



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

### Vendor/Firm Name and Address

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

### Issuing Office - Bureau de distribution

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

<b>Title - Sujet</b> Fire Alarm System Maintenance	
<b>Solicitation No. - N° de l'invitation</b> EN416-183139/A	<b>Date</b> 2019-01-30
<b>Client Reference No. - N° de référence du client</b> PSPC	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWZ-050-10770	
<b>File No. - N° de dossier</b> PWZ-8-41004 (050)	<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 2019-03-14</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Daylight Saving Time CDT
<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> McRuer, Daniel	<b>Buyer Id - Id de l'acheteur</b> pwz050
<b>Telephone No. - N° de téléphone</b> (204) 295-6634 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> SEE HEREIN	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</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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**THIS PROCUREMENT IS SUBJECT TO THE FOLLOWING COMPREHENSIVE  
LAND CLAIMS AGREEMENT: THE AGREEMENT BETWEEN THE INUIT OF THE  
NUNAVUT SETTLEMENT AREA AND HER MAJESTY THE QUEEN IN RIGHT OF  
CANADA.**

**THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT**

**Maintenance Services, Fire Alarm, Fire Protection & Life Safety Systems  
Government of Canada Building (GOCB)  
Coast Guard Building (CGB)  
Iqaluit, Nunavut**

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Solicitation No. - N° de l'invitation  
EN416-183139/A  
Client Ref. No. - N° de réf. du client  
PSPC EN416-183139

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWZ-8-41004

Buyer ID - Id de l'acheteur  
PWZ050  
CCC No./N° CCC - FMS No./N° VME

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## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

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

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

The Annexes include the Statement of Work, Pricing Schedule, the Security Requirements Checklist, the Nunavut Agreement, Inuit Benefits Plan, and the Cost Estimate Form for Extra Work.

### 1.2 Summary

- 1.2.1
  - (i) To provide preventive maintenance services on the Fire Alarm, Fire Protection and Life Safety Systems, including all necessary tools, equipment and services, consumable materials, labour for all inspections, testing, cleaning, maintenance services in accordance with the Statement of Work attached herein as Annex A. All additional parts and labour required to effect repairs to the equipment listed at Annex A will be at extra cost to Canada.
  - (ii) The requirement is for Public Works and Government Services Canada (PWGSC) located at the Canadian Coast Guard Building at 1063 Niuraivik Lane and the Government of Canada Building at 969 Federal Road in Iqaluit, Nunavut.
  - (iii) **Mandatory Response Time**  
As per Annex A, Statement of Work, 1.4.3, Emergency Calls, items 1.4.3.1 and 1.4.3.2, it is a mandatory requirement of the contract that:
    - (a) The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract at no extra cost. NOTE: This Statement of Work includes twenty emergency calls for the full term the contract per site at no extra cost to Canada. Any additional emergency calls will be at extra cost to Canada. In the event that travel and accomodation are required for the twenty (20) included Emergency Calls, the cost must be approved by the Departmental Representative in accordance with Annex A, Scope of Work, Clause 1.4.3.2.
  - (iv) The period of the contract shall be for five (5) years.
- 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

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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 "This procurement is subject to the following Comprehensive Land Claims Agreement(s):

"THE AGREEMENT BETWEEN THE INUIT OF THE NUNAVUT SETTLEMENT AREA AND HER MAJESTY THE QUEEN IN RIGHT OF CANADA."

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

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

Bid Receiving Unit:  
Western Region Bid Receiving Unit (Winnipeg)  
Room 100, 167 Lombard Ave.  
Winnipeg, Manitoba R3B 0T6

Email address for ePost Connect service:

E-post Connect: [ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca](mailto:ROReceptionSoumissions.WRBidReceiving@tpsgc-pwgsc.gc.ca)

**Bids/Offer will be not be accepted if emailed directly to this email address. This email is to initiate an ePost Connect conversation, as detailed in the Standard Instructions [2003 \(2018-05-22\)](#).**

Bid facsimile number: 204-983-0338

## 2.3 Former Public Servant

### Former Public Servant (FPS) - Certification

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, proponents 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 proposals is completed, Canada will inform the Proponent 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 proposal 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 Proponent a FPS in receipt of a pension?

YES ( ) NO ( )

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

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

By providing this information, proponents agree that the successful Proponent'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 Proponent a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Proponent 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 **10 calendar days** before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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 Optional Site Visit

Arrangements have been made for an optional site visit to be held on **February 14, 2019, at 2:00 PM (Iqaluit time)**. Participants will meet at the main entrance of the Government of Canada Building at 969 Federal Road in Iqaluit, Nunavut. Bidders should communicate with the Contracting Authority (email: [dan.mcruer@pwgsc-tpsgc.gc.ca](mailto:dan.mcruer@pwgsc-tpsgc.gc.ca)) no later than three (3) calendar day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. **A maximum of two (2) representatives per bidder will be permitted to examine the sites.** Bidders who, for any reason, cannot attend at the specified date and time will not be given an alternative appointment to view the sites. No exceptions will be made.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

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

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

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.



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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](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 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 Pricing Schedule detailed in Annex B.

## **Section III: Certifications**

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Submission of Evidence

**Submission of Evidence as described in 4.1.1.2 below MUST be included with the bidder's proposal at time of bid closing.** Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the proposal will be deemed non responsive.

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

##### 4.1.1.2 Mandatory Employee Experience and Past Performance

To carry out the work on this requirement the bidder must provide:

one (1) qualified Fire Alarm Technician,  
one (1) qualified Sprinkler and Fire Protection Installer,  
one (1) qualified Extinguisher Technician,  
and one (1) qualified Electrician.

NOTE: Qualified service personnel may be cross-trained in multiple trades. At a minimum the bidder must provide one (1) qualified cross-trained Fire Alarm and Extinguisher Technician, and Sprinkler and Fire Protection Installer and one (1) qualified Electrician.

The bidder must provide evidence to demonstrate that the service personnel proposed to perform maintenance of Fire Alarm equipment have a minimum of five (5) years of experience and past performance within the last (8) eight years by referencing two (2) similar projects/contracts whereby the service personnel have performed satisfactorily.

The bidder should complete the following form for each technician who will be performing work on this requirement in order to demonstrate that each proposed technician has the required experience.

Similar is defined as installing, servicing and maintaining of the components, sub-systems, systems, integrated systems and related equipment systems identified within the inventory in Annex A.

In cases where experience is acquired concurrently, the time period will be considered only once for the purpose of calculating the minimum requirement of 5 years of recent experience.

Example:

- Project 1: started on January 1, 2008 and ended on December 31, 2009 = 24 months
- Project 2: started on January 1, 2008 and ended on December 31, 2010 = 36 months

Total period for these 2 projects will count as 36 months, and not 60 months, because the period Jan. 2008 to Dec. 2009 has already been counted in Project 1. This employee does not meet the required minimum of 5 years of recent experience.

In the event where the information for any of the technicians cannot be confirmed by the client contacts named in the proposal, the proposal will be considered non-responsive and no further consideration will be given to the proposal. If the Bidder submits names of technicians in excess of the stated requirement, only the references up to the identified limit of four (4) service personnel will be assessed. The four (4) service personnel listed in the proposal will be considered for evaluation.

<b>NAME OF FIRE ALARM TECHNICIAN:</b> _____		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____  Title: _____	Name: _____  Title: _____
Telephone and e-mail address of client contact	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day)  To: _____ (year/month/day)	From: _____ (year/month/day)  To: _____ (year/month/day)

<b>NAME OF SPRINKLER AND FIRE PROTECTION INSTALLER:</b> _____		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____  Title: _____	Name: _____  Title: _____
Telephone and e-mail address of client contact	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day)  To: _____ (year/month/day)	From: _____ (year/month/day)  To: _____ (year/month/day)

<b>NAME OF EXTINGUISHER TECHNICIAN:</b> _____		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____  Title: _____	Name: _____  Title: _____
Telephone and e-mail address of client contact	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day)  To: _____ (year/month/day)	From: _____ (year/month/day)  To: _____ (year/month/day)

<b>NAME OF ELECTRICIAN:</b> _____		
Name of client organization or Company	Project/Contract Reference #1: _____	Project/Contract Reference #2: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____  Title: _____	Name: _____  Title: _____
Telephone and e-mail address of client contact	Phone Number: _____  E-mail: _____	Phone Number: _____  E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (year/month/day)  To: _____ (year/month/day)	From: _____ (year/month/day)  To: _____ (year/month/day)

#### 4.1.1.3 Card and Licensing Documentation (Upon Request)

Valid copies of the following cards and licensing documentation should be submitted for each proposed service personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive. To carry out the work on this requirement, Service personnel employed by the Contractor must be in possession of:

**Fire Alarm Technician** - One (1) service personnel with:

- A valid Canadian Fire Alarm Association (CFAA) certification.

**Sprinkler and Fire Protection Installer** - One (1) service personnel with:

- A valid Certificate of Qualification (C of Q) in accordance with the provincial or territorial law in which the work is to be performed for each Sprinkler and Fire Protection Installer engaged by and sent to site by the Bidder or subcontractor of the Bidder to carry out work as defined by the Attached Statement of Work, at Annex A.

**Extinguisher Technician** - One (1) service personnel with:

- A valid Fire Extinguisher Technician certificate that meets NFPA 10.

**Electrician - One (1) service personnel with:**

- A valid Certificate of Qualification for a Qualified Electrical Worker in accordance with the Government of Nunavut - Safety Services.

**4.1.1.4 Company Information (Upon Request)**

A letter(s) from the OEM(s) (Original Equipment Manufacturer) of the equipment detailed below (see also Annex A, Statement of Work) should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive. If there is more than one OEM, letters are required from each OEM.

**- Fire Alarm Control Unit**

The letter must confirm that the Bidder:

1. is the Original Equipment Manufacturer (OEM); OR
2. is an authorized service agent of the OEM; OR
3. has a valid sub-contracting agreement with the OEM; AND
4. has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:
  - 4.1 Service and maintenance tools & materials;
  - 4.2 Compatible parts;
  - 4.3 Software;
  - 4.4 Hardware;
  - 4.5 Firmware; AND
5. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support service and service bulletins.

AND/OR

**Should the Bidder not be the OEM or the authorized service agent of the OEM(s)** or not have a valid sub-contracting agreement with the OEM for the above noted equipment, a letter(s) from the authorized service agent of the OEM (s) (Original Equipment Manufacturer) of this equipment should be submitted with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

If there is more than one OEM, letters are required from each authorized service agent of each OEM.

**- Fire alarm Control Unit**

The letter must confirm that the Bidder:

1. has a valid sub-contracting agreement with the authorized service agent; AND
2. has access to the following in order to, service and maintain the components, sub-systems, systems and integrated systems identified above and within the attached inventory, Annex A, Statement of Work:
  - 2.1 Service and maintenance tools & materials;
  - 2.2 Compatible parts;
  - 2.3 Software;
  - 2.4 Hardware;
  - 2.5 Firmware; AND
3. has access to the complete operational and adjustment procedures of the OEM for all components, sub-systems, systems, integrated systems and related equipment identified within the attached inventory. This includes direct access to manufacturer's technical support service and service bulletins.

**The Bidder must also submit a letter(s) issued to the authorized service agent(s) by the OEM(s) confirming the name of the authorized service agent(s).**

The Bidder must be an **Underwriters Laboratories of Canada (ULC) Level III & IV** Listed Company authorized to carry out maintenance on fire alarm/fire protection and life safety systems. The Bidder should submit a ULC certificate with the bid by the solicitation closing date. However, if it is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time frame period will render the bid non-responsive.

#### **4.1.1.5 Employee Training (Upon Request)**

Valid copies of the following training certificates/cards should be submitted for each proposed service personnel with the bid by the bid solicitation closing date. However, if the following is not submitted with the bid by the bid solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

All certificates are to be recognized by the Human Resources Skills Development Canada (HRSDC) –Labour Canada and/or Workplace Safety & Insurance Board (WSIB) and/or Construction Safety Association of Ontario (CSAO) and/or any other recognized legislative or regulatory body in the Province or territory in which the work is to be performed.

- a valid Fall Protection Safety Training certificate/wallet card
- a valid Work Hazardous Material Inventory System (WHMIS) certificate/wallet card
- a valid Confined Space Entry certificate/wallet card
- a valid First Aid/CPR certificate recognized by Human Resources and Skills Development Canada [http://www.hrsdc.gc.ca/eng/labour/health\\_safety/prevention/first\\_aid.shtml](http://www.hrsdc.gc.ca/eng/labour/health_safety/prevention/first_aid.shtml)
- a valid Asbestos Work Practices Awareness Certificate/wallet card
- a valid Arc Flash Training Certificate/ wallet card

#### **4.1.1.6 Nunavut Agreement, Inuit Benefits Plan (IBP) - Evaluation Criteria**

**See Annex D**

## **4.1.2 Financial Evaluation**

### **4.1.2.1 Mandatory Financial Criteria**

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

## **4.2 Basis of Selection**

### **4.2.1 Highest Combined Rating of Technical Inuit Benefits Plan (IBP) Merit and Price (A0027T)**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of "0" points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 10% for the technical merit and 90% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 10%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 90%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and 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.

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

#### **5.2.3.1 Workplace Safety and Insurance Board - Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workplace Safety and Insurance Board.

The Bidder must provide, within four (4) days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Security Requirements**

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### **6.2 Financial Capability**

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

### 7.2 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.

### 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.

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER: PWGSC FILE # EN416-18-3139

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

### 7.4 Term of Contract

#### 7.4.1 Period of the Contract

The period of the Contract is to be inserted at Contract Award.

#### 7.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

"THE AGREEMENT BETWEEN THE INUIT OF THE NUNAVUT SETTLEMENT  
AREA AND HER MAJESTY THE QUEEN IN RIGHT OF CANADA."

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## 7.5 Authorities

### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Daniel McRuer  
Title: Procurement Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Telephone: 204-295-6634  
Facsimile: 204-983-7796  
E-mail address: dan.mcruer@pwgsc-tpsgc.gc.ca

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

### 7.5.2 Technical Authority

The Technical Authority for the Contract is:

*"TO BE PROVIDED AT CONTRACT AWARD"*

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

### 7.5.3 Contractor's Representative

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

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

## 7.6 Proactive Disclosure of Contracts with Former Public Servants

If required.

## 7.7 Payment

### 7.7.1 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2012-11-19) 'Payment Period' and the following tables. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in four (4) equal quarterly payments.
- b) As and When Requested Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable.

The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority.  
The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the contracting Authority

whichever comes first.

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.

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

#### **7.7.2 Limitation of Expenditure**

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded) of which \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ **(to be determined)** (Goods and Services Tax (GST) or Harmonized Sales Tax (HST) excluded) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

#### **7.7.3 T1204 - Direct Request by Customer Department - A9117C (2007-11-30)**

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## 7.8 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the quarterly maintenance report described in the Statement of Work of the Contract.
2. The Contractor must distribute the invoices and reports as follows:  
  
The original and two (2) copies of the invoices and quarterly maintenance reports must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

## 7.10 Applicable Laws

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

## 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 - Higher Complexity - Services 2035 (2018-06-21);
- (c) Annex A, Statement of Work;
- (d) Annex B, Pricing Schedule;
- (d) Annex C, Security Requirements Check List;
- (e) Annex D, Nunavut Agreement, Inuit Benefits Plan;
- (f) Annex E, Cost Estimate Form for Extra Work;
- (g) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*)

## 7.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in **7.12.1 Commercial General Liability Insurance** below. 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.

#### **7.12.1 Commercial General Liability Insurance**

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

### **7.13 Cellular Phones and/or Pagers**

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

### **7.14 Government Site Regulations**

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

### **7.15 Pre-Commencement Meeting**

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

The Contractor is to supply the Departmental Representative with a copy of his safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.



Solicitation No. - N° de l'invitation  
EN416-183139/A  
Client Ref. No. - N° de réf. du client  
PSPC EN416-183139

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PWZ-8-41004

Buyer ID - Id de l'acheteur  
PWZ050  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "A"**

**STATEMENT OF WORK**  
**(ATTACHED AS ATT A001.PDF)**

## ANNEX "B"

### PRICING SCHEDULE

#### Financial Bid

Bidder must submit the financial bid in accordance with the Pricing Schedule detailed below.

**Pricing Schedule 1:** Firm all inclusive prices including all necessary tools, services, replacement or repair parts, materials, labour and all related costs (including Travel and Living Costs) as detailed in Annex "A", Statement of Work.

1.1 Canadian Coast Guard Building, 1063 Niuraivik Lane, Iqaluit, Nunavut			
Period	Firm Monthly Rate	Number of Months	Firm Price
Year 1	\$	x 12	\$
Year 2	\$	x 12	\$
Year 3	\$	x 12	\$
Year 4	\$	x 12	\$
Year 5	\$	x 12	\$
Total:			\$

1.2 Government of Canada Building, 969 Federal Road, Iqaluit, Nunavut			
Period	Firm Monthly Rate	Number of Months	Firm Price
Year 1	\$	x 12	\$
Year 2	\$	x 12	\$
Year 3	\$	x 12	\$
Year 4	\$	x 12	\$
Year 5	\$	x 12	\$
Total:			\$

## **Pricing Schedule 2: Extra Work - As and When Requested**

Extra work as described in Annex A - PWGSC Statement of Work EN416-183139, "Extra Work" will be conducted on an 'As and When Requested' basis where charges shall be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

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

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

**NOTE: In the event that travel and accommodation are required for Extra Work, the cost must be approved by the Departmental Representative in accordance with Annex A, Scope of Work, Clause 1.4.3.2.**

**2.1 LABOUR:** Our firm hourly rate per qualified personnel **Certified Fire Alarm Technician** shall be:

<b>i) Regular Hours:</b> <b>06:00 to 18:00,</b> Monday to Friday (Rate/hour)	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$____/HR	\$____/HR	\$____/HR	\$____/HR	\$____/HR
Estimated quantity of hours per year:	5	5	5	5	5
<b>Extended Price:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>2.1 (i) SUB-TOTAL:</b>					<b>\$</b>

<b>ii) Outside Regular Hours:</b> Monday to Friday (Rate/hour)	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>
	\$____/HR	\$____/HR	\$____/HR	\$____/HR	\$____/HR
Estimated quantity of hours per year:	3	3	3	3	3
<b>Extended Price:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>2.1 (ii) SUB-TOTAL:</b>					<b>\$</b>

iii) Saturday, Sunday & Statutory Holidays (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	1	1	1	1	1
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2.1 (iii) SUB-TOTAL:</b>					\$

**2.2 LABOUR:** Our firm hourly rate per qualified personnel **Sprinkler and Fire Protection Installer** shall be:

i) Regular Hours: 06:00 to 18:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	3	3	3	3	3
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2.2 (i) SUB-TOTAL:</b>					\$

ii) Outside Regular Hours: Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	3	3	3	3	3
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2.2 (ii) SUB-TOTAL:</b>					\$

iii) Saturday, Sunday & Statutory Holidays (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	1	1	1	1	1
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2.2 (iii) SUB-TOTAL:</b>					\$

**2.3 LABOUR:** Our firm hourly rate per qualified personnel **Certified Electrician** shall be:

i) Regular Hours: 06:00 to 18:00, Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	3	3	3	3	3
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2.3 (i) SUB-TOTAL:</b>					\$

ii) Outside Regular Hours: Monday to Friday (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	3	3	3	3	3
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2.3 (ii) SUB-TOTAL:</b>					\$

iii) Saturday, Sunday & Statutory Holidays (Rate/hour)	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR	\$_____/HR
Estimated quantity of hours per year:	1	1	1	1	1
<b>Extended Price:</b>	\$	\$	\$	\$	\$
<b>2.3 (iii) SUB-TOTAL:</b>					\$

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

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
<b>Percentage Mark-up</b>	____%	____%	____%	____%	____%
Estimated Expenditure:	\$1,200.00	\$1,300.00	\$1,500.00	\$1,600.00	\$1,659.89
<b>* Extended Price:</b>	\$_____	\$_____	\$_____	\$_____	\$_____
<b>SUB-TOTAL:</b>	<b>2.4</b>				\$_____

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

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

i) **MARK-UP** - The difference between the Contractor's laid-down cost for product and resale price to the Crown. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) **LAID-DOWN COST** - The cost incurred by a vendor to acquire a specific product or service for resale to the government. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

**AUTHORIZATION FOR DELIVERY:** The consignee shall request delivery of goods/services identified in Pricing Schedule 2., 2.1 to 2.3 (i), (ii), (iii); and 2.4 on an authorization form provided by the Technical Authority.

**TOTAL ASSESSED PROPOSAL PRICE**

***Sum of Basis of Pricing***

Pricing Schedule 1 = Subtotal \$\_\_\_\_\_+

Pricing Schedule 2.1 to 2.3 (i), (ii) and (iii) = Subtotal \$\_\_\_\_\_+

Pricing Schedule 2.4 = Subtotal \$\_\_\_\_\_+

**Total Assessed Proposal Price = \$\_\_\_\_\_**

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

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**ANNEX "C"**

**SECURITY REQUIREMENTS CHECK LIST**

**(ATTACHED AS ATT A002.PDF)**

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## ANNEX "D"

### NUNAVUT AGREEMENT, INUIT BENEFITS PLAN

#### **Nunavut Agreement**

In this requirement, it is not mandatory for Bidders to include the Inuit Benefit Plan (IBP) as part of their proposal. This procurement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada

Bidders are requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve Inuit businesses, in carrying out the work under this project.

The Nunavut Agreement contains a provision requiring the inclusion of socio-economic bid criteria in the solicitation document, when practicable and consistent with sound procurement management principles. These socio-economic bid criteria are often referred to as Inuit Benefits Criteria, and bidders propose Inuit benefits in their bid submission via an Inuit Benefits Plan.

The provisions that apply to this procurement are contained in Part 6 – Bid Criteria of Article 24 – Government Contracts of the Nunavut Agreement. <http://nlca.tunngavik.com/>

24.6.1 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area:

- (a) the existence of head offices, administrative offices or other facilities in the Nunavut Settlement Area;
- (b) the employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
- (c) the undertaking of commitments, under the contract, with respect to on-the- job training or skills development for Inuit.

#### **INUIT FIRM**

"Inuit firm" means an entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area, and which is

- (a) a limited company with at least 51% of the company's voting shares beneficially owned by Inuit,
- (b) a cooperative controlled by Inuit, or
- (c) an Inuk sole proprietorship or partnership;

"Inuit" shall be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1. of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.



## **PART A - INUIT BENEFITS PLAN (IBP)**

### **Evaluation and Assessment of IBP Guarantee**

For a bid to be assigned points for guarantees made in respect of any IBP bid criteria, **THE BIDDER MUST PROVIDE PROOF WITH THEIR BID** to demonstrate how they will meet the objective of each criterion. Bidders may use the attached GUARANTEE TABLES to supplement the IBP submission provided in their bid.

Proof of efforts and/or guarantees made by Bidders should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission as applicable. Bidders must ensure their IBP documentation demonstrates sufficient evidence to assess the compliance of their bid against the criteria listed herein. It is the Bidders' responsibility to provide sufficient information in its bid to enable the Evaluation Committee to complete its evaluation. **BIDDERS WILL ONLY BE ELIGIBLE TO RECEIVE POINTS FOR DEMONSTRATED COMMITMENTS.** Bidders must include all reference material to be considered. Only material and/or documents submitted as part of the bid proposal will be considered. URL links to website will not be considered.

Canada reserves the right to verify any information provided in the IBP and that untrue statements may result in the tender being declared non-responsive.

## INUIT BENEFIT PLAN CRITERIA

ITEM	CATEGORY	Available Points												
1.0	This procurement is subject to the Agreement Between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada. Canada reserves the right to confirm validity of all declarations / guarantees.													
1.1	<b>HEAD OFFICE:</b> Bidders are requested to demonstrate the existence of the bidder’s head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.	/5												
1.2	<p><b>TRAINING:</b> Bidders will be evaluated on their undertaking of a commitment with respect to delivery of on-the-job training and apprenticeship programs for Inuit from the Nunavut Settlement Area at no additional cost under this Contract. “Training and Apprenticeship” is considered delivered when the receiving individuals have acquired certifiable work skills. This is typically achieved through an independent third party certification process.</p> <p>To establish the training score, each responsive bid will be prorated against the bidder proposing the highest number of total Inuit training hours, with the proposal committing to the highest number of training hours receiving full points.</p> <table><tr><td></td><td>Bidder 1</td><td>Bidder 2</td><td>Bidder 3</td></tr><tr><td>Total number of Inuit training hours proposed</td><td>20 hours</td><td>35 hours</td><td>60 hours</td></tr><tr><td>Calculation of points</td><td>20/60 = 33% of total points available</td><td>35/60 = 58% of total points available</td><td>60/60 = 100 % of total points available</td></tr></table>		Bidder 1	Bidder 2	Bidder 3	Total number of Inuit training hours proposed	20 hours	35 hours	60 hours	Calculation of points	20/60 = 33% of total points available	35/60 = 58% of total points available	60/60 = 100 % of total points available	/15
	Bidder 1	Bidder 2	Bidder 3											
Total number of Inuit training hours proposed	20 hours	35 hours	60 hours											
Calculation of points	20/60 = 33% of total points available	35/60 = 58% of total points available	60/60 = 100 % of total points available											
1.3	<p><b>LABOUR:</b> The employment of onsite Inuit in carrying out the work of the contract.</p> <p>Bidder will be evaluated on their firm guarantee to use Inuit from the Nunavut Settlement Area in carrying out the work. The percentages identified below relate specifically to on-site labour hours regardless of whether they are Prime Contractor staff and/or Sub-contractor staff.</p> <p>Percentages should be supported by a list of specific positions, categories, overall percentage of labour, labour hours and the total project hours that may or will be staffed by onsite Inuit. Onsite Inuit employment will be confirmed during activities based on supporting documentation provided by the Contractor and Departmental Representative if applicable.</p> <p>0-100% of total labour hours = 0-40 points. Points will be assigned based on a percentage % of the total Points available: ___ % x total points available</p> <p>Example: Bidder guarantees 65% of labor hours will be Inuit = 65% of total points (40)</p> <p>65 % x 40 = 26 points</p> <p>NOTE: Bidder must demonstrate how they will meet their Labor %. Simply indicating a “%” commitment is not sufficient to achieve points. Your score will be adjusted in accordance with your backup documentation.</p> <p>*** Penalties Conditions will apply to this criterion.</p>	/40												

1.4	<p><b>SUB-CONTRACTORS/SUPPLIERS:</b></p> <p>The use of sub-contractors or suppliers that are Inuit in carrying out the contract. Bidder will be evaluated on their firm guarantee to use Inuit Sub-Contractors for services or the procurement of supplies and equipment from Inuit from the Nunavut Settlement Area associated with the Contract.</p> <p>Note: if the Prime Contractor is an Inuit owned business, the total value of the Inuit contracting shall also include the contractor's share of the contract.</p> <p><u>Bidders should provide their guarantee of Aboriginal / Inuit Subcontractors in accordance with the following:</u></p> <p>Estimated value of Contract: \$ _____</p> <p>- Less Non-Inuit subcontracting: \$ _____ =</p> <p>Total guaranteed for Inuit Subcontractors/Suppliers: \$ _____</p> <p>Points will be assigned to bidder as follows:  Total guaranteed / Estimated value of contracting = <u>   a   </u> %  Points will be assigned based on a percentage % of the total points available:  <u>   a   </u> % x total points = assigned points</p> <p>Example:  Estimated value of Contract: \$100,000  - Less Non-Inuit subcontracting: \$ 45,000 =  Total guaranteed for Inuit Subcontractors/Suppliers: \$ 55,000</p> <p>\$55,000 / \$100,000 = 0.55 x 100 = 55%</p> <p>55 % x 40 = 22 points</p> <p>NOTE:  Percentages MUST BE SUPPORTED by a list of specific subcontractor/suppliers that can be confirmed as Inuit subcontractors. Verification of Inuit businesses will be made through:  The Inuit Firm Registry Database <a href="http://inuitfirm.tunngavik.com/">http://inuitfirm.tunngavik.com/</a></p> <p>*** Penalties Conditions will apply to this criterion.</p>	/40
1.5	<b>TOTAL POINTS AVAILABLE</b>	<b>/100</b>

## **PART B - BIDDER GUARANTEE AND CERTIFICATION**

1. At time of bid submission - The tables below may be used by bidders to submit their proposals.
2. Information provided may be subject to verification.
3. For follow-up purposes, the communities may receive copies of the contractors Inuit Benefits plan and periodically receive performance monitoring results

**TABLE 1 – Head Office**

<b>Provide Current Business address</b>
Bidders MUST demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

**TABLE 2 – Guarantee of Inuit Training**

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Type of Training</b>	<b>Inuit Training Hours</b>
Bidders MUST include type of training and hours of training.		

**TABLE 3 – Guarantee of Onsite Inuit Labour Content**

Total No. Of onsite Inuit Employee Hours for This Contract = \_\_\_\_\_ %  
Total Employee Hours for This Contract

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Onsite Inuit Employee Hours</b>	<b>Total Employee Hours</b>
Bidders to include the # of hours to be worked, categories, overall percentage of labor, labour hours and the total project hours		

**TABLE 4 – Guarantee of Inuit Content for Sub-Contracting/Suppliers Content:**

Total Estimated Cost for Supplies/Materials, Equip and Services Procured From Inuit Companies for This Contract / Total Bid Price

= \_\_\_\_\_ %

Name & Position Title (Provide name(s) where possible)	Inuit Company	Non-Inuit Company
Bidder to include the value of work to be Sub-Contracted.  NOTE: only subcontractors and suppliers that can be confirmed as Inuit businesses will be included in the calculations. Verification of Inuit businesses will be made in accordance with 3.4 Subcontractors / Suppliers.		

**Bidder Certification**

The Bidder must submit the following certification if a guarantee of IBP is being provided, either at time of bid submission, or prior to contract award.

**INUIT BENEFITS PLAN CERTIFICATION:**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

The bidder certifies its **IBP** guarantee for contracting submitted with its bid is accurate and complete.

## **PART C - CONTRACTOR ACHIEVEMENT REPORTING AND CERTIFICATION**

1. For the successful Contractor only - If an IBP guarantee is provided as part of the bid, the successful Contractor must provide a summary of activities undertaken to meet the guarantees made as part of the IBP portion of their bid. The following table must be completed with supporting information (such as invoices, work logs, payroll receipts, etc.) by the contractor on a quarterly basis.
2. The contractor must indicate if any objectives were not met *and* identify why not.
3. Information provided may be subject to verification.
4. The IBP Certification and IBP Achievement Reports must be submitted prior to final payment with details how the Contractors met its' IBP guarantee.
5. Failure to comply with the request to submit the certification and report within 15 business days may result in a full 1% penalty.
6. For follow-up purposes, the communities may receive copies of the contractors Inuit Benefits plan and periodically receive performance monitoring results

### Return Reports to:

Contracting Authority Name: Daniel McRuer  
Email: dan.mcruer@pwgsc-tpsgc.gc.ca

**TABLE 1 – Head Office**

<b>Provide Current Business address</b>
Contractors must demonstrate the existence of head offices, staffed administrative offices or other staffed facilities in the Nunavut Settlement Area.

**TABLE 2 – Achievement of Inuit Training**

<b>Name &amp; Position Title (Provide name(s) where possible)</b>	<b>Type of Training</b>	<b>Inuit Training Hours</b>
Bidders MUST include type of training and hours of training.		

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### TABLE 3 – Achievement of onsite Inuit Labour Content

Total No. Of onsite Inuit Employee Hours for This Contract = \_\_\_\_\_ %  
Total Employee Hours for This Contract

Name & Position Title (Provide name(s) where possible)	Onsite Inuit Employee Hours	Total Employee Hours
Contractor to include the # of hours worked		

### TABLE 4 – Achievement of Inuit Content for Sub-Contracting/Suppliers Content:

Total Cost For Supplies/Materials, Equipment and Services Procured From Inuit Companies for This Contract  
Final Contract Value: \_\_\_\_\_ %

Company Name	Inuit Company	Non-Inuit Company
Contractor must include the value of Sub-Contracted work		

### Contractor Certification

#### INUIT BENEFIT PLAN ACHIEVEMENT CERTIFICATION:

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

The Contractor certifies the information contained in the ACHIEVEMENT TABLES is accurate and complete.

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### **INUIT BENEFITS PLAN PENALTY CONDITIONS**

1. Under the provisions of the proposed contract, where the contractor meets the IBP guarantees specified and certified in his bid, the contractor will be paid the agreed contract price.
2. If the contractor does not meet the certified percentage of onsite Inuit employee hours worked on the Contract and fails to fulfill their onsite Inuit employment guarantees, an amount of up to .5% of the final contract value may be deducted from the final payment. (Table 1A)
3. If the contractor does not meet the certified percentage of Inuit Sub-contractors/Suppliers, and fails to fulfill their Inuit sub-contractors/suppliers guarantees, an amount of up to .5% of the final contract value may be deducted from the final payment. (Table 1B)
4. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any penalties owing and unpaid under this section.
5. Nothing in this section must be interpreted as limiting the rights and remedies which Canada may otherwise have under the Contract.
6. Canada reserves the right, at their sole discretion, to reduce or eliminate damages if it can be clearly demonstrated that significant efforts were made to meet the IBP guarantee and the minimum requirements could not be met due to circumstances out of the Contractor's control.

NOTE: "FINAL CONTRACT VALUE" for the purposes of the penalty calculation the final contract value includes all amendments to the original award amount unless identified as being excluded from the IBP calculation at the time of change order or amendment negotiation.



TABLE 1A - ASSESSMENT OF ONSITE INUIT LABOUR PENALTY			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p><b>Calculate the percentage of guarantee achieved for Onsite Inuit content based on the following formula, where:</b></p> <p>Guarantee percentage = <math>\frac{\text{Achieved}}{\text{Proposed}} \times 100\%</math> * 60</p> <p><b>Notes:</b> percentage of 50% or less receives zero points</p>	60	
2	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Onsite <b>Inuit</b> employment guarantees.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b></p> <p>0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP employment guarantee. 14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP employment guarantee. 28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP employment guarantee.</p>	40	
3	<b>TOTAL ASSESSED SCORE</b>	100	
4	<p><b>TOTAL CALCULATED PENALTY:</b> (100 - total assessed score)% x (Final contract value) x .5%</p>	\$	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		
6	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p>Departmental Representative: _____</p> <p>Technical Authority: _____</p> <p>Contracting Officer (PWGSC): _____</p>		

TABLE 1B - ASSESSMENT OF INUIT SUB-CONTRACTING/SUPPLIER PENALTY			
ITEM#	REQUIREMENT	WEIGHT	SCORE
1	<p><b>Calculate the percentage of guarantee achieved for Inuit content based on the following formula, where:</b>  Guarantee percentage = <math>\frac{\text{Achieved}}{\text{Proposed}} \times 60</math></p> <p><b>Note:</b> Guarantee percentage of 50% or less receives zero points.</p>	60	
2	<p><b>CONTRACTOR DUE DILIGENCE:</b></p> <p>Case-by-case-consideration is given to contractor's ability to demonstrate diligent efforts to achieve Inuit sub-contracting / supplier guarantees.</p> <p><b>Points awarded for contractor due diligence based on the following scale:</b>  0-13 points - Contractor demonstrated little to no effort and made no attempt to meet the IBP sub-contracting/supplier guarantees.  14-27 points - Contractor demonstrated moderate effort while attempting to meet the IBP sub-contracting/supplier guarantees.  28-40 points - Contractor demonstrated outstanding effort while attempting to meet the IBP sub-contracting/supplier guarantees.</p>	40	
3	<b>TOTAL ASSESSED SCORE</b>	100	
4	<p><b>TOTAL CALCULATED PENALTY:</b>  <math>(100 - \text{total assessed score})\% \times (\text{Final contract value}) \times .5\%</math></p>	\$	
5	<b>COMMENTS/JUSTIFICATIONS:</b>		
6	<p><b>SIGNATURE OF EVALUATION PANEL:</b></p> <p><b>Departmental Representative:</b> _____</p> <p><b>Technical Authority:</b> _____</p> <p><b>Contracting Officer (PWGSC):</b> _____</p>		

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## **ANNEX "E"**

### **COST ESTIMATE FORM FOR EXTRA WORK (ATTACHED AS ATT A003.PDF)**