



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

**Bid Receiving  
PWGSC  
33 City Centre Drive  
Suite 480C  
Mississauga  
Ontario  
L5B 2N5  
Bid Fax: (905) 615-2095**

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Ontario Region  
33 City Centre Drive  
Suite 480  
Mississauga  
Ontario  
L5B 2N5

<b>Title - Sujet</b> Building Maintenance Services	
<b>Solicitation No. - N° de l'invitation</b> KW405-190046/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> KW405-190046	<b>Date</b> 2018-09-10
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-014-7603	
<b>File No. - N° de dossier</b> TOR-8-41032 (014)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-10-22</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Vandonk, Tyler	<b>Buyer Id - Id de l'acheteur</b> tor014
<b>Telephone No. - N° de téléphone</b> (906) 615-2065 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

### 1.2 Summary

- 1.2.1 The Canada Centre for Inland Waters (CCIW) in Burlington, Ontario, is the Environment in Climate Change Canada's (ECCC) largest freshwater research facility. Located on the ship canal between Lake Ontario and Hamilton Harbour, the complex was opened in 1972 and contains over 48 thousand square meters of floor space.

This requirement is to provide CCIW with electrical, mechanical, plumbing, heating, air conditioning, and associated building maintenance services, in accordance with Annex A: The Statement of Work.

Period of Services: The contract period will be for two (2) years to start 1 November 2018 to 31 October 2020 with three (3) one-year option periods.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).

- 1.2.4 There is a mandatory bidders' conference and site visit associated with this requirement. For additional information see Part 2 – BIDDER INSTRUCTIONS.
- 1.2.5 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity – Certification.
- 1.2.6 The Phased Bid Compliance Process applies to this requirement.

### **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.

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated 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 FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

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

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

### Former Public Servant in Receipt of a Pension

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

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

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

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

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

## 2.4 Enquiries - Bid Solicitation

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

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

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## 2.5 Applicable Laws

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

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

## 2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Canada Centre for Inland Waters, 867 Lakeshore Rd., Burlington ON, L7S 1A1 on 19 September 2018. The site visit will begin at 900 EDT.

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

## 2.7 Bidders' Conference

A bidders' conference will be held at Canada Centre for Inland Waters, 867 Lakeshore Rd., Burlington ON, L7S 1A1 on 19 September 7, 2018. The conference will begin after the Mandatory Site Visit. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than two (2) working days before the scheduled conference.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.



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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

- Section I: Technical Bid (4 hard copies)
- Section II: Financial Bid (1 hard copy)
- Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of 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](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

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

#### Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

#### Section II: Financial Bid

- 3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

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### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex D Electronic Payment Instruments, to identify which ones are accepted.

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

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

### **3.1.3 Exchange Rate Fluctuation**

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

### **Section III: Certifications**

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

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

### **4.1.1 Phased Bid Compliance Process**

#### **4.1.1.1 General**

- a) Canada is conducting the PBCP described below for this requirement.
- b) Notwithstanding any review by Canada at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from Canada.

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE. THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- d) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).
- e) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### **4.1.1.2 Phase I: Financial Bid**

- a) After the closing date and time of this bid solicitation, Canada will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. Canada's review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- b) Canada's review in Phase I will be performed by officials of the Department of Public Works and Government Services.
- c) If Canada determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- d) For Bids other than those described in c), Canada will send a written notice to the Bidder ("Notice") identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- e) The Bidders who have been sent a Notice shall have the time period specified in the Notice (the "Remedy Period") to remedy the matters identified in the Notice by providing to Canada, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the Notice.
- f) In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, only that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 Phase II: Technical Bid**

- a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will

not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.

- b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, only that part of the original Bid as is permitted in this Section.
- g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid

- h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 Phase III: Final Evaluation of the Bid**

- a) In Phase III, Canada will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

## **4.2 Evaluation Procedures**

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

### **4.2.1 Technical Evaluation**

#### **4.2.1.1 Mandatory and Point Rated Technical Criteria**

See Annex H: Evaluation Criteria

The Phased Bid Compliance Process will apply to all mandatory technical criteria.

### **4.2.2 Financial Evaluation**

#### **4.2.2.1 Mandatory Financial Criteria**

The Bidder must provide firm prices in accordance with Annex B, Basis of Payment, in Canadian funds, for the firm and option periods.

#### **4.2.2.2 Evaluation of Price**

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

The price will be aggregate of the: the Total Evaluated Price for Years 1 & 2 plus the Total Evaluated for all three option periods.

## **4.3 Basis of Selection**

### **4.3.1 Minimum Point Rating**

Solicitation No. - N° de l'invitation  
KW405-190046/A  
Client Ref. No. - N° de réf. du client  
KW405-190046

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-8-41032

Buyer ID - Id de l'acheteur  
TOR014  
CCC No./N° CCC - FMS No./N° VME

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1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum points for the technical evaluation criteria which are subject to point rating
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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



Solicitation No. - N° de l'invitation  
KW405-190046/A  
Client Ref. No. - N° de réf. du client  
KW405-190046

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-8-41032

Buyer ID - Id de l'acheteur  
TOR014  
CCC No./N° CCC - FMS No./N° VME

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Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the [“FCP Limited Eligibility to Bid”](#) list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Status and Availability of Resources**

SACC Manual clause [A3005T](#) (2010-08-16), Status and Availability of Resources

#### **5.2.3.2 Education and Experience**

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

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## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

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

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

2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Financial Capability

SACC Manual clause [A9033T](#) (2012-07-16) Financial Capability

### 6.3 Insurance Requirements

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

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

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## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid entitled \_\_\_\_\_, dated \_\_\_\_\_.

#### **7.1.2 Task Authorization**

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

##### **7.1.2.1 Task Authorization Process**

###### **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.

###### **Task Authorization Process:**

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization Form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within fourteen (14) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$75,000.00, Applicable Taxes included, inclusive of any revisions.

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

##### **7.1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations**

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.

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

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

#### Reporting Requirement- Details

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

##### For each authorized task:

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

##### For all authorized tasks:

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

## 7.2 Standard Clauses and Conditions

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

### 7.2.1 General Conditions

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

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### 7.3 Security Requirements

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

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

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

The Work is to be performed during the period of 1 November 2018 to 31 October 2020.

#### 7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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.

### 7.5 Authorities

#### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Tyler Vandonk  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Ontario Region  
Address: 33 City Centre Dr  
Mississauga, ON  
L5B 2N5  
Telephone: 905-615-2065  
E-mail address: tyler.vandonk@pwgsc.gc.ca

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

### 7.5.2 Project Authority

The Project Authority for the Contract is: (to be provided at contract award)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

The Project Authority is referred to as the TMU Site Authority in Annex A: Statement of Work.

### 7.5.3 Contractor's Representative

(to be provided at contract award)

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 7.7 Payment

### 7.7.1.1 Basis of Payment – Firm Price, Firm Unit Price(s), or Firm Lot Price(s)

For the Work described in Sections Year X.1: Inspection and Maintenance and Year X.2: On Site Contact Monthly Charge-out Rate of the Basis of Payment in Annex B.

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

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

OR

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#### 7.7.1.2 Basis of payment: Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

#### 7.7.2 Limitation of Expenditure

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

#### 7.7.3 Method of Payment – 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.

#### 7.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;

- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

#### **7.7.5 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

#### **7.8 Invoicing Instructions**

1. 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 Contractor have been submitted and include:
  - i. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, and Procurement Business Number (PBN);
  - ii. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - iii. a separate line item for each subparagraph in the Basis of Payment provision;
  - iv. deduction for holdback, if applicable;
  - v. the extension of the totals, if applicable;
  - vi. the GST or HST must be specified on all invoices as a separate item. All items that are zero-rated, exempt or to which GST or HST do not apply, must be identified as such on all invoices; and
  - vii. if applicable, the method of shipment together with date, case number and part or reference numbers, shipment charges and any other charges.
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded by email to the Contracting Authority identified under Section 7.5 "Authorities" of the Contract.

#### **7.9 Certifications and Additional Information**

##### **7.9.1 Compliance**

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

##### **7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**



The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

#### 7.10 Applicable Laws

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

#### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21) General Conditions – Higher Complexity - Services;
- (c) Annex A: Statement of Work;
- (e) Annex B: Basis of Payment;
- (f) Annex C: Security Requirements Check List;
- (g) Annex F, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_.

#### 7.12 Insurance Requirements

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

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

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

#### 7.13 T1204 – Information Reporting by Contractor

SACC Manual clause [A9116C](#) (2007-11-30), Information Reporting by Contractor

#### 7.14 SACC Manual Clauses

SACC Manual clause [A9068C](#) (2010-01-11), Government Site Regulations  
SACC Manual clause [B1501C](#) (2018-06-21), Electrical Equipment  
SACC Manual clause [B1505C](#) (2016-01-28), Shipment of Dangerous Goods/Hazardous Products  
SACC Manual clause [D3010C](#) (2016-01-28), Delivery of Dangerous Goods /Hazardous Products  
SACC Manual clause [D3015C](#) (2014-09-25), Dangerous Goods/ Hazardous Products – Labelling and Packaging Compliance

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## ANNEX A: STATEMENT OF WORK

### Background

The Canada Centre for Inland Waters (CCIW) in Burlington, Ontario, is ECCC's largest freshwater research facility. Located on the ship canal between Lake Ontario and Hamilton Harbour, the complex was opened in 1972 and contains over 50,000m<sup>2</sup> of floor space.

### 1. Requirement

To provide the Technical Maintenance Unit (TMU) of Property Management at the Canada Centre for Inland Waters (CCIW) with mechanical, plumbing, heating, air conditioning and associated building maintenance services.

### 2. Scope of Work

The scope of work must be as chronicled in Appendix "I", Appendix "II", Appendix "III", and includes, but is not limited to:

- Carpentry associated with repair, replacement, fabrication of or alteration to cabinets, shelving, furniture, blinds, drapes, etc.;
- Moving of furniture and equipment associated with tenant requirements;
- Plumbing associated with all types of drains, sinks, eyewash stations, taps and faucets, water tanks, water valves, other water systems, pumps, etc.;
- Electrical work associated with tenant equipment and electrical systems, etc.;
- Chillers, cooling towers and associated pumps;
- Boilers and associated systems;
- Heating, Ventilating, and Air Conditioning Systems
- Heat exchangers, closed loop heating and cooling systems;
- Refrigeration Systems
- Millwrighting associated with machine parts, machine relocation. etc.;
- Plumbing associated with all types of drains, sinks, hand basins, showers, eyewash stations, drinking fountains, taps and faucets, cafeteria equipment, washrooms, toilets, urinals, water mains and sewers, water tanks, water valves, flushometers and all other water systems, pumps, etc.;
- Pipe fitting associated with steam, gas or air lines, etc.;
- Any other building or equipment maintenance as may be required from time to time and authorized in writing by Site Authority.

### 3. Services to be Performed

All services must be on an "as required", "cost estimate" or "quoted price" as may be considered necessary by the TMU Site Authority. Time and material sheets are to be provided for any service performed when requested by the TMU Site Authority. During normal working hours, for **EMERGENCY** situations as determined by the TMU Site Authority, it is **ESSENTIAL** that the Contractor responds **IMMEDIATELY** with the appropriate trades persons having the necessary tools or equipment needed to initiate repairs.

### 4. Reporting and Records

Many of the Preventative Maintenance sections in this contract contain log sheets. If a section has a log sheet, then the contractor must fill it out as specified and file the log sheets as directed by TMU Site Authority.

Equipment condition assessment and maintenance requirements identified through scheduled maintenance work, even if reported verbally for urgency, must be reported in type written form on a weekly basis to TMU Site Authority.

A written report indicating status of all open corrective work orders and scheduling of work is to be made on a weekly basis to TMU Site Authority. The report must include any maintenance recommendations and provide details of 'Scope of Work' amendments to previously issued corrective work orders.

All parts and materials used in both the scheduled and corrective maintenance programs must be reported on a monthly basis as follows;

Scheduled maintenance: PM# parts and materials used.

Corrective maintenance: WO# parts and materials used and cost.

A monthly labour cost for corrective maintenance must be reported monthly. The report is to include a breakdown, in hours and cost, of each work order, by trade and sub-trade if any.

Invoices submitted for payment or quotes prepared for the TMU Site Authority must be typewritten. Recycled materials must be clearly identified.

## **5. General Requirements**

To provide dependable service for the facility, the maintenance program consists of both an annual two-day (weekend) power shutdown in the spring for electrical and mechanical systems maintenance as outlined in 'Appendix I', as well as the scheduled maintenance program as outlined in 'Appendix II'.

The Contractor must provide a Contractor Site Contact for Building Operations Staff. The Contractor Site Contact will co-ordinate all maintenance activities with TMU Operations Staff and maintain facility logs (PM test sheets). The Contractor Site Contact will be required to provide the status of current work, and provide a schedule for upcoming work.

To perform the requirements of the Contract in an efficient and timely manner, a limited amount of space will be provided in the facility for the Contractor to maintain a site office, a work staging area, a work shop area and lock up areas necessary for the performance of the Contract. The Contractor is responsible for their own office and shop equipment.

The research conducted in these laboratories can be adversely affected by maintenance activities. It is imperative that this research work not be interrupted by unscheduled maintenance work, and it is intended that a minimal amount of disruption to the services and occupants of the facility should occur during the hours of 07:00 to 17:00. It will therefore be necessary to have some flexibility in the performance of the contract to accommodate science. Work which will cause disruption will be performed outside normal hours of operation.

To provide emergency service to the facility, the Contractor must have in place a system for emergency call-in response outside normal operating hours. Emergency response must be within one (1) hour of the call being placed.

The Contractor must notify TMU of completion of all work orders within twenty-four (24) hours of completion of the work.

Except for emergencies and after hours call-in, all work done by the Contractor, must be authorized and scheduled through TMU Site Authority in writing. Both the planned maintenance and the corrective maintenance issued through TMU Site Authority takes priority over work requested by tenants unless cleared through TMU. No work is to be performed without either a 'work order' or a 'project work order' (for tenant requirements) issued and approved by TMU Site Authority. In the case of emergencies and after hour call-in work, verbal authorization from TMU Site Authority is acceptable but must be followed up with appropriate documentation prior to billing.

In the event that the TMU Site Authority stops work due to either safety violations, or disruption to science by work which was not scheduled, all costs (such as crane or tool rental) are the responsibility of the contractor while work is stopped.

The Contractor must update existing drawings and operation and maintenance manuals as requested by TMU Site Authority to keep facility documentation current with changes occurring during the life of the Contract.

## **6. Occupational Health & Safety**

The Contractor knows and understands that, although the contractual work is conducted on Crown property, the work of the private contractor, their employees and any sub-contractors are subject to the Legislation, Regulations, Policies, Standards and Practices as established by the Province of Ontario with respect to Occupational Safety and Health. Notwithstanding this general provision the Contractor must also comply with all applicable Occupational Safety and Health provisions as stipulated under 'Appendix II' of the Provision of Heating and Power Plant Maintenance Services.

It is the responsibility of the Contractor to ensure that their employees and any sub-contractors are suitably trained and certified where required, in the performance of the work under this contract. Copies of certifications must be provided to TMU Site Authority if requested.

The Contractor must supply to TMU Site Authority, on an annual basis, written notification that a review of safety procedures has been completed with each of their employees within the previous 12 month period. General safe working practices, lockout/tag out, confined space entry and fall arrest are required elements of this safety review.

## **7. Waste and Hazardous Waste Handling and Disposal**

The Contractor will be required to be an active participant and to comply with all 'environmentally responsible' programs in effect at the Canada Centre for Inland Waters.

Reuse and recycling of materials, where practical, is the expected operating practice. Any and all materials removed in the performance of the contract remain the property of the ECCC and will be handled through direction of TMU Site Authority.

## **8. Corrective Maintenance Work**

Corrective maintenance requirements, including labour and materials, will be issued and approved by TMU Site Authority. The hourly rates reflected in 'Annex "B", Basis of Payment' will be the maximum rate applicable for the performance of this work by the contractor.

In previous years the majority of the corrective work had been issued to the contractor performing the work under this contract. This extra work is estimated annually at the following:

HPP Mechanic	200 hours
Refrigeration mechanic	500 hours
Plumber/pipefitter	2000 hours
Millwright/mechanic	1500 hours
Labourer	1000 hours
Electrician	2500 hours
Carpenter	1500 hours
Painter	400 hours
Sheet metal worker	300 hours
Insulator	500 hours
Welder	300 hours

**ALTHOUGH THIS CORRECTIVE WORK MAY BE AVAILABLE TO THE CONTRACTOR PERFORMING THIS CONTRACT, DEPENDING ON THE TYPE OF WORK, SCHEDULING AND OTHER ISSUES, ECCC RESERVES THE RIGHT TO SEEK BIDS FOR ANY OF THIS WORK.**

## **9. SPECIFICATIONS AND PLANS**

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### 9.1 Independent Contractor

The Contractor is engaged as an independent Contractor for the Crown. Neither the Contractor nor any officer, servant or agent of the Contractor, must be deemed to be an employee, servant or agent to Her Majesty. The Contractor agrees to be solely responsible for any and all deductions required to be made from earnings and/or salaries, wages or other compensations paid to its' employees or agents with respect to Canada or Quebec Pension Plans, Income Tax, Unemployment Insurance, Workmen's Compensation, or any other deduction falling within a similar category. In addition, the Contractor agrees to be solely responsible for the payments of all such deductions to the proper authorities in accordance with any laws and regulations thereto.

### 9.2 Personnel and Building Security

All Contractor's employees are to sign in and out at the main security desk when performing any service during normal working hours. The Contractor must inform the Site Authority of the names of employees who are required to work after normal hours or on holidays or weekends and a Temporary Pass will be obtained for them. Should employees be required to perform any service on a call-back outside normal working hours, they must sign in and out as they would do during normal working hours.

### 9.3 Emergency Evacuation

A copy of CCIW Fire Emergency Orders will be issued to the Contractor upon commencement of the Contract. It is the Contractor's responsibility to ensure that their employees and subcontractor's employees are in compliance with these orders at all times. In the event of an evacuation, Contractor's staff must obey instructions received from members of the CCIW Fire Emergency Organization or others having the authority to issue such instructions.

### 9.4 Safety and Accidents

Neither the Contractor nor any of their employees are considered to be employees of the Crown and will not fall within the provisions of the Government Employees Compensation Act and are not eligible for any benefits provided by this Act in case of accident during the performance of any service under this contract. Such benefits as may be payable are a subject between the Contractor and their staff. All incidence of accidents, breakage, fire or damage whatsoever are to be reported to the Site Authority immediately after they occur. The Contractor is responsible to transport any of their staff to a hospital, if required, as a result of an on site accident.

### 9.5 Labour Rates

Where labour rates are requested they must include costs for all plant and materials used by the Contractor or his tradesmen.

Invoices submitted for payment must NOT INCLUDE charges for other plant and materials, such as rental for tools, vehicles or other equipment, except for equipment required for extraordinary repairs or maintenance (i.e. Cranes) where the Contractor may not be expected to own such specialized equipment. The TMU Site Authority must authorize the use and payment of such equipment in writing prior to the onset of the extraordinary repair or maintenance.

Invoices submitted for payment must NOT include charges for the travel of Contractor employees to or from the Canada Centre for Inland Waters whether such travel is in conjunction with day to day operations or an emergency call-back within the complex.

### 9.6 Equipment

The Contractor must provide at their own expense an on-site vehicle for their own use, said vehicle being suitable for equipment or materials such as fans, motors, pumps, lumber, wallboard, etc., whenever such requirements arise within Canada Centre for Inland Waters. This vehicle must be on site during regular business hours unless in use on behalf of Site Authority.

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### **D1 – Certification**

The Contractor certifies that each tradesperson is in possession of a tool kit compatible with their trade and that all other tools and equipment as may be required to perform any service or services under the terms of this contract are available from Contractor controlled environment. It is further certified that all tradespersons or other Contractor employees are in possession of up-to-date Ministry of Labour and all other certificates or diplomas as may be required by any statute; that all critical or essential tools and equipment will be maintained in good working order throughout the contract period and that **ALL** Contractor employees who are employed or who may be employed by the Contractor at the Canada Centre for Inland Waters under the terms of this contract have been trained to the Ministry of Labour standards of the Workplace Hazardous Management Information System (WHMIS) and such training will be updated from time to time as amendments to WHMIS regulations occur. A copy of WHMIS certification for each tradesperson the Contractor intends to employ at the Canada Centre for Inland Waters under the terms of this contract must be provided to ECCC upon request.

### **D2 - Facility Equipment**

- 27,600 volt incoming pole mounted switch, disconnect main fuses and distribution
- 27,600 volt transformer station
- Metal clad switch gear
- 4,160 volt protective distribution (5KV Air Circuit Breakers)
- Indoor sub-stations
- Dockside kiosks 5KV oil filled transformers (3)
- Power cables
- 600 volt moulded case distribution circuit breakers
- Power dry type transformers
- Protective relays
- Potential transformers
- Indicating meters
- Low voltage circuit breakers
- Current transformer maintenance
- Power transfer switches
- Water-Cooled and Air-Cooled compressors
- Cranes, hoists and monorails
- Diesel generators
- Doors, including man doors and overhead doors
- Electrical distribution systems including all internal and external lighting
- Fire alarm, evacuation, smoke and heat detection systems
- Heating and cooling coils
- Heating and power plant equipment including boilers, chillers, steam lines, reverse osmosis systems and associated equipment
- Bearings, fans, filters, motors and pumps associated with bench enclosures, fume hoods, air handling and air exhaust systems
- Refrigeration systems including environment chambers, cold rooms, incubators, refrigerators and freezers
- Sump pumps for sewage systems, water distribution systems, elevator pits or any other areas which utilize such pumps
- Unit heaters (Steam and Hydronic)
- Motor control centres
- 420 BHP Condensing Boiler (1)
- 250 BHP Steam Boilers (3)



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## APPENDIX I TO ANNEX A: STATEMENT OF WORK

### **ANNUAL MAINTENANCE SHUT-DOWN SPECIFICATIONS**

The scope of work including any inspections, tests, checks, measurements, repairs, safety requirements or other operations required to complete these specifications must be in accordance with any or all:

- a) Federal, provincial, municipal or other statute;
- b) Electrical Code book;
- c) GE Bulletin GE-1-90892, Field Testing of GE-type over current trip devices;
- d) ITE Bulletin 1-B-9.1.7.5 - Procedure for field testing ITE K-Line Circuit Breakers and Overload Trip Devices;
- e) AEEI Transaction Paper No. 56-775 July 11, 1956 - Testing large Air Circuit Breakers and Air Devices;
- f) NETA Maintenance Specifications;
- g) Relevant manufacturer's specifications;
- h) Any amendment to these or subsequent statutes, publications or bulletins; and
- i) Submit a written report covering all inspection points, tests, defects (if any), repairs completed and replacement parts used, to Site Authority within SIXTY (60) DAYS except where inspections, checks or tests disclose serious defects which must be reported to Site Authority by the Contractor using the fastest means of communications available.

Do the following for each of the items listed in the equipment list below:

#### **27.6kV Pole Switch**

- a) Disconnect, main fuses and distribution
- b) Clean, inspect and operate the incoming 27.6 kV pole switch and associated hardware;
- c) Clean and inspect all porcelain insulators and lightning arrestors;
- d) Clean and inspect load break switch, realign and clean contact surfaces and apply anti-corrosion compound;
- e) Check grounding grid for continuity to ground;
- f) Check condition of pole and supporting guy wires;
- g) Check insulation resistance of 50 KV cables using a high voltage Direct Current Test set;
- h) Torque all electrical connections;
- i) Measure resistance of all contacts;
- j) Test main fuses;
- k) Record all findings for final report to Site Authority including all "As Found" and "As Left" conditions.

#### **3000kVA Oil Filled Transformers & 27.6V CSL Air Switches**

- a) clean and inspect all porcelain and lightning arrestors;
- b) clean and inspect load break switch, realign and clean contact surfaces and apply anti-corrosion compound;
- c) clean and inspect all bus work;
- d) clean barriers, bus insulators, bushings, etc., with mineral spirit solvent and dry with clean cloth;
- e) clean all debris from all compartments; vacuum to remove all loose dust and dirt, check drains, report evidence or presence of any excessive water;
- f) clean high voltage bushings and check connections;
- g) torque all electrical connections;
- h) check ventilation and thermostats;
- i) check and verify existence of phasing markers (i.e. Red/White/Blue, A/B/C, or 1/2/3 phase);
- j) check ground bus connections;
- k) check interlocks;
- l) check gas pressure alarm or trip system (Device 63G) using pneumatic simulation technique, measure static head (psi), pick-up (psi), drop out (psi), time to drop out and RECORD the average of each of the four (4) tests;

- m) inspect cable supports and insulators;
- n) inspect phase barriers for tracking and tightness;
- o) inspect bus bars and terminal connections for tightness and torque according to manufacturer's recommendations;
- p) inspect switch operating mechanism and operate manually;
- q) inspect fuse disconnects and operation;
- r) inspect housing of metal clad switchgear and secondary bus for physical damage or deterioration, inspect all associated hardware, tighten and/or replace as necessary and touch up all paint work;
- s) inspect terminals for tightness and overheating;
- t) inspect potheads for leaks, copper splash, etc. and make recommendations for rework if necessary;
- u) inspect fence grounding and physical condition;
- v) inspect gravel and concrete, report condition;
- w) inspect all joints and gaskets for oil leaks, check oil level, take oil sample, test and analyse as to dielectric strength, acid neutralizing number, interfacial tension, colour, power factor, PPM water and PPM PCB's;
- x) measure and record insulation resistance using a 5000 volt "insulation resistance tester" as follows:
  - test #1 - phase 1 to 2 + 3 + N + Ground = Meg Ohms
  - test #2 - phase 2 to 1 + 3 + N + Ground = Meg Ohms
  - test #3 - phase 3 to 2 + 1 + N + Ground = Meg Ohms
  - test #4 - phase N to 1 + 2 + 3 + Ground = Meg Ohmsrecord results and correct to 20°C, RECORD MAKE AND MODEL OF TEST INSTRUMENT;
- y) measure capacitance and dissipation factor using at 60Hz, bridge and record results, RECORD MAKE AND MODEL OF TEST INSTRUMENT;
- z) measure resistance of all contacts and test fuses;
- aa) measure and record ground resistance using an "earth resistance tester", Evershed Vignoles type or equivalent;
- bb) perform ratio test in all taps using a ratiometer readings to 0.001%;
- cc) perform an insulation resistance test phase to phase, high to low, high and low to ground;
- dd) remove weeds;
- ee) record all findings for final report to Site Authority including all "As Found" and "As Left" conditions.

#### **Metal Clad Switchgear (outdoor)**

- a) clean barriers, bus insulators, bushings, etc., with mineral spirit solvent and dry with clean cloth;
- b) remove all debris from all compartments;
- c) remove and vacuum all loose dust and dirt;
- d) check and verify existence of phasing markers (Red/White/Blue; A/B/C; or 1/2/3 phase);
- e) check ground bus connections;
- f) check heaters;
- g) inspect bus bars and terminal connections for tightness and torque according to manufacturer's specifications;
- h) inspect phase barriers for tracking and tightness;
- i) test continuity, insulation resistance and check for inadvertent grounds in current transformer circuit and control wiring;
- j) test current transformers in differential relay circuits;
- k) report any evidence of excessive water presence;
- l) record all findings for final report to Site Authority including all "As Found" and "As Left" conditions.

#### **Low Voltage Circuit Breakers (with Trip Units)**

- a) remove each breaker from its cubicle;
- b) vacuum and dust cubicle;
- c) vacuum and dust circuit breakers;
- d) check racking mechanism, interlocks, condition of power stabs and control stabs;



- e) check breaker for friction or binding by closing breaker and tripping three (3) times during shut-downs;
- f) check trip bar travel to ensure proper amounts of over-travel and therefore positive tripping;
- g) check breaker contacts for wear, burning, alignment and mating;
- h) remove arc chutes and inspect for broken porcelain or bakelite and burn marks;
- i) inspect the closing coil and pertinent equipment if breaker is operated electrically;
- j) breaker contacts to be burnished when necessary or be replaced if badly worn;
- k) each breaker to be subjected to:
  - a contact resistance test;
  - pick-up value test;
  - time-current characteristic test;
  - instantaneous pick-up test;
  - insulation resistance test.
- l) clean relay disk of dirt and remove iron filings;
- m) clean contacts;
- n) clean plunger operation;
- o) check all connections for tightness;
- p) check bearing movement for excessive slack or tightness;
- q) using a relay test set, perform following tests and record results of:
  - pick-up (current, voltage);
  - zero alignment;
  - two (2) times pick-up;
  - four (4) times pick-up;
  - instantaneous element, pick-up;
  - target and seal in coil;
  - measure percentage restraint and slope for differential relays;
  - measure impedance in ohms for impedance relays;
  - check relay system operation by simulating a trip at the relay and checking breaker tripping and reclosing or measuring the presence of a trip signal at the last blocking link switch ahead of the breaker if the breaker is in service;
  - measure insulation of current circuit and record results;
  - check reclosure relay operation and record time, time to lock-out;
  - ensure all settings on relay conform to breaker manufacturer's specifications;
  - Record all findings for final report to Site Authority including all "As Found" and "As Left" conditions.

#### **4160V Breakers**

- a) remove, clean and inspect arc boxes;
- b) blow off and clean breaker;
- c) lubricate mechanical parts when necessary;
- d) measure resistance of breaker contacts;
- e) check contact alignment, over-travel and contact pressure;
- f) check operating mechanism for friction;
- g) check for excessive wear and defective parts;
- h) check manual close, latch and trip operation;
- i) check tri-free operation;
- j) check all terminals and wiring connections;
- k) check insulation of breaker and controls;
- l) check auxiliary equipment for mechanical and electrical operation;
- m) check magnetic "blow-out" coil (if used);
- n) inspect for arc damage and deteriorated insulation;
- o) inspect for burned and poorly mated contacts;
- p) inspect all current carrying parts for overheating;
- q) inspect power cables and clean stress cones;
- r) inspect power cable terminations for tightness and overheating;
- s) inspect power cables for cracks and physical damage;

- t) measure and record insulation resistance using a 5000 volt "insulation resistance tester", record results and LIST TEST INSTRUMENT USED;
- u) record all findings for final report to Site Authority including all "As Found" and "As Left" conditions.

#### **Dry Type Transformers**

- a) check primary, secondary and ground connections;
- b) check tap connections and tap changer;
- c) check for loose iron and damaged coils;
- d) check base and housing;
- e) inspect and clean porcelain insulators;
- f) inspect porcelain spacers and pancake windings;
- g) inspect insulation;
- h) inspect for signs of overheating;
- i) inspect for loose mounting and supports;
- j) inspect accessories when used;
- k) if fused, check fuses;
- l) tighten all bolted connections;
- m) vacuum clean or use air to remove dust;
- n) measure resistance winding to winding and winding to ground;
- o) record all findings for final report to Site Authority including all "As Found" and "As Left" conditions.

#### **Molded Case Breaker Panels**

- a) check circuit breaker for proper mounting, conductor size and feeder designation;
- b) check tightness of connections in accordance with manufacturers recommendations;
- c) inspect case for cracks, heat damage or other defects;
- d) operate circuit breaker to ensure smooth operation;
- e) measure contact resistance;
- f) insulation resistance must be determined pole to pole, across pole and pole to ground;
- g) record all findings for final report to Site Authority including all "As Found" and "As Left" conditions.

#### **Metal Clad Switchgear**

- a) clean barriers, bus insulators, bushings, etc., with mineral spirit solvent and dry with clean cloth;
- b) remove all debris from all compartments;
- c) remove and vacuum all loose dust and dirt;
- d) check and verify existence of phasing markers (Red/White/Blue; A/B/C; or 1/2/3 phase);
- e) check ground bus connections;
- f) inspect bus bars and terminal connections for tightness and torque according to manufacturer's specifications;
- g) inspect phase barriers for tracking and tightness;
- h) test continuity, insulation resistance and check for inadvertent grounds in current transformer circuit and control wiring;
- i) test current transformers in differential relay circuits;
- j) check ground detectors for delta distribution systems;
- k) calibrate all indicating volt meters, ammeters, watt-meters, power factor meters, temperature recorders and recording meters against a standard meter to  $\pm 2\%$
- l) check stress shield connection on moulded current transformers;
- m) record all findings for final report to Site Authority including all "As Found" and "As Left" conditions.

#### **Power Cables**

- a) record all findings for final report to Site Authority including all "As Found" and "As Left" conditions.
- b) inspect power cable terminations for tightness and overheating;
- c) inspect for cracks and physical damage;

- d) measure and record insulation resistance using a 5000 volt "insulation resistance tester", record results and LIST TEST INSTRUMENT USED;
- e) record all findings for final report to Site Authority including all "As Found" and "As Left" conditions.
- f) 5KV Oil Filled Transformers
- g) inspect for cracks and physical damage;
- h) torque all electrical connections;
- i) tighten and/or replace hardware;
- j) clean and inspect load break switch, realign and clean contact surfaces and apply anti-corrosion compound;
- k) check all joints and gaskets for oil leaks;
- l) check oil level and sample oil for dielectric strength acid neutralizing number, interfacial tension, colour, power factor, PPM water and PPM PCB's;
- m) inspect concrete pad and report condition;
- n) inspect terminals for tightness and overheating;
- o) inspect and clean all stress cones;
- p) inspect housing for physical damage or deterioration;
- q) inspect and test insulation resistance of cables;
- r) measure resistance of all contacts and test fuses;
- s) measure and record ground resistance using an "earth resistance tester", Evershed Vignoles type or equivalent;
  - i. test #1 - phase 1 to 2 + 3 + N + Ground = Meg Ohms
  - ii. test #2 - phase 2 to 1 + 3 + N + Ground = Meg Ohms
  - iii. test #3 - phase 3 to 2 + 1 + N + Ground = Meg Ohms
  - iv. test #4 - phase N to 1 + 2 + 3 + Ground = Meg Ohms
- t) measure and record insulation resistance using a 5000 volt "insulation resistance tester" as follows:
- u) record results and correct to 20°C, RECORD MAKE AND MODEL OF TEST INSTRUMENT;
- v) perform insulation resistance test phase to phase, high to low and high and low to ground;
- w) perform a capacitance and dissipation factor test;
- x) touch up all paint work;
- y) record all findings for final report to Site Authority including all "As Found" and "As Left" conditions.

#### **Automatic Transfer Switches**

- a) inspect all hardware on these four (4) transfer switches;
- b) clean each switch completely;
- c) replace any burnt out pilot lamps;
- d) record all findings for final report to Site Authority including all "As Found" and "As Left" conditions.

#### **Notifications**

Prior to EACH main power outage, the contractor must notify the TMU Site Authority representative on-site.  
Prior to restoring power, the contractor must notify the TMU Site Authority representative on-site.

#### **Repairs**

Repairs not specifically covered in the annual maintenance shut down specifications (Appendix A) must not be undertaken without first notifying Site Authority who will make an immediate on-site inspection and authorize such repairs to be completed.

#### **Building Inspections**

After EACH occasion of power restoration, inspect all buildings to ensure normal operation has resumed for all Motor Control Centres. Inspect all fire annunciator panels for proper operation and that all panels are cleared.

<b>Areas &amp; Equipment List for Annual Maintenance</b>		
<b>Incoming Pole Mounted Switch</b>  27.6kV Pole Switch	<b>27.6 kV Outdoor Transformer Station</b> 3x 3000kVA Oil Filled Transformers 4x 27.6V CSL Air Switches Metal Clad Switchgear (outdoor) Power Cables	<b>Boiler Room Substation</b>  26x Low Voltage Circuit Breakers (with Trip Units) 3x 4,160 Breakers 3x Dry Type Transformers 4x Capacitor Banks 6x Molded Case Breaker Panels 2x Critical Power Contactors Metal Clad Switchgear Power Cables
<b>Boiler Room Ground Level</b> 6x Low Voltage Circuit Breakers (with Trip Units)	<b>Diesel Generator Room</b> Automatic Transfer Switch	<b>H246 Mechanical Room</b> Dry Type Transformer Molded Case Breaker Panel
<b>A&amp;L Substation</b> 19x Low Voltage Circuit Breakers (with Trip Units) 4x Dry Type Transformers 3x Molded Case Breaker Panels Critical Power Contactor Metal Clad Switchgear Power Cables	<b>A&amp;L 3<sup>rd</sup> Floor</b> 4x Molded Case Breaker Panels	<b>A&amp;L 4th Floor</b> 2x Molded Case Breaker Panels
<b>A&amp;L Penthouse</b> Molded Case Breaker Panel	<b>R&amp;D Substation</b> 10x Low Voltage Circuit Breakers (with Trip Units) 4x Dry Type Transformers 5x Molded Case Breaker Panels Critical Power Contactor Metal Clad Switchgear Power Cables	<b>R&amp;D 3rd Floor</b> Molded Case Breaker Panel
<b>W230 Electrical Room</b> Dry Type Transformer 2x Molded Case Breaker Panels Power Cables	<b>WTC Outdoor Transformer</b> 5kV Oil Filled Transformer Metal Clad Switchgear (outdoor) Molded Case Breaker Panel Power Cables	<b>WTC Indoor Substation</b> 4x Dry Type Transformers 5x Molded Case Breaker Panels Critical Power Contactor Automatic Transfer Switch Power Cables
<b>Dockside Kiosks</b> 4x 5kV Oil Filled Transformers		

Solicitation No. - N° de l'invitation  
KW405-190046/A  
Client Ref. No. - N° de réf. du client  
KW405-190046

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-8-41032

Buyer ID - Id de l'acheteur  
TOR014  
CCC No./N° CCC - FMS No./N° VME

4x Molded Case Breaker  
Panels  
Power Cables

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## **APPENDIX II TO ANNEX A**

### **Preventative Maintenance Specifications**

Service to be performed requires equipment to be inspected, cleaned, repaired or treated as required and all materials required to perform the preventative maintenance i.e. (grease, oil, cleaning supplies etc.) be included in the price of the preventative maintenance cost.

All operations required to complete these specifications must be in accordance with all applicable Code requirements pertaining to the work.

TMU must be advised by fastest means available of any situation which might affect the health/safety of any persons or property on site or within the complex. No work is to be undertaken without written authority issued by TMU.

#### **1. General Lighting - Weekly**

- a) Replace general building lighting, tubes, bulbs and ballasts with facility's stock, as directed by Operations staff.
- b) Prepare used bulbs/ tubes for disposal using the on-site "Bulb Eater" where possible
- c) Dispose of ballasts appropriately (scrap metal or electronic waste according to construction)
- d) Provide a monthly itemized list of all tube, bulb and ballast replacements and fill out the General Lighting Log Sheet.

#### **2. Cafeteria – Bi-weekly**

- a) Clean the two grease traps located in the kitchen area
- b) Clean the condenser coils on the 6-door fridge, 4-door fridge, salad bar cooler, sandwich bar cooler, and ice machine
- c) Clean ceiling grates over serving area (approx. 7.5 square meters)
- d) Clean supply air diffusers and return air grates
- e) Clean stainless steel kitchen hoods (x2)

Note: Only food grade cleaners are to be used and work cannot commence till after 15:00.

#### **3. Sump Pumps - Quarterly**

Provide the following services to 8 sump pumps throughout the complex;

- a) Inspect pits for debris and clean them out if required
- b) Check floats for proper operation and clean/adjust if needed
- c) Operate pumps to ensure water flow
- d) Test check/foot valves for proper operation
- e) Inspect discharge pipes for leaks

Report any deficiencies to TMU in writing and provide all test sheets to TMU upon completion

#### **4. Drinking Fountains – Quarterly**

Provide the following services to 33 fountains throughout the complex;

- a) Remove compressor access grills/covers for drinking fountains and clean all components.
- b) Check electrical connections and tighten/repair as required.
- c) Test operation and inspect for leaks.
- d) Supply/replace filters (wash washable filters, replace if deteriorated).
- e) Replace lead and water filters on the on specified units.
- f) Clean access cover, ensure mounting screws are secure, repair loose screw holes as required.
- g) Record any deficiencies (low flow, compressor operation, etc.) in the drinking fountain log book.

#### **5. Eyewash & Safety Showers – Annually**

Check all eyewash (176) and safety showers (53) for;

- a) Clear and constant temperature (by flushing each unit for 10 min, water should flow within one second of operation)
- b) Valve operates smoothly and remains open until manually closed
- c) Valve leakage

- d) Clogged openings or lines/consistent even flow (not to exceed 8" above unit for fixed eyewashes, no obstructed ports for showers)
- e) Water temperature between 16 and 38 degrees C (units with mixing valves)
- f) Nozzle caps in place, and come off when operated (eyewashes only)
- g) Proper drainage
- h) Area free from obstruction
- i) Proper signage
- j) Supply and install annual inspection tag for each unit and record date of inspection/initials of inspector

Fill out the Eyewash/Safety Showers log sheet for each device. Report any deficiencies to TMU in writing and provide all test sheets to TMU upon completion.

#### **6. Cogen Closed Circuit Fluid Cooler(BAC FXV-L443) – Spring/Fall Spring**

- a) Inspect general condition of the unit
- b) Inspect mechanical components (fans, motors, pumps)
- c) Drain the basin
- d) Clean fan guard, fan blades and fan motor
- e) Inspect fan drive belts and adjust tension if required
- f) Lubricate fan shaft bearings
- g) Lubricate motor base adjusting screw
- h) Pressure wash louvers and coils
- i) Pressure wash PVC fill, use scale remover as needed
- j) Clean debris from basin and sump
- k) Clean strainers and level sensors
- l) Re-fill basin
- m) Record amp draw for fan motor and spray pump under full load

Fill out the Cooling Tower Spring log sheet completely. Report any deficiencies to TMU in writing and provide all test sheets to TMU upon completion

#### **Fall**

- a) Inspect general condition of the unit
- b) Inspect mechanical components (fans, motors, pumps)
- c) Drain the basin
- d) Clean fan guard, fan blades and fan motor
- e) Inspect fan drive belts and adjust tension if required
- f) Lubricate fan shaft bearings
- g) Lubricate motor base adjusting screw
- h) Pressure wash louvers and coils
- i) Pressure wash PVC fill, use scale remover as needed
- j) Clean debris from basin and sump
- k) Clean strainers and level sensors
- l) Re-fill basin
- m) Record amp draw for fan motor and spray pump under full load
- n) Test glycol strength of condenser loop and adjust if required
- o) Check operation of sump heater and leave in the "ON" position
- p) Check operation of heat trace and leave in the "ON" position

Fill out the Cooling Tower Fall log sheet completely. Report any deficiencies to TMU in writing and provide all test sheets to TMU upon completion

#### **7. Chiller Closed Circuit Fluid Coolers (BAC FXV-364-1QQ) – Spring/Fall Spring**

- a) Inspect general condition of the unit
- b) Inspect mechanical components (fans, motors, pumps, louvers)
- c) Clean fan guard, fan blades and fan motor

- d) Inspect fan drive belt and adjust tension if required
- e) Remove glycol from spray pump
- f) Clean spray pump and spray nozzles
- g) Pressure wash louvers and coils
- h) Pressure wash PVC fill, use scale remover as needed
- i) Clean debris from basin and sump
- j) Clean strainers and level sensors
- k) Turn "ON" automatic make up valves
- l) Flush condenser loops until "clear" min 2h
- m) Fill condenser loops and purge air (record pressure in comments)
- n) Turn "OFF" heat trace
- o) Fill basin and prime spray pump piping
- p) Record amp draw for fan motor and spray pump under full load
- q) Relocate chemical pumps, drums and meters from HPP to towers

Fill out the Chiller Cooling Tower Spring log sheet completely. Report any deficiencies to TMU in writing and provide all test sheets to TMU upon completion

**Fall**

- a) Inspect general condition of the unit
- b) Inspect mechanical components (fans, motors, pumps)
- c) Isolate automatic make up valves
- d) Drain the basin and piping
- e) Lubricate fan shaft bearings
- f) Lubricate motor base adjusting screw
- g) Spray down the PVC fill, louvers, and coils
- h) Clean strainers
- i) Supply/inject VPCI in condenser loops (20L/loop) circulate for 3d
- j) Drain coils and condenser loops, leave drain valves open
- k) Blow out the coils and condenser piping with compressed air
- l) Blow out chemical feed piping with compressed air
- m) Clean debris from basin and sump
- n) Relocate chemical pumps, drums and meters to HPP for storage
- o) Fill spray pump with glycol
- p) Check operation of heat trace and leave in the "ON" position

Fill out the Chiller Cooling Tower Fall log sheet completely. Report any deficiencies to TMU in writing and provide all test sheets to TMU upon completion

**8. Cooling Coils – Spring/Fall**

**Spring** (to be completed in April, **Coils** only)

- a) Close all coil drain valves
- b) Open coil isolation valves and refill coils from building chilled water loop (ensure regulating valve in hpp is open)
- c) Purge all air from coils and mains (ensure all pumps are running during purging)
- d) Inspect coil for leaks
- e) Inspect pressure and level of chilled water cushion tank in HPP (adjust if required)

Report any deficiencies to TMU in writing and provide all test sheets to TMU upon completion

**Fall** (to be completed in November, **Coils** and **Pumps**)

**PUMPS**

- a) Inspect packing glands and seals for signs of leaks
- b) Inspect couplings for alignment and signs of wear
- c) Check for unusual noise and vibration
- d) Provide amp reading for motor while under load
- e) Lubricate pumps/motors where applicable

**COILS**

- a) Isolate all cooling coils from the building closed cooling loop
- b) Drain all cooling coils to the nearest floor drain



- c) Blow out the drained coils with compressed air to ensure all fluid is removed
  - d) Leave drain valves open for winter season
- Report any deficiencies to TMU in writing and provide all test sheets to TMU upon completion

#### **9. Dockside Washroom – Spring/Fall**

- a) Fall
  - i. Turn off water to washroom.
  - ii. Winterize by adding environmentally-friendly anti-freeze to toilet and turn off hot water tank and drain.
  - iii. Secure padlock on door.
- b) Spring
  - i. Remove padlock.
  - ii. Turn water on to washroom.
  - iii. Refill hot water tank and turn on.

#### **10. Ships' Terminals – Spring/Fall**

- a) Fall
  - i. Turn on existing heat tracing, to two (2) ships terminals containing operational water supply: Terminal #3 and Terminal #4, in November and verify that ensure heat trace is functioning.
  - ii. Check and clean all fittings and electrical components and test for proper operation for all six (6) ship's terminals. Replace failed light bulbs and perform minor repairs found to be required (blanks for hazardous electrical openings, wire terminations, broken 110V receptacles)
- b) Spring
  - i. Turn off existing heat tracing in April
  - ii. Check and clean all fittings and electrical components and test for proper operation for all six (6) ship's terminals. Replace failed light bulbs and perform minor repairs found to be required (blanks for hazardous electrical openings, wire terminations, broken 110V receptacles)

#### **11. Main Sewage Pumps – Quarterly**

- a) This requires work in a confined space
- b) Check condition of pump pit and adjacent electrical vault; remove large foreign materials, report condition of pit structure and all internal components (fasteners, platforms, guide rails, access, etc.).
- c) Lubricate hinges and locks for pit access covers.
- d) Inspect all electrical components and connections; clean verify intended operation, perform minor cleaning and maintenance repairs, report failures to TMU.
- e) Provide electrical inspection and maintenance for all components of control panel installed in Boiler Room electrical sub-station.
- f) Perform insulation resistance test and load test on two pumps currently in service
- g) Check pump rotation
- h) Engage each stage of run sequence for each pump by "tipping" floats manually to activate pumps; confirm sequential operation and verify alarm status.
- i) Record all finding in the Main Sewage Pumps log book. Notify Operations team immediately any condition found to hinder or prevent intended operation of the sewage pumps and pit

#### **12. Manholes – Annually**

Provide the following services for the six (6) manholes on site;

- a) Remove any large debris
- b) Visually inspect access ladder
- c) Manually operate the alarm float using the test cable
- d) Manually operate the pump using the test cable
- e) Inspect discharge pipe for leaks

- f) Test the check valve for proper operation (look for flow back into pit when pump stops)
- g) Report on general condition of the manhole
- h) Ensure cover is put back in place

Report any deficiencies to TMU in writing and provide all test sheets to TMU upon completion

### **13. Elevated Work Platform – Monthly**

- a) Perform visual inspection by an operator who has been trained on same 'make and model' lifting device by a qualified person: i.e.: missing parts, torn hoses, leaking hydraulic fluid, damaged tires, pivot pins, rails and safety chains, power wheel mounting bolts are to be flush to retainer - with no gap between retainer and hub flange and ensure all warning instructional labels are attached and visible.
- b) Inspect hydraulic fluid in reservoir, oil should have a clear amber color and check hydraulic system pressure.
- c) Lubricate all steering linkages, pivot points and grease fittings.
- d) Check battery electrolyte level and specific gravity (should be 1.265).
- e) Check wheel lug nuts for proper torque (65 - 70 ft. lb.).
- f) Check electric motor brushes.
- g) Check pin joints and retaining bolts for security.
- h) Check left and right spindles for free turning with no end play.
- i) Provide any other inspection necessary as recommended by qualified repair technician.
- j) Tools carried on lift are to be secured to prevent falling off platform.
- k) Provide written report to TMU listing any discrepancies with date of inspection, name of person qualified to inspect and copy of report to be maintained by contractor for a period of no less than one year.
- l) Maintain log book with date and duration of use in hours, equipment # and name of qualified operator and signaler to be made available to TMU personnel on request.
- m) All TMU approved repairs to be carried out by a qualified technician as described in current Federal and Provincial Labour Codes. Operators are to be trained on same 'make and model' lifting device by a qualified person.
- n) Vertical Lift (elevated work platform) made available for use is a "Simon Falcon 2034" is owned by the Department of Environment, National Water Research Institute. All other elevated work platforms which may be used are to fall under the same requirements as listed above with applicable information to be provided to TMU in writing upon request.

### **14. North Gate – Biannually**

- a) Check north gate motors, belts, switches & heaters each April and October.

### **15. Vibration Analysis - Annually**

- a) Perform vibration analysis on the air handlers listed below (supply and return) plus 4 extra fan/motor readings as specified by the Operations Team
- b) Notify Operations Team of any time sensitive failures immediately
- c) Provide full vibration analysis report for each reading taken

### **16. Thermography Study of Main Power Distribution System and 110V Panels - Annually**

- a) Perform a non-destructive infra-red inspection of the table below, focusing on electrical apparatus operating at the time. To include, but not limited to, the main power distribution system
- b) Perform a non-destructive infra-red inspection of 50 110V panels. TMU staff will provide a list of which 50 panels will be done each year
- c) Provide report of results and recommendations to TMU in writing.

### **17. Unit Heaters - Annually**

- a) Run the fan and listen for rattling and correct as necessary
- b) Visually check electrical connections
- c) Inspect for leaks
- d) Check traps (if applicable)

- e) Check thermostats for correct operations
- f) Clean all components of unit heater
- g) Adjust thermostat setpoint to 21°C

**18. Air Handling Systems – Fans & Louvres - Annually**

- a) Lubricate all air handling unit motors and fans.
- b) Replace burned out lights in fan housings.
- c) Check belts and sheaves for alignment, tension and wear, adjust as necessary. Report if replacement is required and a corrective work order will be issued. (include re-tensioning of belts one month after new sets are installed).
- d) Clean excess grease and dirt from motors and fans.
- e) Check and record Magnehelic differential pressures to see if filters need replacing, inspect condition of filter banks.
- f) Check bird screen on air intakes; clean and make minor repairs if necessary.
- g) Inspect and check operation of louvers and damper actuators, linkages and pneumatic connections, lubricate and report failures. Note – CCIW Operations staff is required for Building Automation System Work
- h) Move all actuated louvres in the fully opened and closed conditions
- i) Record all findings in the AHU Fans, Louvres, & Filters log sheet

**19. Air Handling Systems – Heating Coils - Annually**

- a) This covers all heating coils and heating coil pumps
  - i. Check packing glands or mechanical seals, adjust as required.
  - ii. Check coupling and insert if applicable.
  - iii. Check all gaskets, piping and fittings.
  - iv. Check pump and motor for vibration.
  - v. Lubricate pump and motor if applicable.
  - vi. Record findings in Heating Coil Log Book

**20. Roof Fans - Annually**

- a) Ensure that shrouds are securely attached and replace missing bolts or tighten loose ones.
- b) Lubricate fan and motor and check for vibration.
- c) Replace belts as required
- d) Clean fan and motor
- e) Record findings for each roof fan in the Roof Fan Log Book

**21. Main Water Line Valve - Annually**

- a) Check main water line valves for ease of operation.
- b) Clean valve spindles and glands of residue build-up.
- c) Inspect condition of keyway sleeves and caps, paint caps blue in colour, remove debris and silt from keyway and ensure key fits on valve stem; operate valve sufficiently enough to prove un-seized condition without closing water supply.
- d) Provide report indicating work performed and condition of each valve.

**22. Chiller Maintenance -Triennially**

- a) General
  - i. Perform prevenative maintenance on both of CCIW's main screw compressor chillers located in the Boiler Room. Anytime work is conducted on the chiller, record all work in the Chiller report book.
- b) Spring
  - i. Clean purge drum, purge condensing coil and oil separator. Check packing glands or mechanical seals.
  - ii. Change oil and filter in purge compressor and add to the oil separator.
  - iii. Change oil and filter in main oil sump.
  - iv. Pressure test chiller and test for leaks. Copies of tags to be submitted to TMU.

- v. Check and calibrate chiller safety controls.
- vi. Tighten chiller motor terminals.
- vii. Check and tighten oil sump motor and oil pump starter terminals.
- viii. Check and tighten oil sump heater terminals.
- ix. Meg chiller motor and oil pump motor.
- x. Check vane operator.
- xi. Visually inspect and clean condenser tubes.
- xii. Check chiller starter contacts for wear, tighten all terminals.
- xiii. Check purge operation.
- xiv. Start centrifugal chiller.
- xv. Check starter operation.
- xvi. Check load limit relay operation.
- xvii. Check refrigerant levels.
- xviii. Check oil sump heater and purge pump oil heater operation.
- xix. Check and adjust operating and safety controls.
- xx. Log all operating data.
- xxi. Review operating procedures and Owners log with chiller operator.
- xxii. Provide annual inspection, service and calibration of Chillgard monitor.
- xxiii. Replace Chillgard system filters once per year. Opeations staff can advise on Filter locations.
- xxiv. Replace failed sensor tubing and fittings as required.
- xxv. Mount a new Calibration certificate below Chillguard.
- c) Summer
  - i. Clean purge drum, purge condensing coil and oil separator. Check packing glands or mechanical seals.
  - ii. Review operators log.
  - iii. Check purge operation.
  - iv. Check operation of load limit relay.
  - v. Measure and log all temperatures, pressures and amperages.
  - vi. Re-adjust any safety or operating controls as required.
  - vii. Review operating procedures and log with TMU.
- d) Fall
  - i. Clean purge drum, purge condensing coil and oil separator. Check packing glands or mechanical seals.
  - ii. Take oil samples and record outcome in report
  - iii. Shut down chiller per manufacturers' recommendations.
  - iv. Clean condenser tube bundles and provide eddy-current inspection of condenser tubes.
  - v. Test chillers electrical systems and 'air circuit breakers' to prove operation.
  - vi. Note all repairs required prior to seasonal start-up.
  - vii. Report findings to TMU in writing.

### **23. Exterior Lighting - Annually**

- a) Perform inspection on all outside lighting (after dark) for proper operation.
- b) Check operation of photo cells for lighting control.
- c) Record all findings in Exterior Light Log book

### **24. WTC Sanitary Drainage Pumping Station – Annually, Biannually & Quarterly**

- a) Quarterly
  - i. Record run hours for each pump on log sheet. Clean purge drum, purge condensing coil and oil separator. Check packing glands or mechanical seals.
  - ii. Inspect, clean, adjust, repair or replace belts as necessary.
  - iii. Inspect General condition (temperature, unusual noises or vibrations, cracks, leaks, loose hardware, etc.): inspect, clean, adjust, repair or replace as necessary.
  - iv. Check pump performance (vacuum and discharge gauges, rpms, flow, bearing temperature): inspect, clean, track performance on log sheet.

- v. Flush the pit walls from above with water hose (hose connection in WTC East High Bay) to remove shelf of debris and scum from interior wall.
- vi. Inspect float switches and securing hardware, flush free of debris with hose.
- b) Biannually
  - i. Lubricate the plunger rod of the air release valves, inspect, clean, flush or repair as necessary.
  - ii. Inspect, clean, adjust, repair or replace the fan blower as necessary.
  - iii. Inspect, clean, adjust, repair or replace the heater as necessary.
  - iv. Inspect, clean, adjust, and repair spring loaded check valves as necessary.
  - v. Inspect, clean, and perform load test on the pump motor.
- c) Annually
  - i. Replace bearing and add seal lubrication for each pump.

**25. Refrigeration Systems (capacity 5.4 tons/19 KW and up) Leak Check - Annually**

- a) Conduct a leak test of all of the components of the refrigeration systems listed here that come into contact with a halocarbon. Notify TMU immediately of leaks found.
- b) Provide appropriate tagging according to current Federal Halocarbon Regulation, supply TMU with copy of each tag.
- c) Record all findings in Refrigeration Leak Check book

**26. Packaged Heat/Cool Rooftop Systems - Quarterly**

- a) Spring - Cooling
  - i. Conduct Leak Check for all rooftop units that have Direct Expansion Cooling
  - ii. Inspect, clean, adjust, repair or replace belts as necessary.
  - iii. Lubricate fan bearings per manufacturer recommendations.
  - iv. Lubricate motor bearings per manufactures recommendations.
  - v. Check belts and shelves, adjust as required.
  - vi. Lubricate and adjust, dampers and linkages.
  - vii. Check condensate pan, flush/clean as required.
  - viii. Clean condenser and evaporator coils.
  - ix. Check compressor oil level.
  - x. Inspect and tighten/repair electrical connections, contactors, relays, operating and safety controls.
  - xi. Start compressor(s), load test, check operating conditions, adjust as required.
  - xii. Check refrigerant charge. (2 times per year, complete with tags)
  - xiii. Check fan motor operating conditions and load test all motors.
  - xiv. Inspect and calibrate temperature, safety and operational controls, as required.
  - xv. Secure all panels.
  - xvi. Log all operating data.
- b) Spring – Heating
  - i. Shut down per manufacturer recommendations.
  - ii. Note all repairs required prior to seasonal start-up.
- c) Summer – Cooling
  - i. Replace filter(s); filter(s) to be supplied by Operations Team.
  - ii. Check/lubricate fan bearings per manufacturer recommendations.
  - iii. Check/lubricate motor bearings per manufacturer recommendations.
  - iv. Check belts and shelves, adjust as required.
  - v. Check/lubricate and adjust dampers and linkages.
  - vi. Check operating conditions, adjust as required.
  - vii. Log all operating data.
- d) Fall – Cooling
  - i. Shut down per manufacturer recommendations.
  - ii. Note all repairs required prior to seasonal start-up.
- e) Fall – Heating
  - i. Check/lubricate fan bearings per manufacturer recommendations.

- ii. Check/lubricate motor bearings per manufacturer recommendations.
- iii. Check belts and shelves, adjust as required. Load test all motors.
- iv. Check/lubricate and adjust dampers and linkages.
- v. Inspect heat exchanger and record condition.
- vi. Brush and clean soot/dirt from flues and combustion chamber.
- vii. Inspect, clean and check the burner and combustion control equipment.
- viii. Review manufacturer recommendations for unit and burner start-up.
- ix. Check condition of fuel supply piping and perform leak check. Check gas supply pressures before and after appliance regulator, adjust as required and notify Facility Operator of any adjustments made.
- x. Inspect burner and controls prior to start-up.
- xi. Start burner, check operating conditions.
- xii. Check operation of combustion air fan and adjust clearances as required, load test motor.
- xiii. Test safety controls operation.
- xiv. Make required controls adjustments.
- xv. Perform combustion analysis and report to customer.
- xvi. Log all operating data.
- f) Winter – Heating
  - i. Replace filter(s); filter(s) to be supplied by Operations Team.
  - ii. Check system operation.
  - iii. Log all operating data.

**27. Compressed Air System Service - Quarterly**

- a) Provide maintenance to primary components of the boiler room compressed air system according to the maintenance schedule and procedures detailed in the Ingersoll Rand Operation and Maintenance Manual. Also provide routine maintenance for all serviceable parts, and accessories directly connected to the system, upstream of the discharge regulator. Routine service parts, such as filters, separator elements, oil, fittings, and tubing, must be included in service.
- b) Create a par-stock inventory of necessity service parts and store in the Boiler Room with the air compressor stock.
- c) Record the following information for all maintenance with the compressed air system: services performed, run-hours, date of service, test results, parts replaced, and tally of par-stock inventory.

**28. WTC Lab Drain Sump Pit (S110) – Quarterly**

- a) Remove foot valve at union on suction inlet pipe and flush clean of soot and debris.
- b) Inspect and clean pump control float switches.
- c) Inspect pit for debris and flush sediment buildup.
- d) Check and confirm all operating cycles including high water alarm/engage lag pump sequence.

**29. Overhead Door Inspections and Certificates – Annually**

- a) Provide compliance and safety inspection and certificates for the interior and exterior overhead doors
- b) Certificates – Obtain two copies for each certificate. Post a copy near each OH door, and the other copy in the OH door log book
- c) Record all deficiencies in the OH log book and notify Operations staff of any imminent issues

**30. Lifting Devices Inspections and Certificates – Annually**

- a) Inspect all lifting devices listed, and provide a certificate of inspection for each lifting device
- b) Certificates – Obtain two copies for each certificate. Post a copy near each lifting device, and the other copy in the lifting device log book
- c) Record all deficiencies in the lifting device log book and notify Operations staff of any imminent issues



**31. Roof Anchor Inspections and Certificates – Annually**

- a) Inspect roof anchors listed and provide certificate of inspection for all
- b) Post certificate near North West A&L Penthouse man door
- c) Notify Operations staff of any imminent issues

**32. WTC Roof Drain Heat Trace (4) – Biannually**

- a) Spring - De-activate all roof drain heat trace cords by unplugging from receptacles
- b) Fall - Activate all roof drain heat trace cords by plugging into receptacles.
- c) Notify Operations staff of any heat trace deficiencies

**33. Aboveground Fuel Tank Containment Dike – Quarterly**

- a) Review the physical condition of aboveground fuel tank containment dike at the North Boat Launch Fuel Station.
- b) Relieve containment of any accumulated rain water or melted snow by operating drain valve.
- c) Remove and dispose of debris, foliage and scrap found trapped in containment dike and fence enclosure.
- d) If oil or fuel is found to be present in containment dike DO NOT proceed with draining and contact TMU immediately.

**34. Walk-In Units – Biannual**

Perform the following maintenance tasks (where applicable);

- a) Lubricate door hinges and adjust latches
- b) Clean condensate drain pan
- c) Clean evaporator coil
- d) Clean condenser coil
- e) Adjust defrost time clock

Inspect the following (where applicable);

- a) Check for leaks visually and with refrigeration gas leak detector
- b) Check operation of the thermostat
- c) Check the door seal for damage and proper contact with frame
- d) Check if evaporator fan motors operate, for excessive vibration, and damaged blades
- e) Check if the walk-in lights are operational
- f) Check sight glass for refrigeration level
- g) Check operation of the pressure control/safety switches
- h) Check for proper drainage on the condensate pan
- i) Check operation of the door heaters and drain heat traces
- j) Check operation of the water cooling valve
- k) Load check the defrost heaters
- l) Load check the compressor

Fill out the Walk-in Cooler and Walk-In Freezer log sheet for each room. Report any deficiencies to TMU in writing and provide all test sheets to TMU upon completion

**35. Glycol Heating Systems – Annual**

- i. Check for signs of leaks
- ii. Test freeze protection strength of twelve closed loops and eight reservoirs
- iii. Check pressure of closed loops (with pumps running)
- iv. Adjust freeze protection strength of loops and reservoirs to -40°C if required (utilizing building stock)
- v. Adjust closed loop pressures and reservoir levels (approximately half) if required
- vi. Record as found/as left pressures and freeze protection levels
- vii. Record building stock glycol quantities once complete

Report any deficiencies to TMU in writing and provide all test sheets to TMU upon completion

**36. Steam Boilers – Annual**

a) Firing System

- i. Remove and clean and inspect all gas burner components, clean and adjust pilot and ignition electrode, adjust all burner parts to manufacturer's specifications.
- ii. Check main drive motors, lubricating all linkages and bearings.
- iii. Inspect combustion air system duct work, repair loose fasteners and duct splits found.
- iv. Lubricate linkages of air intake louver bank, located on the West wall of the Boiler Room, and clean debris from outer screen.
- v. Leak test all natural gas pipe and fittings, repair any leaks found.
- vi. Inspect gas train vent valve discharge piping for blockages.
- vii. Check gas train controls and pressures for proper operation.
- viii. Check and test operation of flame safety controls, scanner and programmer.
- ix. Adjust gas combustion by combustion analyzer to factory test report and record in the steam boiler log book
- x. Check the performance of all safety and firing controls and adjust as necessary, inspect and clean contacts of the drive motor magnetic starter and all control relays.
- xi. Check operation of flue damper and actuator; clean, adjust and lubricate as required.
- xii. Replace faulty analog gauges.
- xiii. Coordinate with Plant Operator and assist to verify and calibrate BAS sensor inputs.

b) Safety Valves (Two per boiler, Six in total)

- i. Ensure setting and servicing of overpressure protection devices by an inspector who is TSSA approved
- ii. Ensure that overpressure protection devices are registered as fittings and have CRNs
- iii. Perform a system test or lift test

c) Water/Steam System

- i. Inspect combustion chamber for cracks or chips, inspect refractory of coils, check rear door refractory for leaks, report any damage immediately and provide cost estimate for repairs.
- ii. Disassemble water column and water level controller; clean, check and adjust float arm assembly, level probes, low water contacts and potentiometer, replace/repair if necessary.
- iii. Test operation of low water cut-off and adjust as necessary.
- iv. Check operation of feedwater ball valves repairing as necessary, check operation of feedwater drive motors.
- v. Check operation of the automatic blowdown valves and controls, repacking as necessary.
- vi. Inspect condition of steam drum vacuum breaker, replace/repair as required to eliminate seepage.
- vii. Check sight glass, replacing as necessary.
- viii. Remove plug from coil manifold for internal inspection by Plant Operator.
- ix. Inspect all water/steam system pipe, tubing, and sensor connections, repair leaks.
- x. Change oil in boiler circulating pump.

**37. Backflow Preventer Devices Testing and Maintenance – Annual**

- a) Provide annual inspection and testing of listed backflow prevention devices, by persons authorized by the Halton Region
- b) Apply test tag to each device and submit test report to Halton for each device.
- c) Send reports to Halton Municipality for approval

**38. HVAC Pre-filters – Biannually**

- a) Provide filters and schedule replacements triennially for disposable pre-filters for the air handlers listed.

**39. Doors Maintenance - Biannually**

- a) Maintain the doors listed below biannually which must include:
  - i. Lubrication
  - ii. Check and change hinges as needed
  - iii. Door closers adjustments
  - iv. Alignment



v. Weather sealing

**40. Condensing Boiler – Sofame Percomax EB7 - Triennially**

- a) Summer
  - i. Remove the evaporator and condensing coils , clean thoroughly, and put back
- b) Fall (before onset of the heating season)
  - i. Perform Combustion analysis on the system and provide a report of all findings to TMU
  - ii. Lubricate combustion air fan
  - iii. Check for proper gas train operation
  - iv. Load check the Goulds Pumps at 60hz and record
  - v. Load check the B&G pumps at 60hz and record
  - vi. Load check the Combustion Air fan at 60hz
  - vii. Grease all actuators
  - viii. Perform Combustion analysis and provide the report to TMU
  - ix. Check the pH system and ensure that it drains properly
  - x. Check the entire system for leaks
- c) Winter
  - i. Perform Combustion analysis on the system and provide a report of all findings to TMU
  - ii. Lubricate combustion air fan
  - iii. Check for proper gas train operation
  - iv. Load check the Goulds Pumps at 60hz and record
  - v. Load check the B&G pumps at 60hz and record
  - vi. Load check the Combustion Air fan at 60hz
  - vii. Grease all actuators
  - viii. Perform Combustion analysis and provide the report to TMU
  - ix. Check the pH system and ensure that it drains properly
  - x. Check the entire system for leaks

**41. Heat Recovery Systems – Biannually**

- a) System 27 & 28
  - i. Visually inspect supply & exhaust coils for obstructions & damage. Clean the coils if debris has accumulated
  - ii. Change 3<sup>rd</sup> Floor Pre Filters
  - iii. Verify 3<sup>rd</sup> floor bypass actuators working properly with Operation staff
- b) System 44
  - i. Clean Exhaust air recovery coils
  - ii. Change exhaust air filters (located in ceiling space of H158)
- c) Systems 33 & 34
  - i. Clean supply & exhaust energy recovery coils of debris

**42. Plate & Frame Heat Exchangers – Biannually**

- a) Isolate each side of each heat exchanger listed and flush for minimum 2 hours or until plates are cleaned. Notify operations personnel of any isolation valves that do not hold
- b) Tighten all frames. For Plate & Frames with insulated blankets, remove the blanket and reapply after tightening/flushing
- c) For Plate & Frames with differential pressure sensors, flush and verify that that there are no obstructions

**43. WTC Condensing Boilers (3) – Annually**

- a) Inspect interior; clean and vacuum if necessary
- b) Clean condensate trap and fill with fresh water
- c) Check for leaks (water, gas, flue, condensate)
- d) Verify flue and air lines in good condition and sealed tight

- e) Check the ignition and both flame sense electrodes (sand off any deposits; clean and reposition)
- f) Check wiring and connections
- g) Flame inspection (stable, uniform)
- h) Check both flame signals (at least 10 microamps at high fire)
- i) Clean the boilers heat exchanger
- j) Test low water cutoff (reference the Crest Service Manual)
- k) Remove and clean burner using compressed air only. Change gaskets as needed.
- l) Clean the blower Wheels
- m) Check air piping
- n) Check vent piping
- o) Check air and vent termination screens
- p) Check relief valve
- q) Check condensate drain system and flush
- r) Operate relief valves and service once every five years. Service must consist of:
  - i. disassembly of the valve
  - ii. inspection of the all the internal components
  - iii. Refurbishing
  - iv. In some cases, replacement of parts
- s) Verify that the air intakes area is free and clear
- t) Inspect the boilers interior by removing access covers
- u) Check and inspect the combustion chamber lining and the ceramic fiber materials.
- v) Vacuum any sediment from inside the boilers
- w) Preform combustion analysis by combustion analyzer
- x) Check the flame signal at low and high fire
- y) Leak test all natural gas pipe and fittings, repair any leaks found
- z) Verify that the air intakes area is free and clear
- aa) Inspect the boilers interior by removing access cover
- bb) Check and inspect the combustion chamber lining and the ceramic fiber materials.
- cc) Vacuum any sediment from inside the boilers
- dd) Preform combustion analysis by combustion analyzer
- ee) Check the flame signal at low and high fire
- ff) Leak test all natural gas pipe and fittings, repair any leaks found

#### **44. Carbon Dioxide Sensors - Biannually**

- a) Garages and Storage Rooms
  - i. Preform a gas test by qualified person
  - ii. Calibration of each sensor
  - iii. Check the exhaust fans for operation during calibration
  - iv. Check the outdoor air louvers for operation during calibration if equipped
  - v. Check the alarm flashing beacons & audible alarms by the entrances doors if equipped
  - vi. Check and adjust the parameters & programming on each panel
  - vii. Check the alarm relays for functionality
  - viii. Test and verify the alarms to the building automation system for operation
  - ix. Provide a certification and a report for each the unit
- b) Chemical Shed
  - i. Calibrate and zero each sensor
  - ii. Check and verify the high and low alarm levels
  - iii. Check the exhaust fans for operation
  - iv. Check and verify the heaters in each shed
  - v. Test and verify the alarms to the building automation system for operation
  - vi. Verify an eye wash station is present in each shed
  - vii. Inspect the condition of the perimeter of the entire shed. Paint touch up for rust spots and caulking if needed.
  - viii. Check the operation of each light
  - ix. Check and verify the audible alarm for operation

- x. Check the condition of all the door seals including the main panel
- xi. Provide a certification and a report for each the unit

#### 45. Acid Neutralizing Stations – Annually

There are Four acid neutralizing tanks at CCIW – CCIW Mall, Outside of W107, H160, & H158). Do the following below for all four tanks

- a) Flush tanks annually with power washer to remove excess sediment
- b) Calibrate the PH sensor if equipped
- c) Check condition of neutralizing (Dolomite) rock;
- d) Check condition of tanks;
- e) Check for excess rock sediment;
- f) Report "as found" and "as left" condition in final report to Site Authority.
- g) Remove and replace rocks in the main CCIW pit once at the two year mark of this contract.

#### 46. Humidifiers – Annually

##### a) Steam Humidifiers

###### Tank

- i. Remove service door and inspect for scale.
- ii. Remove scale deposits from tank walls using plastic scraper
- iii. Collect scale deposits from tank bottom using wet vac or a scraper and bucket

###### Heat Exchanger

- i. Remove heat exchanger, clean, and inspect

###### Gaskets

- i. Inspect for cracking and damages
- ii. Remove any scale deposits before re-installing

###### Float Chamber

- i. Remove float chamber and float chamber lid
- ii. Clean any scale deposits from walls and float magnets
- iii. Re-install magnets

###### Heater System

- i. Inspect for dust and dirt build-up
- ii. Blow clean with compressed air

###### Fill System

- i. Inspect for leaks at float chamber and fill valve

###### Drain System

- i. Inspect for leaks at drain pump, auxiliary drain, and internal vacuum break

###### Steam Trap

- i. Inspect for deposits and float operation
- ii. Replace thermal disc if necessary
- iii. Clean all ports and inside of trap body

###### Wye Strainer

- i. Remove service plug and clean out collector screen

###### Steam Valve

- i. Inspect actuator operation
- ii. Perform leakage test to ensure that valve is closing properly

###### Boiler Pressure

- i. Inspect Pressure reducing valve operation. Pressure must not exceed 15 psig

##### b) Natural Gas Humidifiers

###### Hot Surface Igniter & Flame Sensor

- i. Check for Continuity
- ii. Check that flame sensor is straight
- iii. Clean flame sensor with fine steel wool

###### Gas Burner

- 
- i. Remove the unit and clean with compressed air from outside matting
  - ii. Replace burner gasket
- Drain Lines
- i. Switch to drain and make sure water flows freely
- Tank
- i. Check that scale has not accumulated above 50mm
  - ii. Clean tank
- Float Chamber
- i. Ensure floats move freely
  - ii. Clean scale from float chamber and hose connected to it
- Fill Lines
- i. Check that scale has not accumulated above 50mm
- Gas Venting
- i. Inspect for leaks
  - ii. Ensure terminal cap is clear and any condensation produced flows to condensate traps
- High Level Sensor

Visual check that sensor is intact, wired, and attached to exhaust.

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**APPENDIX III TO ANNEX A**  
**OCCUPATIONAL SAFETY AND HEALTH**

**GENERAL RESPONSIBILITY AND ACCOUNTABILITY FOR OCCUPATIONAL SAFETY AND HEALTH FOR CONTRACTORS WORKING AT THE CANADA CENTRE FOR INLAND WATERS OR ANY REMOTE FACILITY UNDER THE JURISDICTION AND CONTROL OF THE CANADA CENTRE FOR INLAND WATERS.**

**The Contractor must:**

1.1 Comply with *Prescribed* and *Non-Prescribed Standards* (Canada Occupational Safety & Health Regulations, National Fire Code, National Building Code, Hazardous Products Act, Province of Ontario Occupational Health and Safety Act, Ontario Construction Projects Regulation, Ontario Industrial Establishments Regulation, Workplace Hazardous Materials Information System (WHMIS) Regulation, Workplace Safety and Insurance Act, 1997, Ontario Fire Protection and Prevention Act, CCIW fire & Emergency Procedures, CCIW Security Policy, Emergency and Security measures as established by law, ECCC and the Canada Centre for Inland Waters (CCIW).

1.2 Provide a *Written Copy* of their Health and Safety Policy to TMU prior to the commencement of any work or undertaking *and* ensure a copy of this policy is posted at a prominent location within the area where work will be carried out.

1.3 Ensure that the machinery, equipment and tools used by the Contractors employees or the employees of any Sub-Contractor in the course of their work, meet *Prescribed and Non-Prescribed* Federal, Provincial and/or accepted Industry Standards and are safe to use under all conditions of their intended use.

1.4 Ensure that the activities of the Contractors employees or the employees of any Sub-Contractor granted access to the worksite *Do Not Endanger* the Health and Safety of any Departmental Employee or any other person granted access to the CCIW.

1.5 Ensure that every employee of the Contractor and the employees of any Sub-Contractor are adequately *trained* and *certified* or *licensed* to conduct their work in accordance with *Prescribed and Non-Prescribed* Federal, Provincial, Municipal or Industrial Standards.

1.6 Ensure that the operation and maintenance of all electrical equipment must meet the standards set out in the Canadian Electrical Code and that all testing or work performed on electrical equipment must be performed by a *qualified* person or and employee under the *direct supervision* of a qualified person.

1.7 The Contractor or Sub-Contractor must, prior to entry into any Confined Space, request and obtain an approved CCIW "Confined Space Entry Permit". The Contractor or Sub-Contractor must ensure that safe entry procedures are followed by a qualified person responsible for the inspection, maintenance and testing of all monitoring equipment, personal protective equipment, ventilating equipment, safety harnesses and any other entry, protective and rescue equipment used in conjunction with entry into a confined space.

1.8 The Contractor or Sub-Contractor must, prior to any welding, cutting, blow torch or other operation where an open flame is used in "Hot Work" obtain proper authorization to perform such work in the form of a written permit from TMU. All such operations must only be performed by operators qualified either according to Prescribed and Non-Prescribed Federal or Provincial or Industrial Standards.

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1.9 Provide First-Aid Services to their employees and the employees of and Sub-Contractor consistent with the Regulations under the Workers' Compensation Act - First Aid Requirements R.R.O. 1990, Reg. 1101 for the Province of Ontario.

1.10 Provide every employee of the Contractor and employee of any Sub-Contractor or any other individual worker granted access to the worksite with *Prescribed Safety Materials, Equipment, Devices, Tools and Clothing*. And documented training on its intended use must be forwarded to TMU.

1.11 Upon *request*, accompany a Departmental Representative during periodic site safety inspections and must *respond, in writing*, to any corrective actions deemed necessary or appropriate to correct any unsafe Act, Equipment, Procedure or Device within a predetermined time frame as established by the Departmental Representative.

1.12 With reference to article 1.11 the Contractor and Sub-Contractor must not recommence any work until such time as the unsafe Act, Equipment, Procedure or Device has been corrected to the satisfaction of TMU.

1.13 The Department, or Departmental Representative, Retains the right, where it has reasonable cause to believe that, the use or operation of a machine or thing, or a condition exists that constitutes a danger, or the performance of or activity of an employee of the Contractor or Sub-Contractor, presents a danger to any other worker, Departmental employee or any other person(s) granted access to CCIW; **TO IMMEDIATELY STOP ANY SUCH WORK OR ACTIVITY.**

The parties to the agreement acknowledge that such work stoppage **DOES NOT** constitute a breach of contract.

## ANNEX B: BASIS OF PAYMENT

*All information in italics will be removed from any resultant contract.*

**YEAR 1: From 01 November 2018 to 31 October 2019**

### **1.1 Inspection and Maintenance**

The Contractor must complete the inspection and maintenance program as indicated in Appendix I and Appendix II, on the following timeframe:

- I) The annual shutdown maintenance will be carried out one weekend each spring.
- II) The scheduled maintenance requirements will be carried out as indicated in Appendix II.

The prices detailed below are an all-inclusive firm lot price including all labour, equipment, tools and all other costs, including materials, to complete the scheduled maintenance requirements outlined in Appendix I and Appendix II as follows:

- i) Annual shutdown (Saturday & Sunday) **(A) Firm Lot Price \$**\_\_\_\_\_
- ii) Scheduled Maintenance (in accordance with Appendix II Scheduled Maintenance Specifications)

#### **Firm Monthly Rate**

November	\$	_____
December	\$	_____
January	\$	_____
February	\$	_____
March	\$	_____
April	\$	_____
May	\$	_____
June	\$	_____
July	\$	_____
August	\$	_____
September	\$	_____
October	\$	_____

**Total Firm Monthly Rates**

**(B) \$**\_\_\_\_\_

**Total Evaluated Price for Item 1.1 (A+B)**

**\$**\_\_\_\_\_

### **1.2 On Site Contact- Monthly Charge-out Rate**

The On Site Contact must oversee all scheduled maintenance detailed herein, and all corrective and project work directed to the Contractor by TMU.

(A) Firm Monthly Charge-out Rate \$\_\_\_\_\_

**Total Evaluated Price for Item 1.2 (A x 12 months)**

**\$**\_\_\_\_\_

### **1.3 Corrective Maintenance Work: On an As and When Requested Basis - Task Authorization (TA)**

The hourly rate for trades persons listed below must be the maximum rate in effect for Year 1.

<b><u>Trades Person</u></b>	<b><u>(A)</u> <u>Estimated</u> <u>No. Hours</u></b>	<b><u>(B)</u> <u>Firm Hourly</u> <u>Rate:</u> <u>Regular Hours</u></b>	<b><u>(C)</u> <u>Firm Hourly Rate *:</u> <u>Overtime (Mon-Sat)</u></b>	<b><u>(D)</u> <u>Firm Hourly Rate**:</u> <u>Sunday and Stat</u> <u>Holiday</u></b>	<b><u>(E)</u> <u>Extended Price</u> <u>(AxB)</u></b>
1. HPP Mechanic	200	\$ _____	\$ _____	\$ _____	\$ _____
2. Refrigeration mechanic	500	\$ _____	\$ _____	\$ _____	\$ _____
3. Plumber/pipefitter	2000	\$ _____	\$ _____	\$ _____	\$ _____
4. Millwright/mechanic	1500	\$ _____	\$ _____	\$ _____	\$ _____
5. Labourer	1000	\$ _____	\$ _____	\$ _____	\$ _____
6. Electrician	2500	\$ _____	\$ _____	\$ _____	\$ _____
7. Carpenter	1500	\$ _____	\$ _____	\$ _____	\$ _____
8. Painter	400	\$ _____	\$ _____	\$ _____	\$ _____
9. Sheet metal worker	300	\$ _____	\$ _____	\$ _____	\$ _____
10. Insulator	500	\$ _____	\$ _____	\$ _____	\$ _____
11. Welder	300	\$ _____	\$ _____	\$ _____	\$ _____

\*The value of column (C) can be no more than 1.5 times the value list in column (B).

\*\* The value of column (D) can be no more than 2.5 times the value list in column (B).

#### **Total Evaluated Limitation of Expenditure for Item 1.3 (sum of E.1 to E.11)**

\$ \_\_\_\_\_

#### **1.4 Mark-Up**

a) Mark-up, if any, to be charged by the Contractor on parts and materials purchased and used in the facility in the performance of the Work. \_\_\_\_\_ %\*\*\*

b) Mark-up, if any, on services or equipment from subcontractors used in the facility in the performance of the Work. \_\_\_\_\_ %\*\*\*

\*\*\*Maximum Mark-up of 10% for section 1.4

#### **TOTAL EVALUATED PRICE FOR YEAR 1**

ITEMS 1.1 + 1.2 + 1.3 =

\$ \_\_\_\_\_



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**YEAR 2: From 01 November 2019 to 31 October 2020**

**2.1 Inspection and Maintenance**

The Contractor must complete the inspection and maintenance program as indicated in Appendix I and Appendix II, on the following timeframe:

- I) The annual shutdown maintenance will be carried out one weekend each spring.
- II) The scheduled maintenance requirements will be carried out as indicated in Appendix II.

The prices detailed below are an all-inclusive firm lot price including all labour, equipment, tools and all other costs, including materials, to complete the scheduled maintenance requirements outlined in Appendix I and Appendix II as follows:

- i) Annual shutdown (Saturday & Sunday) **(A) Firm Lot Price \$** \_\_\_\_\_
- ii) Scheduled Maintenance (in accordance with Appendix II Scheduled Maintenance Specifications)

**Firm Monthly Rate**

November	\$ _____
December	\$ _____
January	\$ _____
February	\$ _____
March	\$ _____
April	\$ _____
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____

**Total Firm Monthly Rates** **(B) \$** \_\_\_\_\_

**Total Evaluated Limitation of Expenditure for Item 2.1 (A+B)**

**\$** \_\_\_\_\_

**2.2 On Site Contact- Monthly Charge-out Rate**

The On Site Contact must oversee all scheduled maintenance detailed herein, and all corrective and project work directed to the Contractor by TMU.

(A) Firm Monthly Charge-out Rate \$ \_\_\_\_\_

**Total Evaluated Price for Item 2.2 (A x 12 months)** **\$** \_\_\_\_\_

### **2.3 Corrective Maintenance Work: On an As and When Requested Basis - Task Authorization (TA)**

The hourly rate for trades persons listed below will be the maximum rate in effect for Year 2.

<b><u>Trades Person</u></b>	<b><u>(A)</u> <u>Estimated</u> <u>No. Hours</u></b>	<b><u>(B)</u> <u>Firm Hourly</u> <u>Rate:</u> <u>Regular Hours</u></b>	<b><u>(C)</u> <u>Firm Hourly Rate *:</u> <u>Overtime (Mon-Sat)</u></b>	<b><u>(D)</u> <u>Firm Hourly Rate **: Sunday and Stat</u> <u>Holiday</u></b>	<b><u>(E)</u> <u>Extended Price</u> <u>(AxB)</u></b>
1. HPP Mechanic	200	\$ _____	\$ _____	\$ _____	\$ _____
2. Refrigeration mechanic	500	\$ _____	\$ _____	\$ _____	\$ _____
3. Plumber/pipefitter	2000	\$ _____	\$ _____	\$ _____	\$ _____
4. Millwright/mechanic	1500	\$ _____	\$ _____	\$ _____	\$ _____
5. Labourer	1000	\$ _____	\$ _____	\$ _____	\$ _____
6. Electrician	2500	\$ _____	\$ _____	\$ _____	\$ _____
7. Carpenter	1500	\$ _____	\$ _____	\$ _____	\$ _____
8. Painter	400	\$ _____	\$ _____	\$ _____	\$ _____
9. Sheet metal worker	300	\$ _____	\$ _____	\$ _____	\$ _____
10. Insulator	500	\$ _____	\$ _____	\$ _____	\$ _____
11. Welder	300	\$ _____	\$ _____	\$ _____	\$ _____

\*The value of column (C) can be no more than 1.5 times the value list in column (B).

\*\* The value of column (D) can be no more than 2.5 times the value list in column (B).

**Total Evaluated Price for Item 2.3 (sum of E.1 to E.11)** \$ \_\_\_\_\_

### **2.4 Mark-Up**

a) Mark-up, if any, to be charged by the Contractor on parts and materials purchased and used in the facility in the performance of the Work. \_\_\_\_\_ %\*\*\*

b) Mark-up, if any, on services or equipment from subcontractors used in the facility in the performance of the Work. \_\_\_\_\_ %\*\*\*

\*\*\*Maximum Mark-up of 10% for section 2.4

### **TOTAL EVALUATED PRICE FOR YEAR 2**

**ITEMS 2.1 + 2.2 + 2.3 =** \$ \_\_\_\_\_

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**OPTION 1, YEAR 3: From 01 November 2020 to 31 October 2021**

**3.1 Inspection and Maintenance**

The Contractor must complete the inspection and maintenance program as indicated in Appendix I and Appendix II, on the following timeframe:

- I) The annual shutdown maintenance will be carried out one weekend each spring.
- II) The scheduled maintenance requirements will be carried out as indicated in Appendix II.

The prices detailed below are an all-inclusive firm lot price including all labour, equipment, tools and all other costs, including materials, to complete the scheduled maintenance requirements outlined in Appendix I and Appendix II as follows:

- i) Annual shutdown (Saturday & Sunday) **(A) Firm Lot Price \$** \_\_\_\_\_
- ii) Scheduled Maintenance (in accordance with Appendix II Scheduled Maintenance Specifications)

**Firm Monthly Rate**

November	\$ _____
December	\$ _____
January	\$ _____
February	\$ _____
March	\$ _____
April	\$ _____
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____

**Total Firm Monthly Rates** **(B) \$** \_\_\_\_\_

**Total Evaluated Price for Item 3.1 (A+B)** **\$** \_\_\_\_\_

**3.2 On Site Contact- Monthly Charge-out Rate**

The On Site Contact must oversee all scheduled maintenance detailed herein, and all corrective and project work directed to the Contractor by TMU.

(A) Firm Monthly Charge-out Rate \$ \_\_\_\_\_

**Total Evaluated Price for Item 3.2 (A x 12 months)** **\$** \_\_\_\_\_

Solicitation No. - N° de l'invitation  
KW405-190046/A  
Client Ref. No. - N° de réf. du client  
KW405-190046

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-8-41032

Buyer ID - Id de l'acheteur  
TOR014  
CCC No./N° CCC - FMS No./N° VME

### 3.3 Corrective Maintenance Work: On an As and When Requested Basis - Task Authorization (TA)

The hourly rate for trades persons listed below will be the maximum rate in effect for Option 1, Year 3.

<u>Trades Person</u>	<u>(A)</u>	<u>(B)</u>	<u>(C)</u>	<u>(D)</u>	<u>(E)</u>
	<u>Estimated</u> <u>No. Hours</u>	<u>Firm Hourly</u> <u>Rate:</u> <u>Regular Hours</u>	<u>Firm Hourly Rate *:</u> <u>Overtime (Mon-Sat)</u>	<u>Firm Hourly Rate **: Sunday and Stat</u> <u>Holiday</u>	<u>Extended Price</u> <u>(AxB)</u>
1. HPP Mechanic	200	\$ _____	\$ _____	\$ _____	\$ _____
2. Refrigeration mechanic	500	\$ _____	\$ _____	\$ _____	\$ _____
3. Plumber/pipefitter	2000	\$ _____	\$ _____	\$ _____	\$ _____
4. Millwright/mechanic	1500	\$ _____	\$ _____	\$ _____	\$ _____
5. Labourer	1000	\$ _____	\$ _____	\$ _____	\$ _____
6. Electrician	2500	\$ _____	\$ _____	\$ _____	\$ _____
7. Carpenter	1500	\$ _____	\$ _____	\$ _____	\$ _____
8. Painter	400	\$ _____	\$ _____	\$ _____	\$ _____
9. Sheet metal worker	300	\$ _____	\$ _____	\$ _____	\$ _____
10. Insulator	500	\$ _____	\$ _____	\$ _____	\$ _____
11. Welder	300	\$ _____	\$ _____	\$ _____	\$ _____

\*The value of column (C) can be no more than 1.5 times the value list in column (B).

\*\* The value of column (D) can be no more than 2.5 times the value list in column (B).

#### Total Evaluated Limitation of Expenditure for Item 3.3 (sum of E.1 to E.11)

\$ \_\_\_\_\_

#### 3.4 Mark-Up

a) Mark-up, if any, to be charged by the Contractor on parts and materials purchased and used in the facility in the performance of the Work. \_\_\_\_\_ %\*\*\*

b) Mark-up, if any, on services or equipment from subcontractors used in the facility in the performance of the Work. \_\_\_\_\_ %\*\*\*

\*\*\*Maximum Mark-up of 10% for section 3.4

#### TOTAL EVALUATED PRICE FOR OPTION 1, YEAR 3

ITEMS 3.1 + 3.2 + 3.3 = \$ \_\_\_\_\_

---

**OPTION 2, YEAR 4: From 01 November 2021 to 31 October 2022**

**4.1 Inspection and Maintenance**

The Contractor must complete the inspection and maintenance program as indicated in Appendix I and Appendix II, on the following timeframe:

- I) The annual shutdown maintenance will be carried out one weekend each spring.
- II) The scheduled maintenance requirements will be carried out as indicated in Appendix II.

The prices detailed below are an all-inclusive firm lot price including all labour, equipment, tools and all other costs, including materials, to complete the scheduled maintenance requirements outlined in Appendix I and Appendix II as follows:

- i) Annual shutdown (Saturday & Sunday) **(A) Firm Lot Price \$** \_\_\_\_\_
- ii) Scheduled Maintenance (in accordance with Appendix II Scheduled Maintenance Specifications)

**Firm Monthly Rate**

November	\$ _____
December	\$ _____
January	\$ _____
February	\$ _____
March	\$ _____
April	\$ _____
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____

**Total Firm Monthly Rates** **(B) \$** \_\_\_\_\_

**Total Evaluated Price for Item 4.1 (A+B)** **\$** \_\_\_\_\_

**4.2 On Site Contact- Monthly Charge-out Rate**

The On Site Contact must oversee all scheduled maintenance detailed herein, and all corrective and project work directed to the Contractor by TMU.

(A) Firm Monthly Charge-out Rate \$ \_\_\_\_\_

**Total Evaluated Price for Item 4.2 (A x 12 months)** **\$** \_\_\_\_\_

Solicitation No. - N° de l'invitation  
KW405-190046/A  
Client Ref. No. - N° de réf. du client  
KW405-190046

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-8-41032

Buyer ID - Id de l'acheteur  
TOR014  
CCC No./N° CCC - FMS No./N° VME

#### 4.3 Corrective Maintenance Work: On an As and When Requested Basis - Task Authorization (TA)

The hourly rate for trades persons listed below will be the maximum rate in effect for Option 2, Year 4.

<u>Trades Person</u>	<u>(A)</u>	<u>(B)</u>	<u>(C)</u>	<u>(D)</u>	<u>(E)</u>
	<u>Estimated</u> <u>No. Hours</u>	<u>Firm Hourly</u> <u>Rate:</u> <u>Regular Hours</u>	<u>Firm Hourly Rate *:</u> <u>Overtime (Mon-Sat)</u>	<u>Firm Hourly Rate **: Sunday and Stat</u> <u>Holiday</u>	<u>Extended Price</u> <u>(AxB)</u>
1. HPP Mechanic	200	\$ _____	\$ _____	\$ _____	\$ _____
2. Refrigeration mechanic	500	\$ _____	\$ _____	\$ _____	\$ _____
3. Plumber/pipefitter	2000	\$ _____	\$ _____	\$ _____	\$ _____
4. Millwright/mechanic	1500	\$ _____	\$ _____	\$ _____	\$ _____
5. Labourer	1000	\$ _____	\$ _____	\$ _____	\$ _____
6. Electrician	2500	\$ _____	\$ _____	\$ _____	\$ _____
7. Carpenter	1500	\$ _____	\$ _____	\$ _____	\$ _____
8. Painter	400	\$ _____	\$ _____	\$ _____	\$ _____
9. Sheet metal worker	300	\$ _____	\$ _____	\$ _____	\$ _____
10. Insulator	500	\$ _____	\$ _____	\$ _____	\$ _____
11. Welder	300	\$ _____	\$ _____	\$ _____	\$ _____

\*The value of column (C) can be no more than 1.5 times the value list in column (B).

\*\* The value of column (D) can be no more than 2.5 times the value list in column (B).

**Total Evaluated Price for Item 4.3 (sum of E.1 to E.11)** \$ \_\_\_\_\_

#### 4.4 Mark-Up

a) Mark-up, if any, to be charged by the Contractor on parts and materials purchased and used in the facility in the performance of the Work. \_\_\_\_\_ %\*\*\*

b) Mark-up, if any, on services or equipment from subcontractors used in the facility in the performance of the Work. \_\_\_\_\_ %\*\*\*

\*\*\*Maximum Mark-up of 10% for section 4.4

#### TOTAL EVALUATED PRICE FOR OPTION 2, YEAR 4

ITEMS 4.1 + 4.2 + 4.3 = \$ \_\_\_\_\_

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**OPTION 3, YEAR 5: From 01 November 2022 to 31 October 2023**

**5.1 Inspection and Maintenance**

The Contractor must complete the inspection and maintenance program as indicated in Appendix I and Appendix II, on the following timeframe:

- I) The annual shutdown maintenance will be carried out one weekend each spring.
- II) The scheduled maintenance requirements will be carried out as indicated in Appendix II.

The prices detailed below are an all-inclusive firm lot price including all labour, equipment, tools and all other costs, including materials, to complete the scheduled maintenance requirements outlined in Appendix I and Appendix II as follows:

- i) Annual shutdown (Saturday & Sunday) **(A) Firm Lot Price \$** \_\_\_\_\_
- ii) Scheduled Maintenance (in accordance with Appendix II Scheduled Maintenance Specifications)

**Firm Monthly Rate**

November	\$ _____
December	\$ _____
January	\$ _____
February	\$ _____
March	\$ _____
April	\$ _____
May	\$ _____
June	\$ _____
July	\$ _____
August	\$ _____
September	\$ _____
October	\$ _____

**Total Firm Monthly Rates** **(B) \$** \_\_\_\_\_

**Total Evaluated Price for Item 5.1 (A+B)** **\$** \_\_\_\_\_

**5.2 On Site Contact- Monthly Charge-out Rate**

The On Site Contact must oversee all scheduled maintenance detailed herein, and all corrective and project work directed to the Contractor by TMU.

(A) Firm Monthly Charge-out Rate \$ \_\_\_\_\_

**Total Evaluated Price for Item 5.2 (A x 12 months)** **\$** \_\_\_\_\_

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### 5.3 Corrective Maintenance Work: On an As and When Requested Basis - Task Authorization (TA)

The hourly rate for trades persons listed below will be the maximum rate in effect for Option 3, Year 5.

<u>Trades Person</u>	<u>(A)</u> <u>Estimated</u>	<u>(B)</u> <u>Firm Hourly</u>	<u>(C)</u> <u>Firm Hourly Rate *: Overtime (Mon-Sat)</u>	<u>(D)</u> <u>Firm Hourly Rate **: Sunday and Stat Holiday</u>	<u>(E)</u> <u>Extended Price (AxB)</u>
	<u>No. Hours</u>	<u>Rate: Regular Hours</u>			
1. HPP Mechanic	200	\$ _____	\$ _____	\$ _____	\$ _____
2. Refrigeration mechanic	500	\$ _____	\$ _____	\$ _____	\$ _____
3. Plumber/pipefitter	2000	\$ _____	\$ _____	\$ _____	\$ _____
4. Millwright/mechanic	1500	\$ _____	\$ _____	\$ _____	\$ _____
5. Labourer	1000	\$ _____	\$ _____	\$ _____	\$ _____
6. Electrician	2500	\$ _____	\$ _____	\$ _____	\$ _____
7. Carpenter	1500	\$ _____	\$ _____	\$ _____	\$ _____
8. Painter	400	\$ _____	\$ _____	\$ _____	\$ _____
9. Sheet metal worker	300	\$ _____	\$ _____	\$ _____	\$ _____
10. Insulator	500	\$ _____	\$ _____	\$ _____	\$ _____
11. Welder	300	\$ _____	\$ _____	\$ _____	\$ _____

**Total Evaluated Price for Item 5.3 (sum of E.1 to E.11)**

\$ \_\_\_\_\_

### 5.4 Mark-Up

a) Mark-up, if any, to be charged by the Contractor on parts and materials purchased and used in the facility in the performance of the Work. \_\_\_\_\_ % \*\*\*

b) Mark-up, if any, on services or equipment from subcontractors used in the facility in the performance of the Work. \_\_\_\_\_ % \*\*\*

\*\*\*Maximum Mark-up of 10% for section 5.4

**TOTAL EVALUATED PRICE FOR OPTION 3, YEAR 5**

ITEMS 5.1 + 5.2 + 5.3 =

\$ \_\_\_\_\_



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## ANNEX C: SECURITY REQUIREMENTS CHECK LIST

JUN 28 2018



Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

5000037502

Security Classification / Classification de sécurité  
Unclassified

### SECURITY REQUIREMENTS CHECK LIST (SRCL)

### LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine	2. Branch or Directorate / Direction générale ou Direction CFSB	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Multi Year facility maintenance contract at the Canada Centre for Inland Waters.		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Non Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Non Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET <input type="checkbox"/>		TOP SECRET <input type="checkbox"/>
TRÈS SECRET <input type="checkbox"/>		TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) <input type="checkbox"/>
TRÈS SECRET (SIGINT) <input type="checkbox"/>		TRÈS SECRET (SIGINT) <input type="checkbox"/>

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

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

If Yes, indicate the level of sensitivity.

Dans l'affirmative, indiquer le niveau de sensibilité :

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

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

Document Number / Numéro du document :

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

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

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

Special comments:

Commentaires spéciaux :

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

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

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

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

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

**PRODUCTION**

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

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

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

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

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

☒ No  
Non

☐ Yes  
Oui

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

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

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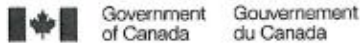
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**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

**13. Organization Project Authority / Chargé de projet de l'organisme**

Name (print) - Nom (en lettres moulées) Matt Wager	Title - Titre Facility Manager	Signature 	Date May 8 2018
Telephone No. - N° de téléphone 905 315 5244	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel matt.wager@canada.ca	

**14. Organization Security Authority / Responsable de la sécurité de l'organisme**

Name (print) - Nom (en lettres moulées) Lori Nelson	Title - Titre Regional Security Admin Officer	Signature Nelson, Lori <small>Digitally signed by Nelson, Lori DN: c=CA, o=GC, ou=EC-EC, ou=Nelson, Lori Date: 2018.05.10 14:39:47 -0600</small>	Date May 10, 2018
Telephone No. - N° de téléphone 780 951 8895	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel lori.nelson@canada.ca	

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?	<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
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**16. Procurement Officer / Agent d'approvisionnement**

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature	Date
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	

**17. Contracting Security Authority / Autorité contractante en matière de sécurité**

Name (print) - Nom (en lettres moulées) Dennis Keimpe	Title - Titre Contract Security Officer	Signature 	Date July 18 2018
Telephone No. - N° de téléphone 613 952 7707	Facsimile No. - N° de télécopieur 613 948 1712	E-mail address - Adresse courriel Dennis.Keimpe@	

TD56C - PW 6SC - GC - CA.

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**ANNEX D: to PART 3 OF THE BID SOLICITATION ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ VISA Acquisition Card;
- ☐ MasterCard Acquisition Card;
- ☐ Direct Deposit (Domestic and International);
- ☐ Electronic Data Interchange (EDI);
- ☐ Wire Transfer (International Only);

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**ANNEX E: to PART 5 OF THE BID SOLICITATION FEDERAL CONTRACTORS PROGRAM FOR  
EMPLOYMENT EQUITY – CERTIFICATION**

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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## ANNEX F: INSURANCE REQUIREMENTS

### Commercial General Liability Insurance

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

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

**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

**Automobile Liability Insurance**

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
  - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.



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## Environmental Impairment Liability Insurance


1. The Contractor must obtain Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
2. 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.
3. The Contractors Pollution 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - c. Separation of Insureds: 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.
  - d. 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.
  - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.

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File No. - N° du dossier  
TOR-8-41032

Buyer ID - Id de l'acheteur  
TOR014  
CCC No./N° CCC - FMS No./N° VME

## ANNEX G: TASK AUTHORIZATION FORM PWGSC-TPSGC 572

<a href="#">Clear Data - Effacer les données</a>		<a href="#">Instructions - Page 1</a>	<a href="#">Instructions - Page 2</a>
 Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada		Annex Annexe _____	
<b>Task Authorization</b> <b>Autorisation de tâche</b>		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 <input type="checkbox"/> No - Non <input type="checkbox"/> 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 ▶			
<b>For Revision only - Aux fins de révision seulement</b>			
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 \$	
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.	
<b>1. Required Work: - Travaux requis :</b>			
A. Task Description of the Work required - Description de tâche des travaux requis		See Attached - Q-joint <input type="checkbox"/>	
B. Basis of Payment - Base de paiement		See Attached - Q-joint <input type="checkbox"/>	
C. Cost of Task - Coût de la tâche		See Attached - Q-joint <input type="checkbox"/>	
D. Method of Payment - Méthode de paiement		See Attached - Q-joint <input type="checkbox"/>	

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Annex  
Annexe \_\_\_\_\_

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.

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.

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.

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

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## ANNEX H: EVALUATION CRITERIA

### 1. Technical Evaluation

#### Mandatory Technical Criteria:

Any proposal which fails to meet the following mandatory technical requirements will be deemed non-responsive and will receive no further consideration.

- a) Bidder must provide a list of key personnel and their qualifications. This list must include (but not limited to) the following: a) On-site Contract Contact; b) Substitute On-site Contract Contact; c) Other key personnel
- b) Bidder must provide a list and description of the contractor's equipment necessary to test, service and maintain the list of facility equipment shown as 'D2' in the SOW at Annex A.
- c) Bidder must provide two separate references (names, titles, email, and telephone numbers) where similar (size, scope, and dollar value) services have been performed by the bidder. The references will be contacted and rated.

### 2. Point Rated Criteria:

Proposals will be evaluated in accordance with the following evaluation criteria. Points will be awarded based on the degree to which the information/material you have provided demonstrates your capability to perform and successfully carry out the requirement described in this Request for Proposal. It is suggested you address these criteria in sufficient depth in your proposal.

#### Technical Information: (Maximum Points: 30 / Mandatory Minimum Pass Mark: 21)

Bidders should :

- a) provide a list of all trades and indicate the number of staff in each trade for which they currently employ full time. In addition, provide a list of all trades which will be subcontracted to perform work under any resultant contract. (10 points)
- b) provide a description of the health and safety policy of the contractor. (10 points)
- c) provide a description of the safety training they provide on a regular basis to their employees. (10 points)

#### Qualifications of Key Personnel: (Maximum Points: 50/ Mandatory Minimum Pass: 35)

Bidders should:

- a) provide the experience of the On-site Contractor Contact (the person with prime responsibility and accountability for contract performance) and the name, qualifications and experience of a first substitute On-site Contractor Contact. (30 points)
- b) provide the qualifications and experience of the proposed other key personnel who will be performing work under the contract. (20 points)

#### Operation and Maintenance Information: (Maximum Points: 45 / Mandatory Minimum Pass: 30)

Bidders should:

- a) provide a description of proposed method to manage fluctuating work requirements volume and trades) so that the work is completed in a timely manner. (20 points)
- b) Provide a description of the specific approach to be used to provide after-hours emergency response for the facility. (10 points)
- c) Provide details on the reporting and communication protocols that will be followed to keep TMU informed and to deal with emergencies and circumstances in which TMU approvals will be sought. (15 points)

#### References: (Maximum Points: 30 / Minimum Points: 15 points per reference / Mandatory Minimum Pass: 21)

Bidders should:

- a) The two mandatory references (15 points each) must provide evidence that the Bidder has relevant experience in providing similar types of services (both in size and scope). To demonstrate that experience, the Bidder is to provide the following information for 2 former or present clients:
  - i. Name and location;
  - ii. Length of service;
  - iii. Type(s) of service;
  - iv. Client contact names and telephone numbers.
  - v. Preferred method of communication (phone or email)

Note: If, after 3 attempts have been made and the contact person cannot be reached, a score of 0 points will be given for that reference.