



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions/Travaux publics et Services  
gouvernementaux Canada  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa  
Ontario  
K8H 2X3  
Bid Fax: (613) 687-6656

## 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

Address inquiries to the Contracting Authority at  
cynthia.lamorie@pwgsc-tpsgc.gc.ca

### 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 Supply and  
Services Operation  
Petawawa Procurement  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa  
Ontario  
K8H 2X3

<b>Title - Sujet</b> Service Fuel Dispensing Systems	
<b>Solicitation No. - N° de l'invitation</b> W6889-190041/A	<b>Date</b> 2019-03-11
<b>Client Reference No. - N° de référence du client</b> W6889-190041	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PET-907-1561	
<b>File No. - N° de dossier</b> PET-8-49053 (907)	<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 2019-04-29</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 checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lamorie, Cindy	<b>Buyer Id - Id de l'acheteur</b> pet907
<b>Telephone No. - N° de téléphone</b> (613) 687-6655 ( )	<b>FAX No. - N° de FAX</b> (613) 687-6656
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> RPOU (ON) DET PET Garrison Petawawa, Bldg S-111 PO Box 9999, Station Main Petawawa, Ontario K8H 2X3	

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>

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION.....</b>	<b>3</b>
1.1 INTRODUCTION .....	3
1.2 SUMMARY .....	3
1.3 DEBRIEFINGS.....	4
<b>PART 2 - BIDDER INSTRUCTIONS.....</b>	<b>4</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS .....	5
2.3 FORMER PUBLIC SERVANT .....	6
2.4 ENQUIRIES - BID SOLICITATION.....	7
2.5 APPLICABLE LAWS.....	7
2.6 MANDATORY SITE VISIT .....	7
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>8</b>
3.1 BID PREPARATION INSTRUCTIONS .....	8
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>9</b>
4.1 EVALUATION PROCEDURES .....	9
4.2 BASIS OF SELECTION .....	11
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>11</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	12
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	12
<b>PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS .....</b>	<b>12</b>
6.1 SECURITY REQUIREMENTS .....	12
6.2 INSURANCE REQUIREMENTS.....	13
<b>PART 7 - RESULTING CONTRACT CLAUSES.....</b>	<b>13</b>
7.1 STATEMENT OF WORK .....	13
7.2 STANDARD CLAUSES AND CONDITIONS.....	15
7.3 SECURITY REQUIREMENTS .....	15
7.4 TERM OF CONTRACT .....	16
7.5 AUTHORITIES.....	16
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	17
7.7 PAYMENT .....	17
7.8 INVOICING INSTRUCTIONS .....	19
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	19
7.10 APPLICABLE LAWS.....	19
7.11 PRIORITY OF DOCUMENTS .....	19
7.12 INSURANCE .....	20
7.13 SACC <i>MANUAL</i> CLAUSES.....	20
7.14 INSPECTION AND ACCEPTANCE.....	20
<b>ANNEX “A” .....</b>	<b>21</b>
STATEMENT OF WORK .....	21
<b>ANNEX “A” .....</b>	<b>27</b>
APPENDIX 1 .....	27

Solicitation No. - N° de l'invitation  
W6889-190041/A  
Client Ref. No. - N° de réf. du client  
W6889-190041

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-8-49053

Buyer ID - Id de l'acheteur  
PET907  
CCC No./N° CCC - FMS No./N° VME

---

<b>ANNEX B.....</b>	<b>29</b>
PRICING BASIS.....	29
<b>ANNEX “C” .....</b>	<b>32</b>
SECURITY REQUIREMENTS CHECK LIST .....	32
<b>ANNEX “D” .....</b>	<b>37</b>
INSURANCE REQUIREMENTS.....	37
<b>ANNEX “E” .....</b>	<b>41</b>
DND 626 TASK AUTHORIZATION FORM.....	41
<b>ANNEX “F” TO PART 3 OF THE BID SOLICITATION .....</b>	<b>42</b>
ELECTRONIC PAYMENT INSTRUMENTS.....	42
<b>ANNEX “G” .....</b>	<b>43</b>
ADDITIONAL CERTIFICATION INFORMATION .....	43

## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

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

### **1.2 Summary**

- 1.2.1** For the Department of National Defence (DND) provide all labour, supervision, materials, tools, and equipment required to conduct all inspections, calibrations, adjustments and repairs to fuel dispensing systems and associated computerized controls at Garrison Petawawa.

Work on this requirement includes inspection, service and repair of bulk fuel tanks and ancillary equipment and controls.

The period of the contract will be from date of award - 31 May 2022.

- 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 North American Free Trade Agreement (NAFTA) and the Canadian Free Trade Agreement (CFTA).
- 1.2.4** 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

The 2003 standard instructions is amended as follows:

- Section 08, entitled Transmission by facsimile or by epost Connect, is amended as follows:  
subsection 2. is deleted entirely and replaced with the following:

#### 2. epost Connect

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service](#) provided by Canada Post Corporation.
  - i. PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is:

[tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca](mailto:tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca)

or, if applicable, the email address identified in the bid solicitation.

- ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
- b. To submit a bid using epost Connect service, the Bidder must either:
    - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
    - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
  - c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
  - d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
  - e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
  - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.

- 
- g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
- i. receipt of a garbled, corrupted or incomplete bid;
  - ii. availability or condition of the epost Connect service;
  - iii. incompatibility between the sending and receiving equipment;
  - iv. delay in transmission or receipt of the bid;
  - v. failure of the Bidder to properly identify the bid;
  - vi. illegibility of the bid;
  - vii. security of bid data; or,
  - viii. inability to create an electronic conversation through the epost Connect service.
- h. The Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the epost Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or the Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the Bid Receiving Unit when initiating a conversation in epost Connect or communicating with the Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the epost Connect system.
- j. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

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

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

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

## **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 Public Works and Government Services Canada  
Petawawa Procurement  
Building S-111, Rm C-114  
101 Menin Rd. Garrison Petawawa  
Petawawa, Ontario, K8H 2X3  
Bid Fax: (613) 687-6656  
Email address for epost Connect service: [TPSGC.orreceptiondessaoumissions-orbidrecieving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessaoumissions-orbidrecieving.PWGSC@tpsgc-pwgsc.gc.ca)

Bids/Offer will 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.

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? **YES ( ) NO ( )**

If so, the Offeror 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, Offerors agree that the successful Offeror'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 Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES ( ) NO ( )**

If so, the Offeror 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 seven (7) 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 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 Offeror or a representative of the Offeror visit the work site. Arrangements have been made for site visit to be held **at 101 Menin Rd. Building S-111 Rm C-114 Garrison Petawawa on WEDNESDAY, 10 APRIL 2019. The site visit will begin at 10:00 a.m. EST.** Bidders must communicate with the Contracting Authority no later the three (3) days before the scheduled visit to confirm attendance and provide the names of the person (s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their offers that they have attended the site visit. Bidders who do not attend or send a representative will not be given an alternative appointment and their offer will be rejected as non-compliant. Any clarifications or changes to the Request for Proposal resulting from the site visit will be included as an amendment to the Request for Proposal.



## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

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

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

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

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (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.

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.

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

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

If Annex “F” 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

### **3.1.4 SACC Manual Clauses**

## **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. Mandatory Technical Criteria**

Any bid which fails to meet the following Mandatory Technical Criteria (MTC) will be deemed non-responsive and will receive no further consideration.

The Bidder must demonstrate it possesses a minimum of two (2) years of documented experience providing services similar to those described in Annex “A”. The client(s) may be contacted to confirm the details provided.

The Bidder must provide evidence of its meeting the minimum experience requirement by providing a letter OR completing all sections in accordance with the table below:

Criteria	Bidder's Response
Name of Bidder	
Name of Client	
Location of Service – where services were provided	
Length of service (include month and year for start and end dates)	
Client contact name, telephone number and email address	
Specify type(s) of service	

\*For reference checks, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Bidders within a 48 hour period using the e-mail address provided in the bid. A Bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's e-mail was sent.

On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference/client directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and e-mail address of an alternate contact person from the same customer. Bidders will only be provided this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The five (5) working days will not be extended to provide additional time for the alternate contact to respond. Wherever information provided by a reference differs from the information supplied by the Bidder the information supplied by the reference will be the information evaluated.

A Bidder will not meet the mandatory experience requirement (as applicable) if:

1. The referenced customer states he or she is unable or unwilling to provide the information requested, or
2. The customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself).

Nor will a mandatory be met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

#### **4.1.2 Financial Evaluation**

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

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

- a) Pricing must be provided for all items and all pricing periods.
- b) Pricing must be in firm Canadian currency, excluding applicable taxes, customs duties and excise taxes and must not be indexed or tied to an escalation factor.

##### **4.1.2.2 Financial Evaluation**

For evaluation purposes only, to calculate the bidder's evaluated price the following formula will apply:

The Extended Pricing for Pricing Basis "A" in Annex B is the sum of the extended price of all items. The extended price for all items is the sum of the Bidder's Firm Lot prices for all years multiplied by the respective Estimated Usage per Year value.

The Extended Pricing for Pricing Basis "B" in Annex B is the sum of the extended price of all items. The extended price for all items is the sum of the Bidder's Firm Unit prices for all years multiplied by the respective Estimated Usage per Year value.

The evaluated price for each Pricing Basis is the sum of all extended prices for all line items including option years.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded.

#### **4.2 Basis of Selection**

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

### **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

## 5.1 Certifications Required with the Bid

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

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

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

### 5.2.3 Additional Certifications Precedent to Contract Award

If the following documents are not submitted with the offer, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the information within the time frame provided will render the offer non-responsive.

- 5.2.3.1 A copy of an insurance certificate which meets or exceeds the coverage specified herein
- 5.2.3.2 A copy of Worker's Compensation coverage for all applicable employees.
- 5.2.3.3 A copy of your company's most recent, signed Health and Safety Plan as it relates to this work.
- 5.2.3.4 A copy of TSSA Certification for Petroleum Equipment Mechanics
- 5.2.3.5 Proof of a minimum of two (2) years documented experience with fuel dispensing systems.

## 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 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex D.

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

## PART 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.1 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.

##### 7.1.1.1 Task Authorization Process

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 Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form for non-DND clients" or "DND 626, Task Authorization Form" or "Task Authorization" form specified in Annex A.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.

3. The Contractor must provide the Technical Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

#### **7.1.1.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$40,000 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.

#### **7.1.1.3 Canada's Obligation – Portion of the Work – Task Authorizations**

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

#### **7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 10 calendar days after the end of the reporting period.

#### **Reporting Requirement- Details**

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

##### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;

- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all authorized tasks:**

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

**7.1.1.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by RPOU (Ontario) Det Petawawa. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

**7.2 Standard Clauses and Conditions**

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

**7.2.1 General Conditions**

[2035](#) (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 a Canadian Supplier**

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 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 attached at Annex `C`, and
  - (b) Industrial Security Manual (Latest Edition).



For additional information on security requirements, Offerors should refer to the **Industrial Security Program (ISP)** of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

## **7.4 Term of Contract**

### **7.4.1 Period of the Contract**

The period of the contract is from date of award – 31 May 2022 inclusive.

### **7.4.2 Delivery Points**

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

## **7.5 Authorities**

### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Cindy Lamorie  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 101 Menin Rd, Garrison Petawawa

Telephone: 613-401-3643  
Facsimile: 613-687-6656  
E-mail address: [cynthia.lamorie@pwgsc-tpsgc.gc.ca](mailto:cynthia.lamorie@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 [Note to Bidders: Canada will insert information at time of Contract Award]**

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical 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 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 *[Note to Bidders: Please fill out required information]*

Name and telephone number of the person responsible for:

#### General Enquiries

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

#### Technical Support

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Procurement Business Number: \_\_\_\_\_

### 7.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 7.7 Payment

#### 7.7.1 Basis of Payment – Pricing Basis “A” – Firm Requirement

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex “B” – Pricing Basis “A” – Firm Requirement, for a cost of \$\_\_\_\_\_ *[Note to Bidders: Canada will insert information at time of Contract Award]*. Customs duties are included Applicable Taxes are extra.

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

#### 7.7.2 Basis of Payment – Pricing Basis “B” – Task Authorizations

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

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

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

### 7.7.3 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. *[Note to Bidders: Canada will insert information at time of Contract Award].* Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, 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.

### 7.7.4 Method of Payment

#### 7.7.4.1 Pricing Basis "A" – Firm Requirement

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

#### 7.7.4.2 Pricing Basis "B" – Task Authorizations

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

### 7.7.5 SACC Manual Clauses

SACC Manual clause [C0710C](#) (2007-11-30) Time and Contract Verification

SACC Manual clause [A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Dept

### 7.7.6 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);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. Requirement Number and Task Authorization Number (if applicable);
  - b. Building number, equipment identifier and location of work;
  - c. Date of Invoice plus the date the work was completed.
2. Invoices must be distributed as follows:
    - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ *Note to Bidder – If applicable, Canada will insert the name of the province or territory as specified by the Bidder in its bid.*

### 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;
- (c) the general conditions [2035](#) (2018-06-21), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated \_\_\_\_\_, *[Note to Bidder's: Canada will insert information at time award]*

## **7.12 Insurance**

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

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

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

## **7.13 SACC Manual Clauses**

SACC Manual Clause [A9062C](#) (2010-01-11) Canadian Forces Site Regulations

## **7.14 Inspection and Acceptance**

The Technical Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **Service and Inspection of Fuel Dispensing Systems and Computerized Controls**

<b>Table of Contents</b>	<b>Section</b>
Identification	1
Standards	2
Operating Environment	3
Technical Requirement	4
Response Times	5
Major Equipment Inventory	6
Semi-annual inspections, calibrations and maintenance	7
Bulk Fuel and AvPol	8
Scheduled and emergency service calls	9
Spill response, control and disposal	10
Service reports	11
Invoices	12

#### **1) Identification**

- a) Work on this requirement comprises all supervision, labour, materials, tools, and equipment required for the inspections, calibrations, adjustments and repairs to fuel dispensing systems and associated computerized controls at Garrison Petawawa.
- b) Work on this requirement includes inspection, service and repair of bulk fuel facilities and auxiliary equipment and controls.

#### **2) Standards**

- a) The following standards are included but not limited to;
- b) Canadian Council of Ministers of the Environment (CCME)
- c) Canadian Standards Association (CSA)
- d) National Fire Code (NFC)
- e) Canadian Electrical Code (CEC)
- f) American Petroleum Institute (API)
- g) Ontario Health and Safety Act (OHSA)
- h) Canadian General Standards Board (CGSB)
- i) Technical Standards and Safety Act (TSSA) 2000
- j) Ontario Regulation 216/01, Certification of Petroleum Equipment Mechanics.
- k) Two (2) Years documented experience with card lock and bulk fuel dispensing systems.

### 3) Operating Environment

- a) The location of work includes various fuel dispensing sites and Bulk Fuel facilities or compounds at Garrison Petawawa.

### 4) Technical Requirement

- a) The Contractor must provide service during normal working hours (0700 - 1600 hours) Monday to Friday.
- b) Request for services outside of normal working hours will be considered emergency work and identified to the Contractor at time of call-up.
- c) The Contractor must maintain cell phone communications with the PA at all times while on site at Garrison Petawawa.
- d) The Contractor must develop a safety plan for this requirement prior to contract award.
- e) The Contractor must report to Real Property Operations (RP Ops) Contracts Office, room B-104 in Building S-111, to sign in the Contractor's log book and also sign out at the end of each work day.
- f) The Contractor will be advised of the personnel authorized to request services. Services undertaken at the request of unauthorized person(s) will be at the Contractors risk with regard to payment. The end users (military or civilian POL site staff) are considered unauthorized persons.
- g) The Contractor must provide and maintain all tools and equipment as may be required for the proper execution of the work. Temporary structures or aids erected by the Contractor remain their property and must be removed from the site on completion of the work.
- h) Always lock out equipment. The use of lockout procedures must be coordinated with the PA and the Contractor's service personnel. Instances where lockouts may affect other equipment must be reported immediately to the PA prior to install of lockout and after removal.
- i) Appropriate traffic barriers and signage must be erected to provide a separate work area for Contractor's staff and to identify the hazard area.
- j) All work must be performed by trade persons holding a certificate of qualification (Compulsory/Voluntary) or a registered apprentice for the applicable trade in the Province of Ontario.
- k) The Contractor must submit copies of these qualifications to the PA upon contract award and upon request at any time during the duration of the contract.
- l) Work must be neat, accurately fitted and finished in accordance with best trade practices. Install all materials in strict accordance with manufacturer's recommendations.
- m) Materials authorized for use must meet or exceed manufacturer's specifications.
- n) The Contractor must take all necessary precautions to protect and prevent damages to any structures and all surrounding equipment, property or installations. Damages caused by the Contractor must be made good without delay or costs to the crown and to the satisfaction of the PA.

- o) All hazmat spills must be reported immediately to the Grn Fire hall at 687-5511 local 5555 and to the PA.
- p) Disposal of oils, fuels and contaminated oily refuse is the Contractor responsibility and must be transported by appropriate means and disposed of at an approved facility.
- q) Contractor's equipment or actions resulting in a hazmat spill will be the financial responsibility of the Contractor in regards to cleanup. Cleaning and disposal operations must comply with local ordinates and anti-pollution laws. There will be no onsite disposal of waste.
- r) Any works undertaken by the Contractor that requires outside agency inspection or certification, such as TSSA; will be the responsibility of the Contractor.
- s) All installed materials and parts must be warranted for a period of one (1) year.
- t) The Contractor must follow all manufacturers' recommendations and best trade practice for the inspections, calibrations, adjustments and repairs to fuel dispensing systems and associated computerized controls at Garrison Petawawa.

#### **5) Response Times**

- a) Response time for scheduled service calls must be on-site within 24 hours of the call-up or as agreed upon by the PA.
- b) Response time for emergency non-scheduled service during and outside of normal working hours, weekends or holidays, is considered same-day service when a four (4) hour response is required.

#### **6) Major Equipment Inventory**

- a) Major equipment comprises of two separate fuel dispensing locations at Garrison Petawawa. Site One is located at Building D-107 and Site Two is located at 450 THS Squadron building CC-129.
- b) Bulk fuel locations and equipment are located on the garrison at building D-107 fenced compound and at the heliport building CC-129 fenced compound, and associated pump houses.
- c) The fuel management utilizes the Computrol C6000 and Profuel II software.
- d) The equipment inventory is attached at annex C.

#### **7) Semi-annual inspections, calibrations and maintenance**

- a) Site 1 equipment inspections include but is not limited to fuel dispensers and all associated equipment, hoses, nozzles, filters, controls, sump, electronic monitoring equipment, alarms, fuel meters, air eliminator assemblies, valves, associated computerized controls, inter-connecting wiring and circuits, C6000 Computrol system, Profuel II software, card lock system, piping up to and including where the piping enters the chases leading to the tank farm.
- b) Site 2 equipment inspections include but is not limited to fuel dispensers and all associated equipment, hoses, nozzles, filters, controls, sump, electronic monitoring equipment, alarms, fuel meters, air eliminator assemblies, valves, inter-connecting wiring and circuits, piping up to and including where the piping enters the chases leading to the bulk fuel storage at the AVPOL site building CC-129. AvPol site equipment and systems include gas and diesel card lock control systems, PLC, Computrol fuel management.
- c) The Contractor must conduct the semi-annual inspections for each site for all fuel dispensing systems and equipment listed in the inventory during the months of May and November.



- d) The Contractor must provide the PA one-week advance notice prior to the start of each inspection cycle. The PA will assist the Contractor to access all buildings and work sites as required.
- e) All inspections will be in accordance with current Safety Standards for Maintenance and Inspection of Fuel Dispensing Systems as listed in section 2 of this specification.
- f) All filters must be replaced during the November inspection cycle and will be invoiced separately with other approved parts and materials.
- g) The Contractor must verify that the Computrol system is operating within normal parameters, displays and readouts, and the physical security of the PCU and pedestals.
- h) Inspections must ensure the equipment is in satisfactory operating condition including;
  - i) Inspection of hoses, whips, fittings and breakaway's;
  - ii) Inspection of dispensing nozzles for proper operation, leakage and replacement of "O" rings as required; and
  - iii) Inspection of fuel lines, meters, mechanical components, sumps, alarms and all other associated parts of the fuel dispensing system.
- i) The Contractor is not authorized to install parts during the inspection. Contractor must advise the PA immediately when a fault is found. If the equipment is deemed unsafe the Contractor must coordinate lock-out procedures.

## **8) Bulk Fuel and AvPol**

- a) Bulk fueling at Garrison Petawawa incorporates equipment, controls and infrastructure, for truck unloading, bowser loading and defueling, and a hydrant system.
- b) This requirement covers service and repair to all bulk fuel storage facilities and associated equipment, loading racks, piping, supports, pumps, meters, valves, controls and electronic monitoring equipment on the garrison.
- c) Calibration of bulk fuel gasoline, diesel, and aviation meters will be scheduled on an as and when requested basis.
- d) Fuel meters are listed in the equipment inventory at Annex A.
- e) Bulk fuel systems may be above or below ground.
- f) Bulk fuel systems include diesel, gasoline, and aviation fuel such as JP-8.
- g) Equipment for bulk refueling includes the Scully Intellitrol System, with Dynamic Self-Checking overfill protection and grounding verification.
- h) System includes Intellicheck 2, on-board overfill prevention and retained product monitoring.
- i) AvPol site bulk fuel includes above ground tanks, piping, supports, pumps, meters, valves, field push button controls and electronic monitoring, ground verification, system off-loading, overfill protection, digital preset load control, point level sensors and other associated devices.
- j) AvPol and fuel management and inventory components include HMI software control.

## **9) Scheduled and emergency service calls**

- 
- a) There are two types of service calls under this requirement; scheduled and emergency.
  - b) Scheduled service call must be responded to within twenty-four (24) hours from the time of call up, or as agreed upon by the PA.
  - c) Emergency non-scheduled service calls are considered same-day service and must be responded to within four (4) hours of the time of call-up.
  - d) The PA will provide a clear description of the service or repair required at the time of call-up.
  - e) The Contractor must follow all manufacturer's recommendations during all inspection, servicing and repairs.
  - f) The supply and installation of new replacement manufacturer approved parts and materials must be pre-approved by the PA.
  - g) Upon completion of any service or repair and prior to the Contractor's departure, the Contractor must conduct a thorough visual and operational inspection of the equipment.
  - h) In the event the repair is not completed the Contractor must ensure a follow-up visit is scheduled within a reasonable and agreed upon time with the PA.

#### **10) Spill response, control and disposal**

- a) In the event of a hazmat spill, the Contractor must immediately proceed to contain the spill, inform the PA without delay and carry out clean-up operations in accordance with their company safety plan.
- b) All hazmat spills must be reported immediately to the Base Fire hall at 687-5511 local 5555.
- c) Excess fuels produced during calibration may be disposed of by DND employees, with prior authorization and coordination through the PA. The Contractor must maintain the capability during all calibration visits to handle, store and dispose of excess fuels.
- d) Cleaning and disposal operations must comply with local ordinances and anti-pollution laws.
- e) Disposal of fuels, oil and refuse must be transported by appropriate means and disposed of at an approved facility off DND property; on-site disposal of waste is not permitted.

#### **11) Service reports**

- a) The Contractor must provide a written service report upon completion of each service call or inspection visit.
- b) A copy of the service report is to be retained by the PA upon completion of the work and a copy forwarded with the invoice.
- c) Service reports or other submittals/tests must be forwarded to the PA within 14 days of the completed inspection or repair. Reports must be typed, printed, signed, and are acceptable in electronic PDF format.
- d) The report must contain;
  - i) The date, job or task number, and technician's name
  - ii) The reason for the call-up, description of work

- 
- iii) The service provided, identify what equipment was serviced, work completed and condition or status of the remaining fuel dispensing or Computrol units, suggested or recommended repairs/deficiencies for future upgrades or work
  - iv) Include overall observations, code or standard violations if any to be substantiated with applicable references
  - v) Include the technicians on-site productive labour and travel hours separately;
  - vi) Itemized list of parts and materials authorized for the call-up;
  - vii) The service technician signature; and
  - viii) The PA signature.

## 12) Invoices

- a) Invoices must be complete and forwarded to the PA within 30 days of the completion of the work.
- b) No invoice will be paid for work without receipt of a completed inspection or service report and copies of all manufacturers' warranties.
- c) The Contractor must provide price support when requested by the PA prior to invoice certification.

## Annex A

## FUEL DISPENSING SYSTEMS EQUIPMENT INVENTORY

Location	Island	Fuel Type	Serial #	Software	Other	Comments
D-107	#1	Diesel	1105707	Profuel 2	C6000	Pedestal Mount
D-107	#1	Diesel	7082			
D-107	#1	Diesel	7083			
D-107	#1	Diesel	7081			
D-107	#1	Diesel	7080			
D-107	#2	Diesel/Gas	1105715	Profuel 2	C6000	Pedestal Mount
D-107	#2	Diesel	7079			
D-107	#2	Diesel	7078			
D-107	#2	Gas	7085			
D-107	#2	Gas	7084			
D-107	#3	Gas	1105714	Profuel 2	C6000	Pedestal Mount
D-107	#3	Gas	7088			
D-107	#3	Gas	7089			
D-107	#3	Gas	7087			
D-107	#3	Gas	7086			
CC-129	#1	Diesel/Gas	1301949	Profuel 2	C6000	Pedestal Mount

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

PET907

File No. - N° du dossier

CCC No./N° CCC - FMS No./N° VME

PET-8-49053

CC-129	#1	Diesel	BBAT029755		Ser # 9853KXTW1	AVPOL
CC-129	#1	Diesel	BBAT029755		Ser # 9853KXTW1	AVPOL
CC-129	#1	Gas	BBAT029754		Ser # 9853KXTW1	AVPOL
CC-129	#1	Gas	BBAT029754		Ser # 9853KXTW1	AVPOL
Grn fuel farm	#1	Gas	R273960		Ser # 152998	
Grn fuel farm	#2	Gas	R260775		Ser# 160104	
Grn fuel farm	#3	Diesel	R260761		Ser# 152997	
Grn fuel farm	#4	Diesel	R260766		Ser# 160102	
Grn fuel farm	#5	JP-8	R268138		Ser# 93/120433	
AvPOL CC-093	#1	JP-8	M-204			
AvPOL CC-093	#2	JP-8	M-304			

## ANNEX B

### PRICING BASIS

#### **Note to Offerors:**

*All text in italics in this Annex will be removed from the resulting Contract.*

#### **Estimated Usages:**

*The estimated usages provided are for the sole purpose of establishing an evaluation tool and are based only on best estimate and in no way reflect the actual usages expected or any commitment on the part of the Crown. The quantities as stated herein reflect the expected usage for one year and are an estimate of the requirement made in good faith.*

#### **Applicable Taxes**

*HST must not be included in the unit prices (but will be added as a separate item to any invoice issued)*

**Annual Inspections:** is an all-inclusive rate for travel time, transportation, equipment, tools, administration, provision of reports and personnel from the Contractor's location to the Consignee's site as well as labour on site to complete the inspection. If it is anticipated that the inspection will cover multiple days, accommodations and living expenses (or return travel as applicable) shall also be included. GST/HST is not to be included.

**Service Call Rate:** is an all-inclusive rate for travel time, transportation, equipment, tools, administration, personnel from the Contractor's location to the Consignee's site and the 1<sup>st</sup> hour of on-site productive labour. It does not include any accommodations and meals as they will be charged as an extra (All requests **must** be PRE-APPROVED in writing by the Technical Authority). Charges for Service Calls will not apply if the crew is already on-site for other work.

**Hourly Rate:** is an all-inclusive labour rate for equipment and personnel after the 1<sup>st</sup> hour of on-site productive labour.

**Accommodations and Meals:** The Contractor will be reimbursed authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B,C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All travel must have prior authorization of the DND Technical Authority. All payments are subject to government audit.

#### **Pricing:**

All prices are firm, all-inclusive, unit prices in Canadian dollars, FOB Destination, Canadian customs duties and excise taxes included, HST excluded. HST is not included in the pricing but will be added as a separate item to any invoice issued.

#### **Pricing Periods:**

**Year 1 – Date of award – 31 May 2020;**  
**Year 2 – 1 June 2020 – 31 May 2021;**  
**Year 3 – 1 June 2021 – 31 May 2022.**

## ANNEX "B"

### PRICING BASIS "A" FIRM REQUIREMENT

Serial	Task	Unit of Issue	Estimate	Firm Price Year 1	Firm Price Year 2	Firm Price Year 3
1	All-inclusive semi-annual inspections and servicing, May and November each year, for fuel dispensers and equipment to include all supervision, labour, material, tools, transportation, administration and overhead, in accordance with the Contract and specification. Filters to be invoiced separately.	Lot price per inspection	2 X annually	\$ / Lot price	\$ / Lot price	\$ / Lot price

### PRICING BASIS "B" TASK AUTHORIZATIONS (AS AND WHEN REQUESTED)

Serial	Task	Unit of Issue	Estimate	Firm Price Year 1	Firm Price Year 2	Firm Price Year 3
2	First hour scheduled service call, Tradesperson, during normal working hours (Mon-Fri 0700-1600 hrs), lot price to include all supervision, labour, material, tools, transportation, administration and overhead, and one hour on-site productive labour, to be charged only once per call-up.	Hour	5	\$ / per hour	\$ / per hour	\$ / per hour
3	First hour emergency service call, Tradesperson, during or outside normal working hours (Mon-Fri 0700-1600 hrs) including weekends and statutory holidays, when a four (4) hour response time is required. Lot price to include all supervision, labour, materials, tools, transportation, administration and overhead, and one hour on-site productive labour, to be charged only once per call-up.	Hour	5	\$ / per hour	\$ / per hour	\$ / per hour
4	Additional hours, scheduled service call during regular working hours (Mon-Fri 0700-1600 hrs)	Hour	30	\$ / per hour	\$ / per hour	\$ / per hour

Solicitation No. - N° de l'invitation  
W6889-190041/A  
Client Ref. No. - N° de réf. du client  
W6889-190041

Amd. No. - N° de la modif.  
PET907  
File No. - N° du dossier  
PET-8-49053

Buyer ID - Id de l'acheteur  
PET907  
CCC No./N° CCC - FMS No./N° VME

5	Additional hours, emergency service call during or outside normal working hours (Mon-Fri 0700-1600 hrs) including weekends and statutory holidays, when a four (4) hour response time is required.	Hour	10	\$ per hour	/ \$ per hour	/ \$ per hour
6	Materials and replacement parts other than free issue must be charged at Contractor's cost to include, transportation costs, exchange, customs, duties, brokerage charges and all other costs plus a mark-up of _____ % excluding HST. Full price support upon request by the Project Authority. All parts and material must be itemized on each invoice.	Percent %	\$25,000	%	%	%
7	Disbursements – such as unforeseen work that requires sub-contracting, or the use and provision of tools or equipment not normally utilized or included in this type of work. All requests must be PRE-APPROVED in writing by the Project Authority and charged at cost with no allowance for overhead or profit. Copies of invoices to be submitted with invoice upon completion of the work.	Annually	\$5000 (Not to exceed)	\$5000 (Not to exceed)	\$5000 (Not to exceed)	\$5000 (Not to exceed)




Solicitation No. - N° de l'invitation  
W6889-190041/A  
Client Ref. No. - N° de réf. du client  
W6889-190041

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-8-49053

Buyer ID - Id de l'acheteur  
PET907  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "C"

### SECURITY REQUIREMENTS CHECK LIST

 Government of Canada Gouvernement du Canada	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center;">Contract Number / Numéro du contrat W6889-190041</td></tr><tr><td style="text-align: center;">Security Classification / Classification de sécurité Unclassified</td></tr></table>	Contract Number / Numéro du contrat W6889-190041	Security Classification / Classification de sécurité Unclassified
Contract Number / Numéro du contrat W6889-190041			
Security Classification / Classification de sécurité Unclassified			

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)		
<b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND	2. Branch or Directorate / Direction générale ou Direction RP Ops Det Petawawa	
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 Service Contract for the provision of Fuel Dispensing Service and Repair at various buildings throughout Garrison Petawawa. There is a security requirement for this work thus the need for an SRCL.		
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? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (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.)		
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"/>	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 SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified





Government of Canada  
Gouvernement du Canada

Contract Number / Numéro du contrat

W6889-190041

Security Classification / Classification de sécurité  
Unclassified

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

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

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

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

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

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

- |   |   |   |  |
|---|---|---|--|
| <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  
If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☒ No ☐ Yes  
*ON OWN PREMISES  
UNSCREENED PERSONNEL MAY  
ONLY ACCESS PUBLIC/RECEPTION ZONES*

**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

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

**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

**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

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
Unclassified

Canada



Contract Number / Numéro du contrat

W6889-190041

Security Classification / Classification de sécurité  
Unclassified

**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 TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET		PROTECTED PROTÉGÉ			CONFIDENTIAL	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 indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

Solicitation No. - N° de l'invitation  
W6889-190041/A  
Client Ref. No. - N° de réf. du client  
W6889-190041

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-8-49053

Buyer ID - Id de l'acheteur  
PET907  
CCC No./N° CCC - FMS No./N° VME



Contract Number / Numéro du contrat W6889-190041
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées) M. W. Ng, Major <i>Capt Biederman</i>		Title - Titre A/OC RP Ops Det Petawawa	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 613 687-5511 Ext 5580	Facsimile No. - N° de télécopieur 613 687-8291	E-mail address - Adresse courriel Mathew.Ng@forces.gc.ca	Date 7 Aug 18
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) <i>Tippy Graham - DDO - Industrial Security Analyst</i>		Title - Titre Industrial Security Analyst	Signature <i>[Signature]</i>
Telephone No. - N° de téléphone 613 687-0283	Facsimile No. - N° de télécopieur 613 687-0283	E-mail address - Adresse courriel tippy.graham@forces.gc.ca	Date 13 Aug 2018
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 type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui			
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

Francis, Digitally  
Andree, by Francis  
Date: 2018-08-13 13:14:56

Solicitation No. - N° de l'invitation

**W6889-190041/A**

Client Ref. No. - N° de réf. du client

**W6889-190041**

Amd. No. - N° de la modif.

File No. - N° du dossier  
**PET-8-49053**

Buyer ID - Id de l'acheteur

**PET907**

CCC No./N° CCC - FMS No./N° VME

---

---

## ANNEX“D”

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

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

- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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.

## **2. 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 \$5,000,000 per accident or occurrence.
2. The policy must include the following:

- 
- a. Third Party Liability - \$5,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.



Solicitation No. - N° de l'invitation

**W6889-190041/A**

Client Ref. No. - N° de réf. du client

**W6889-190041**

Amd. No. - N° de la modif.

File No. - N° du dossier  
**PET-8-49053**

Buyer ID - Id de l'acheteur

**PET907**

CCC No./N° CCC - FMS No./N° VME

---



---

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

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX "G"

### ADDITIONAL CERTIFICATION INFORMATION

#### 1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

#### 2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.