor will inform workers, visitors, and other individuals about the hazards during work.
5. **Incident & Accident Reports**.—The Contractor must submit to the Technical Authority, within twenty-four hours of occurrence, reports of all accidents, incidents, and/or near misses that occur during the term of the Contract.

A8.5 Environmental Protection

A8.5.1 Objective

1. The work must not release any deleterious substance into the environment nor may it disturb habitat and/or individual of any species.
2. A "deleterious material" is any substance that, if added to a watercourse, could degrade water quality or impact fish, fish habitat and aquatic wildlife. This includes, but is not limited to grease, oil, diesel, antifreeze, or solvents.

A8.5.2 Site-Specific Environmental Protection Plan

As part of the submittals required by *A4 Initial Submittals*, the Contractor must prepare and submit a Site-Specific Environmental Protection Plan. This document must address topics at a level of detail commensurate with the environmental issue and required tasks. Divide the Site-Specific Environmental Protection Plan into sections as follows:

1. *Part 1 - Environmental Hazard Assessment*.—Examine operations required to complete the work of this contract and identify all types and sources of contaminating or polluting materials that will be present on site during the course of work. Currently known materials to be used in the course of the work include, but may not necessarily be limited to lubricants, fuel oil, motor oil, battery acid, antifreeze, solid wastes including used rags, cloths, etc., and other materials and hazards the Contractor foresees during the work.
2. *Part 2 - Environmental Mitigation Measures*.—For each hazard identified, describe measures and controls that will be used to prevent damage to surrounding environment and for ensuring compliance with Federal, Provincial, and Municipal laws and regulations. For example, discuss spill prevention measures to be used when topping up engine oil and describe rationale for selection of spill kits the Contractor will be providing.
3. *Part 3 - Environmental Emergency Measures*.—For example, describe procedures, to be used in event of unforeseen spill. Contact Manufacturers of products you will be using and ascertain hazards involved, precautions required, and measures used in spill clean-up or mitigating action.
4. *Part 4 - Waste Disposal*.—Identify methods and locations for hazardous and non-hazardous waste handling and disposal. Provide names and qualifications of persons responsible for manifesting hazardous waste to be removed from site.

A8.5.3 Spills

The Contractor must:

1. Take measures to prevent release of spills or leaks into environment during all operations where there is a risk of spill, such as handling of motor oil.
2. Be prepared to mitigate, intercept, clean up, and dispose of spills or releases that may occur during the work in conformance to Authorities Having Jurisdiction.
3. Spill Kits
 - a. Provide and keep at each site, a spill kit that conforms to the reviewed Site-Specific Environmental Protection Plan.
 - b. Locate this to be immediately handy at all times during work where spills are a risk.
 - c. Spill kits are the property of the Contractor and may be removed at the end of the contract.
 - d. Provide new spill kits whenever the existing ones are used during the course of the contract.
4. Follow accepted spill procedures described in reviewed Site-Specific Environmental Protection Plan.
5. Promptly report spills and releases potentially causing damage to environment to:
 - a. The Technical Authority;
 - b. The Ontario Ministry of the Environment SPILL Coordinator (Telephone No. 1-800-268-6060 website <http://www.ontario.ca/page/report-spill#!/>); and,
 - c. The Authority Having Jurisdiction or interest in spill or release including conservation authority, water supply authorities, drainage authority, road authority, and fire department.
6. Further information on dangerous goods emergency clean-up and precautions including a list of companies performing this work can be obtained from Transport Canada's 24-hour number (613) 996-6666 collect.

A8.5.4 WHMIS

The Contractor must manage all products used in the performance of the work in accordance with the requirements of the Workplace Hazardous Materials Information System 2015 (WHMIS 2015) Regulations and Chemical Substances of the Occupational Health and Safety Act and Regulations.

A8.6 Housekeeping

The Contractor must:

1. Each day, leave the dam and work areas in the generator shacks clean upon completion of the work.
2. In cases where tools or equipment must be left at the dam site overnight, the Contractor is authorized to store small items in generator shacks or in off-site storage that will be provided.
3. Dispose of rubbish and waste materials off-site in accordance with local requirements for waste disposal.

A8.7 Permits

The Contractor must:

1. Pay all fees and obtain all permits before starting the work. Provide authorities with plans and information for acceptance certificates. Submit certificates from Authority Having Jurisdiction as evidence that work done meets their requirements. (This is expected to apply to electrical work requiring electrical permits and ESA inspections.)
2. If an electrical inspection permit is not required, provide a letter from the Electrical Safety Authority (ESA) confirming that there is no requirement for electrical inspection permits for that specific work.

A8.8 Quality Control and Quality Assurance

The Contractor must:

1. Be responsible for Quality Control during the Contract, including but not limited to such things as ensuring the logbook is kept up-to-date and reviewing reports for completeness and accuracy before submitting them to the Technical Authority.
2. Quality Assurance are those actions taken by the Technical Authority to verify that the work performed by the Contractor meets the requirements contained herein. The Technical Authority will monitor timeliness of the Contractor's response, quality of the work performed (thorough, accurate, generator buildings left secure and in good condition), and the clearness, accuracy, and completeness of logbook entries and other reports.

A9 IMAGES

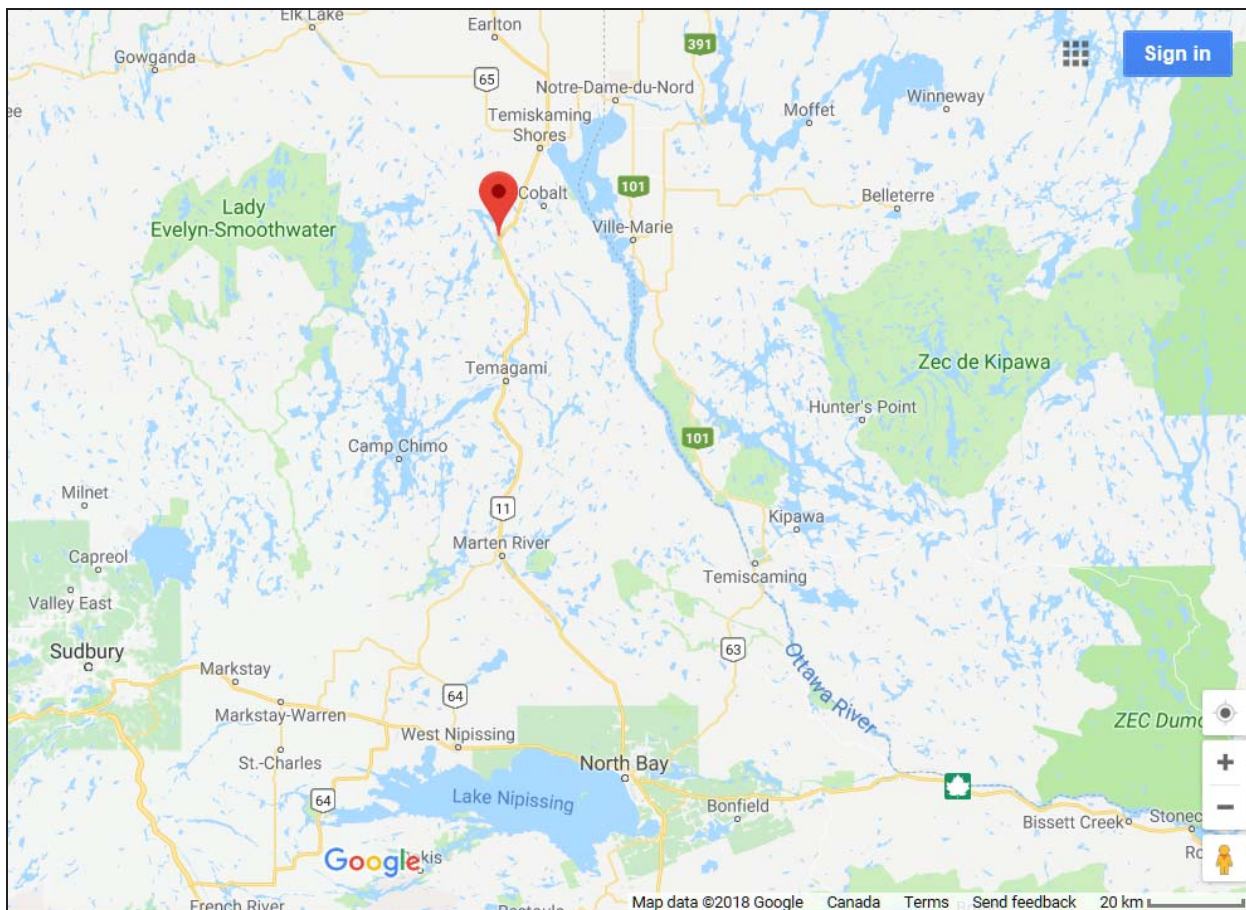


Figure 1: Location map showing location of Latchford Dam.



Figure 2: Service building at Latchford Dam. The generator is in the room closes to the foreground; the middle room is the main electrical room.



Figure 3: Diesel generator at Latchford Dam.



Figure 4: Diesel generator at Latchford Dam



Figure 5: Diesel generator at Latchford Dam



Figure 6: Exhaust piping.

A10 APPENDIX 1 – PWGSC LOCKOUT/TAGOUT FORM 13

See attached.

A11 APPENDIX 2 – SINGLE LINE DIAGRAMS

See attached.

Annex B

Pricing Schedules

ANNEX B
PRICING SCHEDULES

PRICING SCHEDULES – FIRM PRICES

Bidders must provide firm all inclusive prices including all necessary tools, equipment (including personal protective equipment) and services, materials, transportation, labour, supervision and all related costs required to undertake the inspections and maintenance as detailed in the Annex "A", Statement of Work.

Bidders must propose pricing and complete all the tables below.

PRICING SCHEDULE 1 – FIRM PRICES

Table 1.1: Our fixed firm yearly prices shall be:

Location	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Latchford Dam	\$	\$	\$	\$	\$	\$
Total for Years 1 to 6						\$

Summary of Table 1.1

Period	Firm <i>Monthly</i> Rate	Number of <i>Months</i>	Firm Annual Price
Year 1	\$	X 12	\$
Year 2	\$	X 12	\$
Year 3	\$	X 12	\$
Option Year 4	\$	X 12	\$
Option Year 5	\$	X 12	\$
Option Year 6	\$	X 12	\$
Total:			\$

***In the case of error in the extension of prices, the unit price will govern.

PRICING SCHEDULES -TASK AUTHORIZATIONS

PRICING SCHEDULE 2 -TASK AUTHORIZATIONS AT LATCHFORD DAM

Table 2.1 LABOUR: Our fixed hourly rate per Generator Technician shall be:

Regular Time: Monday to Friday 8.00 am until 4.00 pm	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR
Estimated quantity of hours per year	8	8	8	8	8	8
Extended Price	\$	\$	\$	\$	\$	\$
2.1(i) SUB-TOTAL:						\$

Overtime: Monday to Friday 4.00 pm until 8.00 am and Saturday - Time and a Half (1.5xReg.Hourly Rate)	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR
Estimated quantity of hours per year	4	4	4	4	4	4
Extended Price	\$	\$	\$	\$	\$	\$
2.1 (ii) SUB-TOTAL:						\$

ANNEX B
PRICING SCHEDULES

Overtime: Sunday and Statutory Holidays <i>DoubleTime (2.0 x Reg. Hourly Rate)</i>	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR
Estimated quantity of hours per year	0	0	0	0	0	0
Extended Price	\$	\$	\$	\$	\$	\$
2.1(iii) SUB-TOTAL:						\$

Table 2.2 LABOUR: Our fixed hourly rate per Diesel Mechanic shall be:

Regular Time: <i>Monday to Friday 8.00 am until 4.00 pm</i>	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR
Estimated quantity of hours per year	8	8	8	8	8	8
Extended Price	\$	\$	\$	\$	\$	\$
2.2(i) SUB-TOTAL:						\$

Overtime: Monday to Friday 4.00 pm until 8.00 am and Saturday - Time and a Half <i>1.5xReg.Hourly Rate)</i>	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR
Estimated quantity of hours per year	4	4	4	4	4	4
Extended Price	\$	\$	\$	\$	\$	\$
2.2(ii) SUB-TOTAL:						\$

Overtime: Sunday and Statutory Holidays <i>Double Time (2.0 x Reg. Hourly Rate)</i>	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR
Estimated quantity of hours per year	0	0	0	0	0	0
Extended Price	\$	\$	\$	\$	\$	\$
2.2(iii) SUB-TOTAL:						\$

Table 2.3 LABOUR: Our fixed hourly rate per Electrician shall be:

Regular Time: <i>Monday to Friday 8.00 am until 4.00 pm</i>	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR
Estimated quantity of hours per year	8	8	8	8	8	8
Extended Price	\$	\$	\$	\$	\$	\$
2.3 i) SUB-TOTAL:						\$

Overtime: Monday to Friday 4.00 pm until 8.00 am and Saturday - Time and a Half <i>1.5xReg.Hourly Rate)</i>	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
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ANNEX B
PRICING SCHEDULES

Rate/Hour	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year	4	4	4	4	4	4
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.3(ii) SUB-TOTAL:						\$ _____

Overtime: Sunday and Statutory Holidays Double Time (2.0 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year	0	0	0	0	0	0
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.3(iii) SUB-TOTAL:						\$ _____

Table 2.4 LABOUR: Our fixed hourly rate per Infrared Thermographer shall be:

Regular Time: Monday to Friday 8.00 am until 4.00 pm	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year	4	4	4	4	4	4
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.4(i) SUB-TOTAL:						\$ _____

Overtime: Monday to Friday 4.00 pm until 8.00 am and Saturday - Time and a Half 1.5xReg.Hourly Rate)	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year	4	4	4	4	4	4
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.4(ii) SUB-TOTAL:						\$ _____

Overtime: Sunday and Statutory Holidays Double Time (2.0 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year	0	0	0	0	0	0
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.4(iii) SUB-TOTAL:						\$ _____

Table 2.5 LABOUR: Our fixed hourly rate per Petroleum Mechanic shall be:

Regular Time: Monday to Friday 8.00 am until 4.00 pm	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR	\$ _____ /HR
Estimated quantity of hours per year	4	4	4	4	4	4
Extended Price	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.5(i) SUB-TOTAL:						\$ _____

ANNEX B
PRICING SCHEDULES

Overtime: Monday to Friday 4.00 pm until 8.00 am and Saturday - Time and a Half 1.5xReg.Hourly Rate)	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR
Estimated quantity of hours per year	0	0	0	0	0	0
Extended Price	\$	\$	\$	\$	\$	\$
2.5(ii) SUB-TOTAL:						\$

Overtime: Sunday and Statutory Holidays Double Time (2.0 x Reg. Hourly Rate)	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Rate/Hour	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR	\$ ____/HR
Estimated quantity of hours per year	0	0	0	0	0	0
Extended Price	\$	\$	\$	\$	\$	\$
2.5(iii) SUB-TOTAL:						\$

PRICING SCHEDULE 3 – MATERIALS

The below table applies to Latchford dam

Table 3.1 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

	Year 1	Year 2	Year 3	Option Year 4	Option Year 5	Option Year 6
Percentage Mark Up	____%	____%	____%	____%	____%	____%
Estimated Expenditure	1500	1500	1500	1500	1500	1500
Extended Price:	\$	\$	\$	\$	\$	\$
3.1 SUB-TOTAL:						\$

* **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).

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 laid-down cost for product and resale price to Canada. 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.

iii) **AUTHORIZATION FOR DELIVERY:** The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 (i), (ii), (iii) to 4.7 (i), (ii) (iii) and 5.1 on an authorization form provided by the Technical Authority.

PRICING SCHEDULES 1 - 3
TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing

ANNEX B
PRICING SCHEDULES

Table 1.1:	= Subtotal \$ _____ +
Tables 2.1 to 2.5	= Subtotal \$ _____ +
Table 3.1	= Subtotal \$ _____ +
 Total assessed proposal price	 = \$ <u> </u>

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

Annex C
Task Authorization Form

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

Coût total estimatif de la tâche (Taxes applicables en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (Applicable taxes extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (Applicable taxes extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

A. Task Description of the Work required:

Complete the following paragraphs, if applicable.
Paragraph (a) applies only if there is a revision to an authorized task.

(a) Reason for revision of TA, if applicable:
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Description de tâche des travaux requis :

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat. Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

☐

No - Non

☐

Yes - Oui

If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

Annex D
Voluntary Certification to Support the Use of
Apprentices

Voluntary Certification to Support the Use of Apprentices

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios¹ and to respect any hiring requirements prescribed by provincial or territorial statutes.

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

Name:

Signature:

Company Name:

Company Legal Name:

Solicitation Number:

Optional information to provide:

Number of apprentices planned to be working on this contract:

Trades of those apprentices:

¹ The journey-person-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.