



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

By mail:  
Parks Canada Agency Bid Receiving Unit  
National Contracting Services  
111 Water Street East  
Cornwall ON K6H 6S2

Attn: Céline Morin

**REQUEST FOR PROPOSAL**

**DEMANDE DE PROPOSITION**

**Proposal to: Parks Canada Agency**  
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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

**Proposition à : l'Agence Parcs 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 travaux de construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Issuing Office - Bureau de distribution :**  
Parks Canada Agency  
National Contracting Services  
111 Water Street East  
Cornwall ON K6H 6S2

<b>Title - Sujet :</b> Trent Severn Waterway NHS Potable Water Service and Maintenance	
<b>Solicitation No. - N° de l'invitation</b> 5P300-18-0448-A	<b>Date :</b> March 19, 2019
<b>Client Reference No. - N° de référence du client :</b> 10183326	
<b>GETS Reference No.   N° de référence du SEAC :</b>	

<b>Solicitation Closes - L'invitation prend fin :</b> At - à : 2 :00 p.m. On - le : April 29, 2019	<b>Time Zone - Fuseau horaire</b> Eastern Daylight Time (EDT)
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**F.O.B. - F.A.B. :**  
Plant - Usine :  Destination :  Other - Autre :

**Address Enquiries to - Adresser toutes demande de renseignements à :**  
Céline Morin

<b>Telephone No. - N° de téléphone :</b> 613-938-5940	<b>Email Address – Courriel :</b> Celine.morin@canada.ca
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**Destination of Goods, Services, and Construction - Destination des biens, services et travaux de construction :**  
Trent-Severn Waterway  
Various Locations from Trenton to Port Severn  
Parks Canada  
2155 Ashburnham Drive  
Peterborough ON K9J 6Z6

**TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE**

**Vendor/ Firm Name - Nom du fournisseur/de l'entrepreneur :**

**Address - Adresse :**

<b>Telephone No. - N° de téléphone :</b>	<b>Fax No. - N° de télécopieur :</b>
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**Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) :**

<b>Signature :</b>	<b>Date :</b>
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## **IMPORTANT NOTICE TO BIDDERS**

### **Direct Deposit**

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to complete a Direct Deposit enrolment form in order to register their direct deposit information with Parks Canada to receive payment.

Additional information on this Government of Canada initiative is available at:  
<http://www.directdeposit.gc.ca>

### **Security Requirements**

This document contains a security requirement. For further instructions consult Part 1 – General Information clause 1.1, Security Requirements, and Part 6 – Resulting Contract Clauses clause 6.1, Security Requirements.

Solicitation No. - N° de l'invitation :  
5P300-18-0448-A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

## TABLE OF CONTENTS

<b>PART 1 – GENERAL INFORMATION .....</b>	<b>5</b>
1.1 SECURITY REQUIREMENTS .....	5
1.2 STATEMENT OF WORK .....	5
1.3 OPTIONAL SITE VISIT .....	5
1.4 DEBRIEFINGS.....	6
1.5 TRADE AGREEMENTS.....	6
<b>PART 2 – BIDDER INSTRUCTIONS .....</b>	<b>7</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS .....	7
2.2 SUBMISSION OF BIDS .....	7
2.3 ENQUIRIES – BID SOLICITATION .....	7
2.4 APPLICABLE LAWS .....	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 .....	9
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>10</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	10
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	10
<b>PART 6 - RESULTING CONTRACT CLAUSES.....</b>	<b>12</b>
6.1 SECURITY REQUIREMENTS .....	12
6.2 STATEMENT OF WORK .....	12
6.3 STANDARD CLAUSES AND CONDITIONS .....	13
6.4 TERM OF CONTRACT .....	13
6.5 AUTHORITIES.....	14
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS.....	15
6.7 PAYMENT .....	15
6.8 INVOICING INSTRUCTIONS.....	16
6.9 CERTIFICATIONS AND ADDITIONAL INFORMATION .....	16
6.10 APPLICABLE LAWS .....	16
6.11 PRIORITY OF DOCUMENTS.....	16
6.12 SACC MANUAL CLAUSES .....	16
6.13 INSURANCE – NO SPECIFIC REQUIREMENT.....	17
6.14 INSPECTION AND ACCEPTANCE (D5328C) 2014-06-26 .....	17
<b>ANNEX A.....</b>	<b>18</b>
STATEMENT OF WORK.....	18
<b>ANNEX B .....</b>	<b>44</b>
BASIS OF PAYMENT .....	44
<b>ANNEX C .....</b>	<b>52</b>
ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)	

Solicitation No. - N° de l'invitation :  
5P300-18-0448-A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

---

<b>ANNEX D TO PART 5 OF THE BID SOLICITATION .....</b>	<b>54</b>
FORMER PUBLIC SERVANT .....	54
<b>ANNEX E TO PART 5 OF THE BID SOLICITATION .....</b>	<b>56</b>
LIST OF NAMES FOR INTEGRITY VERIFICATION FORM .....	56
<b>ANNEX F .....</b>	<b>58</b>
TECHNICAL EVALUATION .....	58
<b>ANNEX G .....</b>	<b>59</b>
TASK AUTHORIZATION.....	59

**Solicitation No. - N° de l'invitation :**  
5P300-18-0448-A

**Amd. No. - N° de la modif. :**  
00

**Contracting Authority - Autorité contractante :**  
Céline Morin

**Client Ref. No. - N° de réf. du client :**  
10183326

**Title – Titre :**  
TSW Potable Water Service and Maintenance

---

## **PART 1 – GENERAL INFORMATION**

### **1.1 Security Requirements**

New personnel security clearance requests will require mandatory fingerprints to initiate the criminal record check. The validity of an existing personnel security clearance issued by the Government of Canada is not affected by the change in the criminal record check process. Applicants who require a personnel security clearance are responsible for all costs associated with fingerprinting.

**1.1.1** Before award of a contract, the following conditions must be met:

- (a) 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 6 – Resulting Contract Clauses;
- (b) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

**1.1.2** Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.

### **1.2 Statement of Work**

The work consists of the following: maintain, service, winterize and 'start-up' buildings along the TSW that offer potable water to staff and the general public.

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.3 Optional Site Visit**

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held a Douro Lock 24, 4052 River Road, Douro Township K9J 6Y1 on March 28, 2019. The site visit will begin at 10:00 a.m. Eastern Daylight Time.

Bidders are requested to communicate with the Contracting Authority no later than March 27, 2019 at 2:00 p.m. (EDT) to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

**Solicitation No. - N° de l'invitation :**  
5P300-18-0448-A

**Amd. No. - N° de la modif. :**  
00

**Contracting Authority - Autorité contractante :**  
Céline Morin

**Client Ref. No. - N° de réf. du client :**  
10183326

**Title – Titre :**  
TSW Potable Water Service and Maintenance

---

#### **1.4 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.

#### **1.5 Trade Agreements**

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

Solicitation No. - N° de l'invitation :  
5P300-18-0448-A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

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## **PART 2 – BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

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

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

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

### **2.2 Submission of Bids**

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

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

### **2.3 Enquiries – Bid Solicitation**

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

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

### **2.4 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.

**Solicitation No. - N° de l'invitation :**  
5P300-18-0448-A

**Amd. No. - N° de la modif. :**  
00

**Contracting Authority - Autorité contractante :**  
Céline Morin

**Client Ref. No. - N° de réf. du client :**  
10183326

**Title – Titre :**  
TSW Potable Water Service and Maintenance

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## **PART 3 – BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

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

Section I: Technical Bid (1 hard copy and 1 soft copy on USB key)

Section II: Financial Bid (1 hard copy and 1 soft copy on USB key)

Section III: Certifications (1 hard copy and 1 soft copy on USB key)

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

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

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](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 explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment.

#### **Section III: Certifications**

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



Solicitation No. - N° de l'invitation :  
5P300-18-0448-A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

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## **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**

Technical bids will be evaluated against the technical evaluation criteria at Annex F.

#### **4.1.2 Financial Evaluation**

SACC *Manual* clause [A0220T](#) (2014-06-26), Evaluation of Price

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

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria**

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

Solicitation No. - N° de l'invitation :  
5P300-18-0448-A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

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

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

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

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

### **5.1 Certifications Required with the Bid**

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

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

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, if applicable, the 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 provided will render the bid non-responsive.

#### **5.2.1 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required at Annex D to Part 5 of the Bid Solicitation before contract award.

#### **5.2.2 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.

**Solicitation No. - N° de l'invitation :** 5P300-18-0448-A      **Amd. No. - N° de la modif. :** 00      **Contracting Authority - Autorité contractante :** Céline Morin

**Client Ref. No. - N° de réf. du client :** 10183326      **Title – Titre :** TSW Potable Water Service and Maintenance

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The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must submit a list of names prior to award of a contract. Bidders must provide the information requested at Annex E to Part 5 of the Bid Solicitation.

### **5.2.3 Federal Contractors Program for Employment Equity – Bid Certification**

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

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

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

#### **5.2.4.1 Status and Availability of Resources**

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

## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

6.1.1 The following security requirements apply to and form part of the Contract.

- The Contractor personnel requiring access to sensitive work site(s), assets or information must EACH hold a valid RELIABILITY STATUS, granted or approved by Parks Canada Agency Security Directorate (PCASD).
- The Contractor MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor must ensure that its personnel are made aware of and comply with this restriction.
- All screening requests for contractors must be sent to [pc.securite-security.pc@canada.ca](mailto:pc.securite-security.pc@canada.ca)
- Until such time as the Contractor personnel complies with these requirements, they must be escorted at all times by a Parks Canada employee while on the identified work site(s).

### 6.2 Statement of Work

The work consists of the following: maintain, service, winterize and 'start-up' buildings along the TSW that offer potable water to staff and the general public.

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

#### 6.2.1 Task Authorization Process (B9054C)

*Task Authorization:*

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

*Task Authorization Process:*

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

Solicitation No. - N° de l'invitation :  
5P300-18-0448-A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

---

4. The Contractor must not commence work until a TA authorized by the Technical Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### **6.2.2 Task Authorization Limit (C9011C)**

The Technical Authority may authorize individual task authorizations up to a limit of \$ 5,000.00, Applicable Taxes included, inclusive of any revisions.

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

### **6.2.3 Canada's Obligation – Portion of the Work – Task Authorizations (B9031C)**

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

## **6.3 Standard Clauses and Conditions**

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

### **6.3.1 General Conditions**

2010C (2018-06-21) General Conditions – Services (Medium Complexity), apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

## **6.4 Term of Contract**

### **6.4.1 Period of the Contract**

The period of the contract is from award of contract to March 31, 2020.

### **6.4.3 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

**Solicitation No. - N° de l'invitation :**  
5P300-18-0448-A

**Amd. No. - N° de la modif. :**  
00

**Contracting Authority - Autorité contractante :**  
Céline Morin

**Client Ref. No. - N° de réf. du client :**  
10183326

**Title – Titre :**  
TSW Potable Water Service and Maintenance

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#### **6.4.5 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified Appendix B of the Statement of Work, Annex A of the Contract.

#### **6.5 Authorities**

##### **6.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Céline Morin  
Advisor, Contracting and Procurement

National Contracting Services  
Parks Canada Agency  
111 Water Street East  
Cornwall ON K6H 6S2

Telephone 613-938-5940  
[celine.morin@canada.ca](mailto:celine.morin@canada.ca)

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

##### **6.5.2 Technical Authority**

The Project Authority for the Contract is:

\*\*\* to be provided at contract award \*\*\*

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.

##### **6.5.3 Contractor's Representative**

The Contractor's Representative for the Contract is: \*\*\* bidders please submit with your bid \*\*\*

<b>Representative's Name:</b>
<b>Title:</b>
<b>Vendor/ Firm Name:</b>

Solicitation No. - N° de l'invitation :  
5P300-18-0448-A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

<b>Address:</b>		
<b>City:</b>	<b>Province / Territory:</b>	<b>Postal Code / ZIP Code:</b>
<b>Telephone:</b>	<b>Facsimile:</b>	
<b>Email Address:</b>		
<b>Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:</b>		

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment – Firm Unit Prices

For the portion of the work described in Annex A Statement of Work which is not subject to a Task Authorization, the Contractor will be paid firm unit prices, as specified in Annex B Basis of Payment, for a cost of \$\_\_\_\_\_ (will be inserted upon contract award). Customs duties are included) and Applicable Taxes are extra.

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

### 6.7.2 Basis of Payment – Firm Unit Prices – Task Authorizations (C0209C)

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid firm unit prices in accordance with the basis of payment in Annex B, as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

### 6.7.3 Monthly Payment

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

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

**Solicitation No. - N° de l'invitation :**  
5P300-18-0448-A

**Amd. No. - N° de la modif. :**  
00

**Contracting Authority - Autorité contractante :**  
Céline Morin

**Client Ref. No. - N° de réf. du client :**  
10183326

**Title – Titre :**  
TSW Potable Water Service and Maintenance

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## **6.8 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.
2. Invoices must be distributed as follows:

The original and one (1) copy must be forwarded to address on page 1 of the contract for certification and payment.

## **6.9 Certifications and Additional Information**

### **6.9.1 Compliance**

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

## **6.10 Applicable Laws**

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

## **6.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions [2010C](#) (2018-06-21) General Conditions – Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (f) the Contractor's bid dated **\*\*\* to be inserted at contract award \*\*\***.

## **6.12 SACC Manual Clauses**

[A9068C](#) (2010-01-11), Government Site Regulations



**Solicitation No. - N° de l'invitation :**  
5P300-18-0448-A

**Amd. No. - N° de la modif. :**  
00

**Contracting Authority - Autorité contractante :**  
Céline Morin

**Client Ref. No. - N° de réf. du client :**  
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**Title – Titre :**  
TSW Potable Water Service and Maintenance

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### **6.13 Insurance – No Specific Requirement**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

### **6.14 Inspection and Acceptance (D5328C) 2014-06-26**

The Project 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.

**Solicitation No. - N° de l'invitation :**  
5P300-18-0448-A

**Amd. No. - N° de la modif. :**  
00

**Contracting Authority - Autorité contractante :**  
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**ANNEX A**

**STATEMENT OF WORK**

# **Ontario Waterways**

**Project Title:** Maintenance and Service of Potable Water Facilities

**Project Location:** Lake Ontario to Port Severn

**Canal:** Trent-Severn Waterway

**Sector(s):** South, Central and North

**Date:** 11-02-2019

**PCA Project Internal Order Number:** 20030602

**PCA Project 20190211-SoW-001**

## Maintenance and Service of Trent-Severn Waterway

### Potable Water Facilities

#### 1. BACKGROUND

The Trent Severn Waterway (TSW) is a 386 km long National Historic Site of Canada located in Central Ontario and is part of the Ontario Waterways field unit. It transverses the province beginning at Lake Ontario in Trenton and continues to Georgian Bay at Port Severn. It consists of 44 lock sites: which include 2 flight locks; 2 lift locks; and one Marine Railway; 14 swing bridges, and 9 office/maintenance buildings open to the public and staff and all requiring potable water.

Of the 44 lock sites, 14 bridges, and 9 office/shop buildings that have water supply, 16 lock sites, 8 bridges, of which 2 bridges are associated with an accompanying lock, and 6 buildings are on municipal service. The remaining water systems namely 26 lock sites, 6 bridges and 3 buildings are serviced by stand-alone point of entry (POE) water treatment systems. The complete list of POE at 35 locations and systems covered by this contract are identified in Appendix B Monthly Maintenance Summary. Note: at the time of issuing this Statement of Work, Lock 45 Port Severn was under construction to convert the existing POE to municipal service. This is anticipated to be completed by May 2019. Should it not be completed, the POE units will be reinstalled to make a total of 36 sites.

All the stand alone POE systems were newly installed in 2017 and 2018 and consist of a dual train protection system providing redundancy in treatment allowing functioning of one train while service is performed on the other. These systems have varying combinations of equipment in the treatment stream and typically include, pump, pressure tank pressure sand filter, tannin filter, 75/25 DGD filter, 25/01 DGD filter, 1uM absolute filter, ultraviolet filtration and secondary chorine treatment after the UV unit. In addition NaOH is included to maintain target pH levels. The systems are broken into small and micro categories with 3 combination designs in the small (Small A-C) and 2 combination designs in the micro categories (Micro A-B) respectively as indicated below. Process Flow Diagrams are provided in Appendix C.

Category	Quantity
Small A	24
Small B	1
Small C	1
Micro A	7
Micro B	2

Sites are open to the public only during the navigation season being the Friday of Victoria Day weekend in the spring to the end of day Thanksgiving Monday in the fall. For most buildings, the spring start up for water systems generally takes place beginning in April and the close up by end of October. We have 4 maintenance shop buildings that are used year round. In addition some lock buildings, varies year to year, will remain open longer dependent on winter work requirements of staff. The contractor will be responsible for these buildings on a year round basis.

## **2. OBJECTIVE**

The objective is to retain a contractor certified in small water systems to maintain, service, winterize and 'start-up' buildings along the TSW that offer potable water to staff and the general public.

The contractor shall perform maintenance duties as described herein. In addition, the contractor must comply with the *Parks Canada Potable Water Guidelines and Standards* (2006) and the most recent version of the *Guidelines for Canadian Drinking Water Quality* in carrying out this work.

## **3. SCOPE OF WORK**

- a) The scope of work will include spring start-up/opening and winterization of buildings utilized for seasonal use serviced by point of entry stand-alone water systems Per **Service and Maintenance Procedures** in Appendix A.
- b) In addition, monthly visits to the 36 locations with single POE systems is required to perform regular monthly maintenance to system components. This includes the inspection of all components to ensure proper operation as per the Trent Severn Waterway, *POE Treatment System Operations and Maintenance Manual*; changing of cartridge filters, sand/tannin media, brine tank salt, UV bulbs, chlorine, NaOH, on an as needed basis. A typical table of monthly maintenance is attached in Appendix B.
- c) Regular communications is required as well as providing monthly and year-end summaries of all service and maintenance work completed.
- d) Data Collection and Recording.

There are two main parameters that need to be recorded for this POE Treatment system, namely: treated water chlorine residuals and system flow.

i) Chlorine residual

- Is measured daily by PCA staff and recorded on sheets at each lock and bridge.
- The maintenance Contractor shall check for Chlorine residual when on site using a colorimetric kit prior to any microbiological testing. Microbiological Testing shall be coordinated with PCA at each site.

ii) Flows

The 36 POE systems have two provisions to record flow data: at the pressure sand filter (XTR2) valve, and through the external data logger. Data shall be downloaded from data loggers on monthly basis using HOBOWare software and provided to Parks Canada.

All Flow data daily usage is to be collected on a monthly basis and provided in an electronic Excel spreadsheet each month. A full season flow summary in electronic Excel spreadsheet complete with flow charts (graphs) shall be submitted at the end of the year within 2 weeks following final winterization. Full season is defined as being from spring start-up to fall winterization.

#### 4. **CONSTRAINTS**

- a) Access to buildings – Lock 30 generally accessed by boat. Arrangements must be made ahead of time of visit. Alternatively, access can be obtained via a 25 minute walk along a foot path.
- b) Access to Lock 43 by road includes travel over a 12 km gravel forest road that takes approximately 45 minutes to drive from the end of Carlyon Line. Access to the Lock requires crossing an Orillia Power owned dam which is secured with a locked gate. Arrangements are required to be made with Parks Canada prior to visiting this site.
- c) Water quality - Water is taken from the canal and quality can vary throughout the year.
- d) Work area - Trenton to Port Severn, enough people to complete the work in reasonable time.
- e) All maintenance shops buildings can be accessed by appointment only.
- f) Some locations may be under control of a General Contractor performing infrastructure improvements. Access to these sites must be pre-approved by the general contractor and any site safety requirements of the construction company must be adhered.

## **5. DELIVERABLES**

*The contractor is responsible for the following:*

- a) Before beginning the work, submitting the list of qualified operators assigned to this contract and copies of their Small Water Systems Certifications to the Technical Authority (TA)
- b) Submitting a schedule to the Technical Authority as per item 7.0
- c) Submitting monthly reports of work done and repairs made, in tabular format (see Appendix B), Monthly Maintenance Summary) indicating locations, dates, work completed, duration and materials supplied.
- d) Maintaining on site records of maintenance and repairs at each individual location.
- e) Submitting two, clear water tests records provided after each out of service repair.
- f) Providing all filters and consumable supplies to meet maintenance and service requirements.
- g) Providing a price list of all consumable items.
- h) Submitting in tabular format, a year-end summary of all service and maintenance work completed in two (2) paper bound copies and an electronic version to the PCA Technical Authority.
- i) Submitting detailed monthly invoicing for maintenance and service. Invoicing to include Contract Number, date(s) for which invoice applies, contract value, previous amounts paid, current billing value, HST.

## **6. RESPONSIBILITIES**

### ***Contractor***

- a) Provide a primary contact person for the work who will be project lead responsible for communication with PCA.
- b) Will take responsibility for actions during start-up, winterization, troubleshooting, routine maintenance etc. that could affect the provision of clean, safe drinking water for PCA staff and system users.
- c) Provide clear and effective communication for all issues concerning water quality and safety (i.e. test results, boil water notices, do not drink water notices etc.).
- d) Provide enough qualified staff to complete opening and winterization and spring start-up of all systems (POE serviced locations) along the complete TSW within a 2 week window, excluding the year round operated sites.

- e) Act as Operator for maintenance and servicing.
- f) Respond to service calls within 2 hours of receiving a Task Authorization (see Annex G)
- g) Request, with justification, replacement parts for PCA approval prior to purchasing.
- h) Provide 24 hour advance notification to staff and PCA Technical Authority prior to visiting sites for any maintenance.
- i) Notify local health units after receiving adverse test results that change the potability of water.
- j) After any repair that requires the POE to be in bypass, provide proof of required testing of water to ensure potability before allowing consumption and communicate these results to the Technical Authority.
- k) Sign for and returning security access keys.
- l) Provide detailed invoicing on monthly basis.
- m) Complete and provide monthly maintenance status report on form provided. (Appendix B).

### ***Parks Canada***

- a) Provide a primary contact person for this Contract and an alternate contact person.
- b) Provide routine water quality sampling and analysis as required in the *Potable Water Guidelines and Standards* for Parks Canada.
- c) Provide keys for access to buildings.
- d) Provide support for maintenance.
- e) Provide contact lists for any situation including names, phone numbers and email addresses.

### **7. SCHEDULE**

Each year, the contractor must include a schedule for the completion of each stage of the contract i.e. spring start up, monthly maintenance and winterization. They must update schedule monthly with any service calls from previous month.

## ***Appendix A***

### **Service and Maintenance Procedures**

#### **System Winterization (SW)**

As most of the POE systems are not operational during the winter seasons (Mid October-Mid April), system winterization must be carried out every year after the end of navigation season. Winterization involves draining water from all system components to reduce risk of freezing and damage to equipment. Winterization procedures must be completed as soon as possible after end of navigation season, with the exception of those buildings required to remain open by staff for operational reasons (locations vary annually). Consultation with Parks Canada staff prior to shut down is essential.

#### ***SW.1 Pumps***

- 1) Turn off the power to the pump;
- 2) Depressurize and drain the system through the drain connection at the pressure tank;
- 3) For shallow Submersible Pumps and Jet Pumps disconnect the intake line when possible and allow to drain; and
- 4) Empty the pump completely through the drain cap (as shown below).

#### ***SW.2 Pressure Tank***

- 1) Attach a garden hose to the drain valve on the tee kit located at the bottom of the pressure tank.
- 2) Open the pressure tank drain valve and allow the water to run until the tank is empty. Ensure that the end of the hose runs into a drain, bucket or outside the building. Do not leave the hose running on the floor.
- 3) Remove the hose from the drain valve. Leave the drain valve open. This allows any remaining moisture or condensation to escape from the tank.



### ***SW.3 Pressure Sand /GAC Filter***

- 1) Manually put the filters into backwash/regeneration cycle and wait until you notice the system backwashing water into the drain.
- 2) Using the manual by-pass valve (behind the filter head), put the filter in by-pass to turn off the water supply.
- 3) Disconnect the unit from the by-pass valve and remove the filter head from the tank.  
Once the riser tube is exposed, use a 9.6-13 mm (3/8" – 1/2") plastic-tubing long enough (~3m, 8-9') to reach the bottom of the riser tube and lower distributor and start siphoning/pumping water from the filter.
- 4) After water has stopped flowing from the tubing, allow the tank to sit for 5 to 10 minutes.
- 5) Siphon/Pump the balance of water which has settled out.
- 6) If the water is not completely emptied, fill the pressure sand filter vessels with a brine solution or food grade approved antifreeze as needed;

### ***SW.4 Tannin/Softener Filter***

- 1) Disconnect the brine wells form the tannin filters.
- 2) Manually put the filters into backwash/regeneration cycle and wait until you notice the system backwashing water into the drain.
- 3) Using the manual by-pass valve (behind the filter head), put the filter in by-pass to turn off the water supply.
- 4) Disconnect the unit from the by-pass valve and remove the filter head from the tank.  
Once the riser tube is exposed, use a 9.6-13 mm (3/8" – 1/2") plastic-tubing long enough (~3m, 8-9') to reach the bottom of the riser tube and lower distributor and start siphoning/pumping water from the filter.
- 5) After water has stopped flowing from the tubing, allow the tank to sit for 5 to 10 minutes.
- 6) Siphon/Pump the balance of water which has settled out.
- 7) If the water is not completely emptied, fill the tannin filter vessels with a brine solution or food grade approved antifreeze as needed;

- 8) Remove any standing water from the brine tank. Any remaining salt-water solution can be left behind as the risk of freezing is low due to the high salt content, provided the lock buildings are minimally heated to ensure temperatures > 0oC. If the heat to the site is turned off, empty the entire brine tank and dispose the salt-water mix appropriately.

### ***SW.5 Cartridge Filters***

- 1) Isolate the two trains of cartridge filters using corresponding valves and de-pressurize using the red button the top of each filter.
- 2) Unscrew the cartridge housings using a filter wrench.
- 3) Dispose the water in the housing into a drain and discard the used cartridge filter.
- 4) Store the cartridge housings in a clean area, preferably elevated from the floor.

### ***SW.6 Chlorination System***

**NOTE:** Ensure appropriate PPE (safety glasses, nitrile gloves, safety shoes) is used before handling any chlorine solutions.

1. Remove the foot valve from the chlorine solution tank.
2. Run the chlorine pump manually by plugging it into a socket directly to ensure any remaining chlorine in the lines is drained out.
3. Unplug the chlorine pump and controller and store in a clean, dry area.

**Note:** Any remaining chlorine solution should not be re-used in the next season, as chlorine concentrations decays with time. The remaining solution should either be neutralized using a de-chlorination puck before disposing into the drain or can be utilized as bleach for washing purposes by onsite staff.

### ***SW.7 pH Adjustment System***

1. Ensure proper PPE is worn (safety glasses and rubber/nitrile gloves at minimum) prior to winterizing the pH adjustment system.

2. Remove the foot valve from the solution tank and disconnect the injection port. Place the injection port directing into the solution tank.
3. Unlock the keypad by pressing the “MODE” and “%” buttons simultaneously for 5 seconds.
4. Prime the pump by pressing “MODE” button first and then press “PRIME” while continuing to hold MODE.
5. Allow the pump to run continuously till all the solution in the tubing drains into the solution tank.
6. Wipe any liquid at the ends of the foot valve and injection port using water and paper towel.
7. Store the pump, tubing, footvalve and injection port in a clean, dry area ensuring none of the parts are touching the ground.

**Note:** Any remaining sodium hydroxide solution must not be dumped into any sink, drain or toilet. The solution should be capped tight to prevent air and moisture from getting in. The solution should be stored in a clean, dry area and can be re-used for the next operating season. Rinse any used gloves/paper towels with water and dispose them. Do not re-use nitrile gloves between sites. If disposal of the solution is required; the solution must be neutralized and disposed offsite at an approved location in accordance with the applicable regulations.

### ***SW.8 UV Disinfection Unit***

- 1) Draining is necessary to protect the system against freezing. To drain the unit, perform the following steps: Shut off the water supply by closing the valve located before the unit;
- 2) Shutdown the unit from the service menu and unplug;
- 3) Open a faucet/tap downstream of the unit and let it drain;
- 4) Open the drain valve from the service menu and let the unit drain through it;
- 5) Ensure that a bucket/container is placed below the units, and disconnect the flexible stainless-steel hose below the unit to make sure no water is remaining in the unit;
- 6) Reconnect the flexible hose once system is drained.

## ***SW.9 Plumbing***

- 1) After all the POE treatment system components have been winterized, open all taps/faucets in the building to drain all remaining water in the plumbing. Also flush all toilets and urinals till no more water remains in the plumbing.
- 2) Drain the hot water tank
- 3) Antifreeze must be added to all toilets and sinks to prevent freezing of remaining water in the respective traps. Use only non-toxic antifreeze rated for plumbing systems.

## **System Start-up (SSU)**

Ensure that all POE systems are operational and bacteria tests results are acceptable (two microbiological samples within 24 hours) prior to the operating season (Victoria-day long weekend). If a system could not be started up or sample results are unsatisfactory, post appropriate signage.

**Note:** Before initiating the system start-up procedures ensure all valves are closed and only opened in the sequences identified below.

### ***SSU.1 Pressure Tank***

1. Check the pressure in the tank using an external pressure gauge by plugging it at the top of the tank. The pressure should be 2-5 psi less than the pump start pressure (40 psi):
  - If the pressure is higher than 38 psi, release air till the pressure reaches 35-38 psi;
  - If the tank pressure reads less than 35 psi, fill air in the tank using an external air compressor till the pressure reaches 35-38 psi.
2. Close the drain valve on pressure tank tee kit. Ensure valve located after the pressure tank is closed.

### ***SSU.2 Pump***

Locations with a submersible pump in a deep well (>10 m) do not require start-up or priming as pumps are not winterized.

Locations with a submersible pump in shallow wells/canals (<10 m) that are disconnected and stored away during winter need to be connected.

For sites with a jet pump, perform the follow steps:

- 1) Fill the suction line and pump casing with water;
- 2) Close the pump control valve;
- 3) Leave the priming plug slightly loose and start the pump;
- 4) Stop the pump when the air stops bubbling out around the priming plug;
- 5) Refill the pump casing with water, replace priming plug loosely and start the pump;
- 6) When the pump is fully primed, water will flow out continuously around the priming plug;
- 7) Tighten the priming plug and open the pump control valve.
- 8) Turn on the pump to start filling the pressure tank.

For sites with a submersible pump in a canal/shallow well, perform the following steps:

- 1) Ensure the power to the pump is deactivated;
- 2) Install the pump in the canal/well using the pitless adapter or corresponding well connection;
- 3) Close the valve after the pressure tank and Turn on the pump to start filling the pressure tank
- 4) Empty any air bubbles from the line using a hose bib installed at the pressure tank tee kit.

### ***SSU.3 Pressure Sand or GAC Filter***

- 1) Re-install the filter heads;
- 2) Open the valve before the pressure sand filter and fill the filters with water;
- 3) Ensure that the backwash settings on the filter are set to the following:

<b>Parameter</b>	<b>Setting</b>
Backwash Type	Filter meter delayed
Treated Volume Override	3780 litres (1000 gallons)
Day Override	4 days
Filter 1 backwash time	12:01 am
Filter 2 backwash time	12:30 am

- 4) Ensure that the valve after the filter is closed;
- 5) Ensure that the inlet and outlet at the back of the filter heads are open;
- 6) Perform a full cycle of backwash for each pressure sand filter; and
- 7) Put the filters in service.

#### ***SSU.4 Softener/Tannin Filter***

- 1) Re-install the filter heads;
- 2) Open the valve before the tannin/softener filters and fill the filters with water;
- 3) Ensure that the valve after the filter is closed;
- 4) Ensure that the settings on the valve are set to the following:

<b>Parameter</b>	<b>Setting</b>
Backwash Type	Filter meter delayed
Treated Volume Override	6048 litres (1600 gallons)
Day Override (shared brine tank)	7 days
Day Override (individual brine tank)	4 days
Filter 1 backwash time	2:00 am
Filter 2 backwash time	5:00 am

- 5) Ensure that the inlet and outlet valves at the back of the filter heads are open;
- 6) Add 3 bags of softener salt to each brine tank;
- 7) Perform a full cycle of backwash and regeneration for each tannin filter; and
- 8) Put the filters in service.

### ***SSU.5 Cartridge Filters***

Start-up one train at a time.

- 1) Ensure that the valves before the cartridge filters are closed;
- 2) Discard any used cartridges from the previous operating season and ensure only new filters are used;
- 3) Place new cartridge filters in the housings in the following order:
  - i. 7525 DGD
  - ii. 2501 DGD
  - iii. 1-micron absolute

**NOTE:** Follow Section 4.2.6 Plumbing Disinfection in the Trent Severn Waterway POE Treatment System Operations and Maintenance Manual before installing and tightening the last filter housing,

- 4) Inspect the O-ring of each filter housing to ensure no cracks or deformation, replace as needed;
- 5) Ensure the O-rings of the filter housings are well-lubricated with silicone recommended for plumbing, and the O-ring is seated snug on the filter housing;
- 6) Hand tighten the filter housing;
- 7) Slowly open the valve before the cartridge filter while simultaneously pressing the red pressure relief button atop each filter until the air has escaped from each filter.
- 8) If a small leak is detected, gently re-tighten using the filter wrench as necessary till no leaks are visible.

**NOTE:** Do not over tighten filter using filter wrench. If leak continues, close the valve before the cartridge filter, depressurize and remove the leaking filter housing, and repeat steps 4 to 8.

### ***SSU.6 Plumbing Disinfection***

- 1) Disinfect the plumbing using 12% NSF certified chlorine prior to commencing operations. This can be done by introducing chlorine into the last cartridge filter housing before installing the filter;
- 2) Isolate and pour approximately 250-300 mL of 12% NSF certified chlorine in each of the last filter housing and tighten filter housings without installing the filter.

**NOTE:** Ensure the filter cartridge is not installed in the last housing during the chlorination process as high concentrations of chlorine can degrade the integrity of the filter.

- 3) Gently open the valves before the filters (one train at a time) and pressurize the housing. Check for any leaks and gently re-tighten using the filter wrench as necessary till no leaks are visible.
- 4) Ensure UV system plumbing is connected, all drain valves are closed, and solenoid is set to manual position.
- 5) Gently open the valves after the cartridge filters.
- 6) Turn on water and open all taps/faucets in the facility until chlorine smell is observed. Close the taps and allow the chlorine to set for at least 20-30 minutes.
- 7) Flush the lines by allowing water to run for approximately 10-15 minutes until chlorine residual <4mg/L is observed.
- 8) Close all taps and put the UV solenoid into auto position.
- 9) Close the valve before and after the cartridge filters.



### ***SSU.7 UV Disinfection Unit***

- 1) Replace the old lamps with a new set if remaining lamp hours are low (less than 500 hours ~3 weeks). If new lamps are not available, place an order immediately as typical lead time is two weeks. Follow the manufacturer instruction in the product manual (Appendix H Page 30-32) to replace the lamps;
- 2) Visually inspect the quartz sleeve for any cracks, staining or dirt/deposition. If any dirt/debris is observed, remove the quartz sleeve and clean as per manufacturer's instructions;
- 3) Ensure that the solenoid for automatic system shutdown is in auto position;
- 4) Plug in the unit and check for any alarms/error messages. If no alarms are displayed and the unit displays initial start-up proceed to next step otherwise troubleshoot as outlined in Section 7.3;
- 5) Open any downstream tap and allow water to pass through the system. Check for any alarms (Low UVT, UVI or UV dose); and
- 6) If no alarms are present, proceed to start-up the chlorination system.

**NOTE:** UV Lamps can take up to 24 hrs to reach operating intensity.

### ***SSU.8 Chlorination System***

**NOTE:** Ensure appropriate PPE (safety glasses, nitrile gloves, safety shoes) is used before handling any chlorine solutions.

- 1) Visually inspect the secondary containment tank for any cracks/leaks;
- 2) Inspect the chlorine tubing for any breaks/kinks. If any breaks/kinks are noticed, replace the tubing;
- 3) Inspect internal pump tube for any cracks or damage, replace as needed following attached product manual instructions;
- 4) Prepare a batch of the stock solution using fresh 12% NSF61 certified chlorine only.

To prepare a 6% stock solution, dilute the 12% commercially available solution using equal part of distilled or de-ionized water (i.e. 1L of 12% chlorine mixed with 1L of distilled/de-ionized water);

- 5) Place the foot valve of the chlorine pump in the stock solution. Connect the chlorine pump directly to an outlet and operate the pump at maximum setting (Stroke Length 10) to prime;
- 6) Continue to operate at this setting until the tubing is primed, and the chlorine solution is visible at the injection port;
- 7) Visual inspect for leaks, gently tighten connections or replace tubing, as needed
- 8) Once the pump is primed, connect the pump to the controller, and verify the connection of the pump controller and flowmeter. Start with an initial pump head (stroke length) setting of 4 and pump controller setting (frequency of stroke) of 40%.
- 9) Open the furthest tap/faucet within the distribution system and adjust the settings on the controller to obtain a free chlorine residual between 0.5 – 1 mg/L. If the residual is higher, decrease the frequency and/or stroke length to achieve the desired residual. If the residual is too low, increase the pump head and/or frequency setting to ensure the desired residual is achieved.

**NOTE:** Depending on the size of the distribution system a change in residual following the adjustment of the controller can take between 1 – 5min. Therefore, it is recommended to confirm a minimum of three (3) free chlorine residual readings each at least 5 min apart.

### ***SSU.9 pH Adjustment System***

**NOTE:** Ensure appropriate PPE (safety glasses, nitrile gloves, safety shoes) is used before handling any Caustic (NaOH) solutions.

- 1) Visually Inspect the secondary containment tank for any cracks/leaks;
- 2) Inspect the caustic tubing for any breaks/kinks. If any breaks/kinks are noticed, replace the tubing;

- 3) Inspect internal pump tube for any cracks or damage, replace as needed following attached product manual instructions;
- 4) Use 25% NSF 60/61 certified NaOH solution, solution can be order at the specified concentration.  
Solution shall be prepared off-site, if needed;
- 5) Place the foot valve of the caustic (NaOH) pump in the stock solution. Connect the caustic pump directly to an outlet and operate the pump at maximum setting (Stroke Length 10) to prime;
- 6) Continue to operate at this setting until the tubing is primed, and the NaOH solution is visible at the injection port;
- 7) Visual inspect for leaks, gently tighten connections or replace tubing, as needed;
- 8) Once the pump is primed, connect the pump to the controller, and verify the connection of the pump controller and flowmeter. Start with an initial pump (stroke length) setting of 1 second and pump controller setting (frequency of stroke) of 25%;
- 9) Open the furthest tap/faucet within the distribution system and adjust the settings on the controller to obtain a pH between 8 and 10. If the pH is higher, decrease the frequency to achieve the pH. If the pH is too low, increase the frequency setting to ensure the desired pH is achieved.

**NOTE:** Depending on the size of the distribution system a change in pH following the adjustment of the controller can take between 10-15 minutes. Therefore, it is recommended to confirm a minimum of three (3) pH each at least 10-15 min apart. pH shall be double-checked when startup microbiological samples are collected.

## ***SSU.9 Microbiological Sampling Requirements and Procedure***

After all the start-up procedure has been completed, collect two (2) samples within 24-48 hours and analyse for E.coli and Total coliforms and send to a certified lab for analysis. All test results to be submitted to Trent-Severn Waterway.

Samples should only be collected if **all the following conditions are satisfied:**

- All components of the POE treatment system are operational and error/alarm free;
- Disinfection of plumbing has been carried out;
- The UV disinfection system reads a UV dose > 40 mJ/cm<sup>2</sup> with a UVI and UVT > 75% at minimum;
- Secondary disinfection (chlorination system) is operational and chlorine residuals >0.05 mg/L (ppm) is detected at the sampling point.

### ***Procedure***

- 1) Thoroughly disinfect sample point, using a disinfectant spray
- 2) Ensure that the labels on the sampling bottles are complete (sample location, date, time etc.)
- 3) Run water for 2-3 min continuously, with a steady flow (pencil width) and collect microbiology sample
  - When handling microbiology samples ensure hands are clean or covered (i.e. sterile gloves) and use proper precautions to minimize contamination (i.e. do not place bottle lid on counter, hold bottle too far from sample point, or touch bottle opening etc.)
  - Field test for chlorine residual following the 2-3 min flush, if applicable.
- 4) Fill sample bottles in accordance to laboratory requirements, and ensure bottle lids are held/placed to avoid contamination.

**Solicitation No. - N° de l'invitation :**  
5P300-18-0448-A

**Amd. No. - N° de la modif. :**  
00

**Contracting Authority - Autorité contractante :**  
Céline Morin

**Client Ref. No. - N° de réf. du client :**  
10183326

**Title – Titre :**  
TSW Potable Water Service and Maintenance

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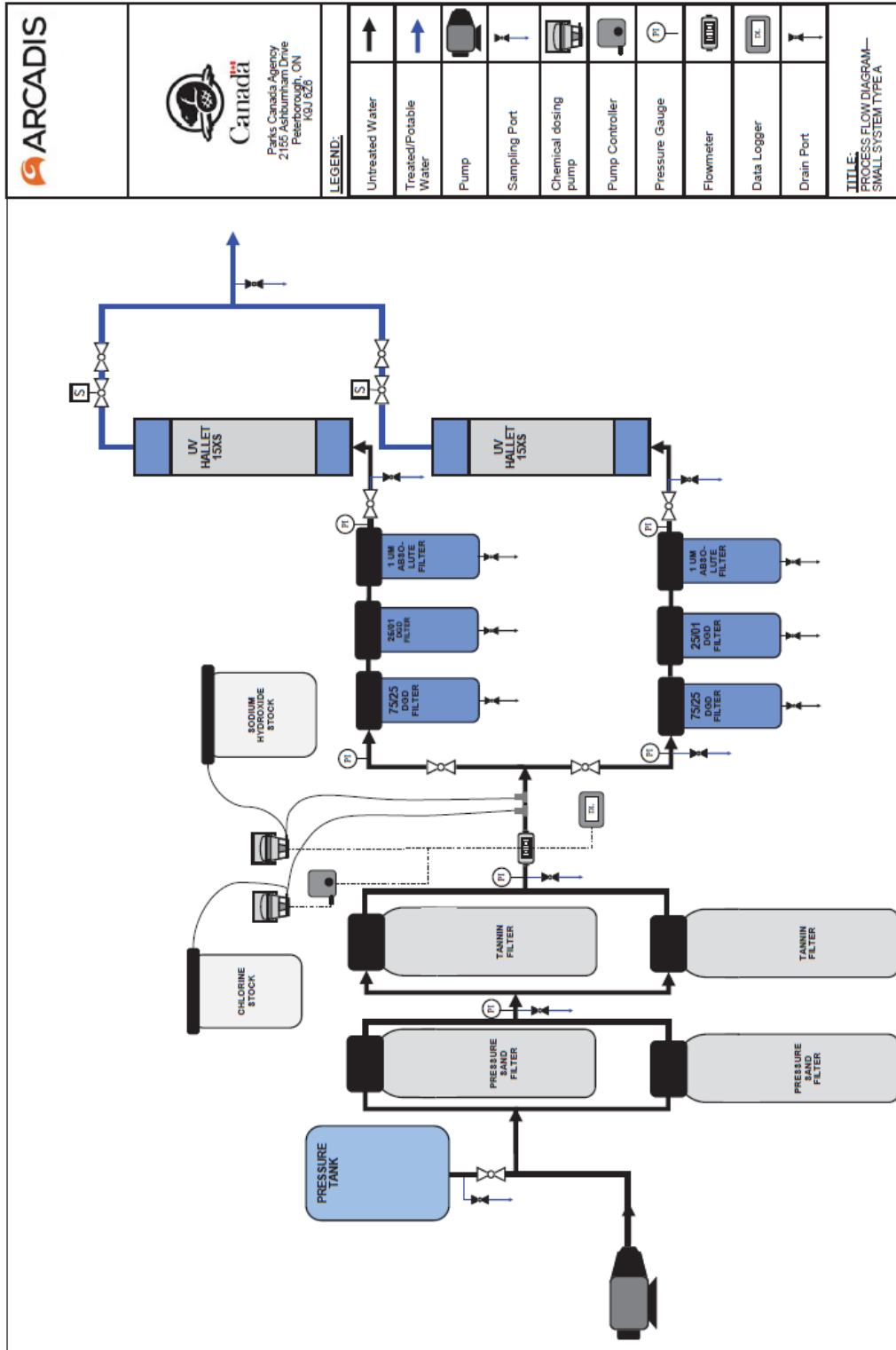
- 5) Ensure samples are cooled and maintained under 10 °C.
- 6) Review and fill laboratory chain of custody forms and ship samples to the laboratory.
- 7) All microbial testing shall be performed by an accredited laboratory.

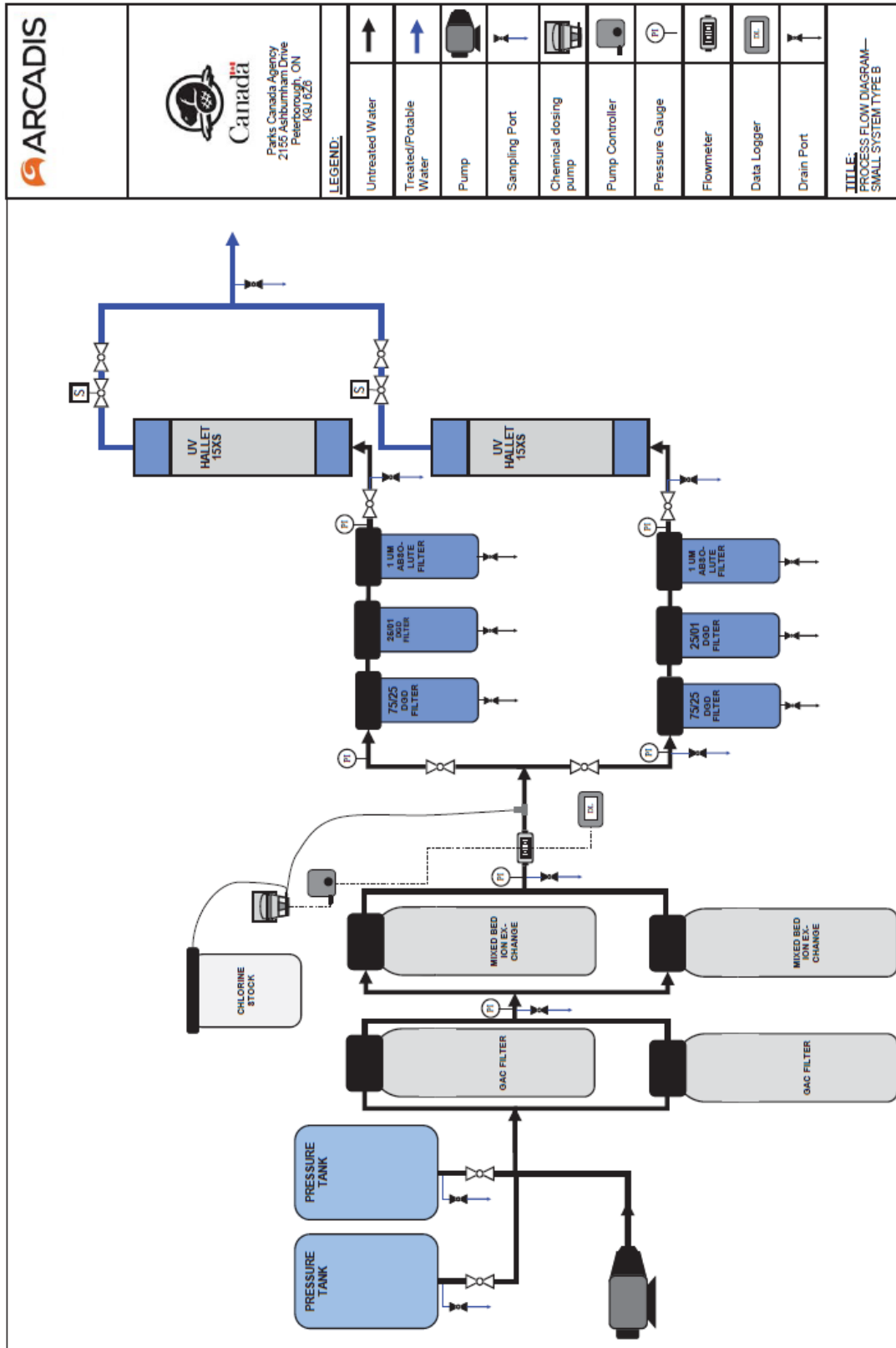
### Appendix B-Monthly Maintenance Summary

Site No	Location	Date:	Name of Operator(s) Completing Maintenance:														Unit 1	Unit 2	Date Due/End	Remarks			
			Pump	Pressure Tank(s)	Sand Filter		GAC Filter		Tannin Filter		Brine Tank(s)	Chlorine System	NaOH System	Cartridge Filter (20 in)							Cartridge Filter (10 in)		
					Filter	Filter	Filter	Filter	Filter	Filter				75/25	25/01	1-micron					75/25	25/01	1-micron
<b>Haliburton</b>																							
1	Haliburton Shapr																						
<b>Warhoque</b>																							
2	Warhoque Shapr																						
3	Big Chute Marine Railway Lock #44																						
4	Swift Rapid Lock #43																						
5	Cauchiching Lock #42																						
6	Hamlet Bridge #57																						
<b>Kirkfield</b>																							
7	Gambriqo Lock #41																						
8	Tharah Lock #40																						
9	Parago Lock #39																						
10	Talbat Lock #38																						
11	Balravor Lock #37																						
12	Kirkfield Lift Lock #36																						
13	Kirkfield Shapr																						
14	Rare-dale Lock #35																						
15	Lakerhoro Bridge #50																						
16	Boundary Road Bridge #44																						
17	Balravor Bridge #43																						
<b>Kawartha</b>																							
18	Buckhorn Lock #31																						
19	Laverick Lock #30																						
20	Burleigh Falls Lock #28																						
21	Young Point Lock #27																						
22	Sauer Creek Lock #25																						
23	Daura Lock #24																						
24	Otanabee Lock #23																						
25	Nazrus Millr Lock #22																						
<b>South</b>																							
26	Healey Falls Flight Lock 16/17																						
27	Healey Falls Lock #15																						
28	Craue Bay Lock #14																						
29	Haquer Reach Lock 10																						
30	Meyerz Lock #9																						
31	Percy Reach Lock #8																						
32	Glen Razz Lock #7																						
33	Batawa Lock #4																						
34	Carrying Place Bridge																						
35	Brighton Road Bridge																						

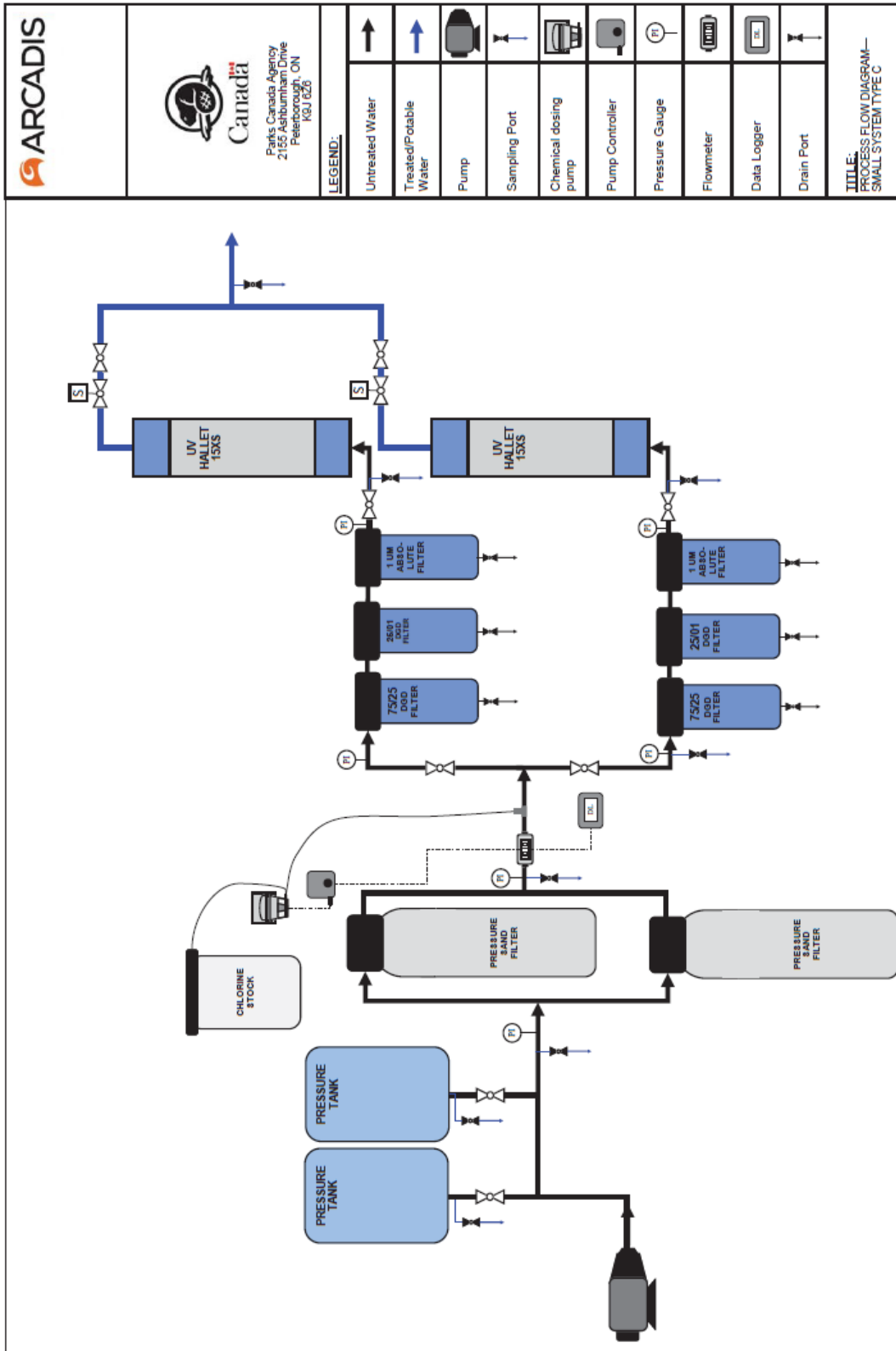
LEGEND	
/	Equipment not installed at site
*	Cartridge filters to be GAC
**	Mixed draftener-tannin filter (30-20)

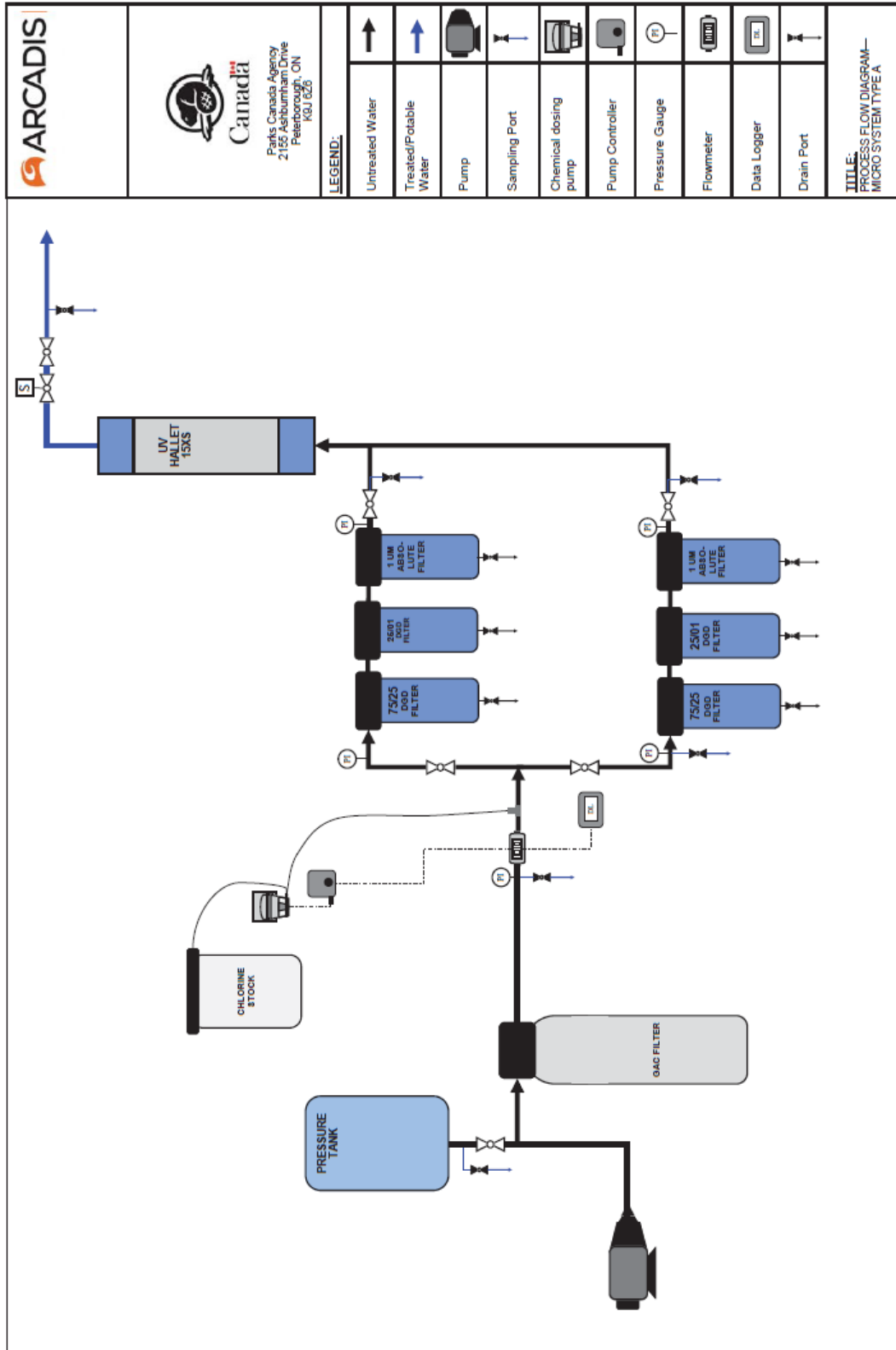
## Appendix C Process Flow Diagrams

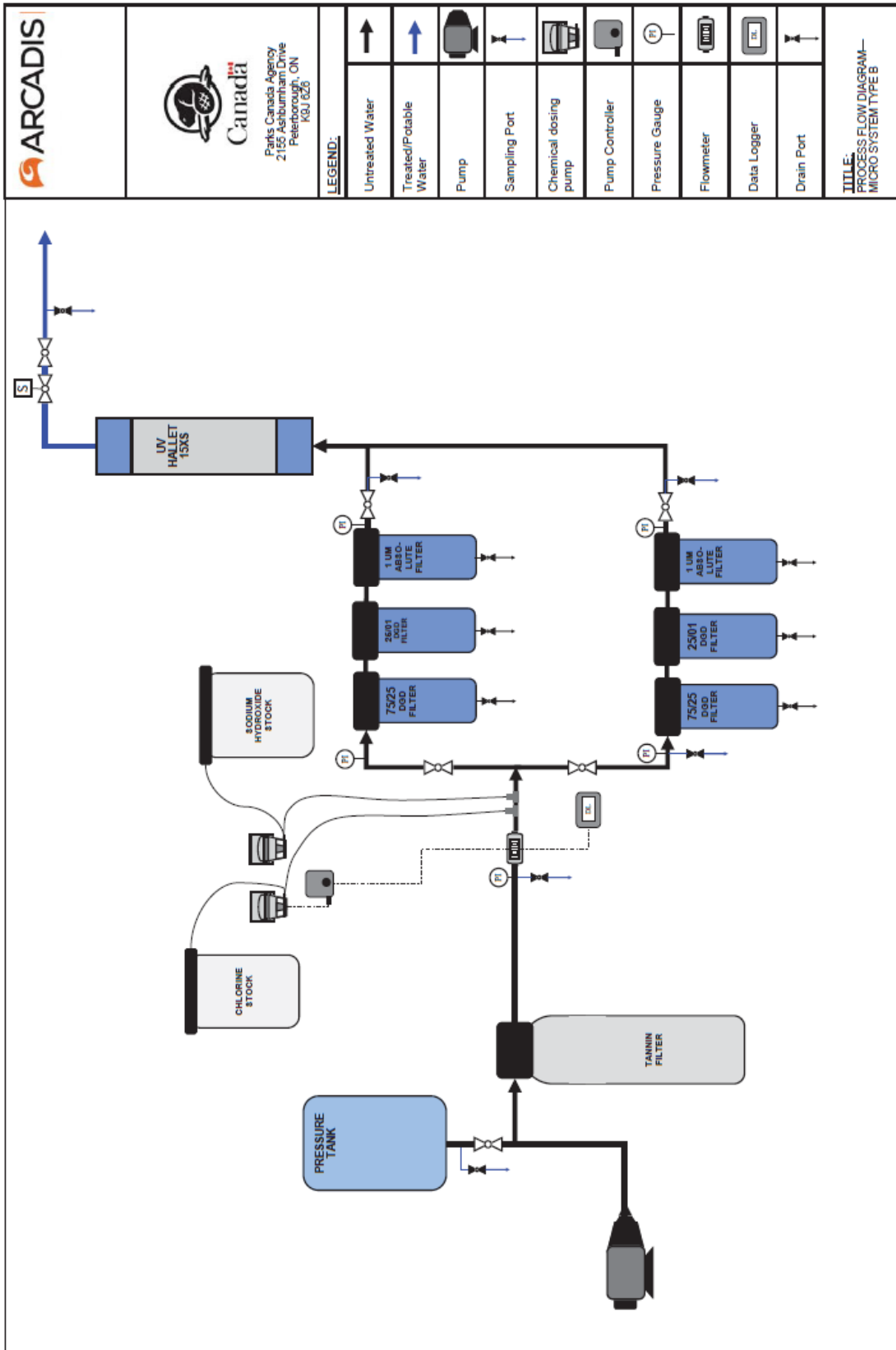












**Solicitation No. - N° de l'invitation :**  
5P300-18-0448/A

**Amd. No. - N° de la modif. :**  
00

**Contracting Authority - Autorité contractante :**  
Céline Morin

**Client Ref. No. - N° de réf. du client :**  
10183326

**Title – Titre :**  
TSW Potable Water Service and Maintenance

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## **ANNEX B**

### **BASIS OF PAYMENT**

1. Bidders must provide pricing in the format specified in this Annex B – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive.
2. Bidders must provide pricing for services described in Annex A. The total unit prices or total prices and hourly rate must include: labour, equipment, material, permits, transportation and all general expenses such as: administration fees any other related expenses.
3. \*Quantities listed below are estimations of consumables used annually. Actual quantities may vary from that listed.
4. Bidders are asked to provide pricing for provisional items for bid evaluation purposes. The inclusion of estimated quantities in this document does not represent a commitment by Canada that Canada's future usage of the services or items described in the bid solicitation will be consistent with these quantities.

Solicitation No. - N° de l'invitation :  
5P300-18-0448/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

**TABLE A – YEAR 1 – from award to March 31, 2020**

<b>1.0 ANNUAL START UP, WINTERIZATION SERVICE AND MAINTENANCE</b>				
<u>Item and Frequency</u>	<u>Unit</u>	<u>Quantity</u> (a)	<u>Unit Cost</u> (b)	<u>Extended Cost</u> (a) X (b)
<b>ANNUAL START UP</b>	Location	35		
<b>ANNUAL WINTERIZATION</b>	Location	35		
<b>MONTHLY MAINTENANCE</b> (including driving time, mileage) (6 days per month)	Days	36		
<b>*SERVICE CALLS</b> <b>(Task Authorizations)</b> - estimate only, final count may vary	Each	15		
<b>1.0 Sub-Total (before taxes)</b>				
<b>*2.0 CONSUMABLES</b> (estimate only, final count may vary)				
Tannin Media (every 5 years) <b>*Provisional Item*</b>	Unit	1		
Sand media (every 5 years) <b>*Provisional Item*</b>	Unit	1		
Salt bags (18.1kg bag)	Each	250		
20", 1-micron absolute filter (1 per year)	Each	60		
20", 75-25 micron filters (every 2 months)	Each	320		
20", 25-01 micron filter (every 2 months)	Each	175		
10", 1-micron absolute filter (1per year)	Each	25		
10", 75-25 micron filters (every 2 months)	Each	120		
10", 25-01 micron filter (every 2 months)	Each	60		
GAC Filter	Each	10		
Chlorine (6% 4L bottle)	Each	125		
Chlorine Test Strips (box of 50)	Each	150		
NaOH (25% 4L bottle)	Each	90		
Hallet 15XS UV lamp (every 2 years) <b>*Provisional Item*</b>	Pairs	28		
Other parts	Estimated Total (a) \$1,000.00		Mark-Up (b) _____ %	(a) X (b) + \$1,000.00 \$ _____
<b>2.0 Sub-Total (before taxes)</b>				

Solicitation No. - N° de l'invitation :  
5P300-18-0448/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

<b>3.0 ANNUAL START UP, WINTERIZATION SERVICE AND MAINTENANCE</b>				
<b><u>Lock 45 (Provisional)</u></b>				
<b><u>Item and Frequency</u></b>	<b><u>Unit</u></b>	<b><u>Quantity</u></b> <b>(a)</b>	<b><u>Unit Cost</u></b> <b>(b)</b>	<b><u>Extended Cost</u></b> <b>(a) X (b)</b>
<b>START UP</b>	Location	1		
<b>WINTERIZATION</b>	Location	1		
<b>MONTHLY MAINTENANCE</b> (including driving time, mileage)	Visits	6		
<b>**SERVICE CALLS</b> <b>(Task Authorizations)</b> - estimate only, final count may vary	Each	2		
<b>3.0 Sub-Total</b>				
<b>Pricing Summary – Year 1</b>				
<b>1.0 Annual Start Up, Winterization, Service and Maintenance</b> <b>(Sub-Total from above)</b>				
<b>2.0 Consumables</b> <b>(Sub-Total from above)</b>				
<b>3.0 Lock 45 (Provisional)</b> <b>(Sub-Total from above)</b>				
<b>Total TABLE A - YEAR 1 (excluding taxes)</b>				

Solicitation No. - N° de l'invitation :  
5P300-18-0448/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

**TABLE B – OPTION YEAR 1 – April 1, 2020 – March 31, 2021**

<b>1.0 ANNUAL START UP, WINTERIZATION SERVICE AND MAINTENANCE</b>				
<u>Item and Frequency</u>	<u>Unit</u>	<u>Quantity</u> (a)	<u>Unit Cost</u> (b)	<u>Extended Cost</u> (b) X (a)
<b>ANNUAL START UP</b>	Location	35		
<b>ANNUAL WINTERIZATION</b>	Location	35		
<b>MONTHLY MAINTENANCE</b> (including driving time, mileage) (6 days per month)	Days	36		
<b>**SERVICE CALLS</b> <b>(Task Authorizations)</b> - estimate only, final count may vary	Each	15		
<b>1.0 Sub-Total (before taxes)</b>				
<b>*2.0 CONSUMABLES</b> (estimate only, final count may vary)				
Tannin Media (every 5 years) <b>*Provisional Item*</b>	Unit	1		
Sand media (every 5 years) <b>*Provisional Item*</b>	Unit	1		
Salt bags (18.1kg bag)	Each	250		
20", 1-micron absolute filter (1 per year)	Each	60		
20", 75-25 micron filters (every 2 months)	Each	320		
20", 25-01 micron filter (every 2 months)	Each	175		
10", 1-micron absolute filter (1per year)	Each	25		
10", 75-25 micron filters (every 2 months)	Each	120		
10", 25-01 micron filter (every 2 months)	Each	60		
GAC Filter	Each	10		
Chlorine (6% 4L bottle)	Each	125		
Chlorine Test Strips (box of 50)	Each	150		
NaOH (25% 4L bottle)	Each	90		
Hallet 15XS UV lamp (every 2 years) <b>*Provisional Item*</b>	Pairs	28		
Other parts	Estimated Total (a) \$1,000.00		Mark-Up (b) _____ %	(a)x (b) + \$1,000.00 \$
<b>2.0 Sub-Total (before taxes)</b>				

Solicitation No. - N° de l'invitation :  
5P300-18-0448/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

<b>3.0 ANNUAL START UP, WINTERIZATION SERVICE AND MAINTENANCE</b>				
<b><u>Lock 45 (Provisional)</u></b>				
<b><u>Item and Frequency</u></b>	<b><u>Unit</u></b>	<b><u>Quantity</u></b> <b>(a)</b>	<b><u>Unit Cost</u></b> <b>(b)</b>	<b><u>Extended Cost</u></b> <b>(b) X (a)</b>
<b>START UP</b>	Location	1		
<b>WINTERIZATION</b>	Location	1		
<b>MONTHLY MAINTENANCE</b> (including driving time, mileage)	Visits	6		
<b>**SERVICE CALLS</b> <b>(Task Authorizations) - estimate</b> only, final count may vary	Each	2		
<b>3.0 Sub-Total (before taxes)</b>				
<b>Pricing Summary – Option Year 1</b>				
<b>1.0 Annual Start Up, Winterization, Service and Maintenance</b> <b>(Sub-Total from above)</b>				
<b>2.0 Consumables</b> <b>(Sub-Total from above)</b>				
<b>3.0 Lock 45 (Provisional)</b> <b>(Sub-Total from above)</b>				
<b>Total TABLE B – OPTION YEAR 1 (excluding taxes)</b>				



Solicitation No. - N° de l'invitation :  
5P300-18-0448/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

**TABLE C – OPTION YEAR 2 – April 1, 2021 – March 31, 2022**

<b>1.0 ANNUAL START UP, WINTERIZATION SERVICE AND MAINTENANCE</b>				
<b>Item and Frequency</b>	<b>Unit</b>	<b>Quantity (a)</b>	<b>Unit Cost (b)</b>	<b>Extended Cost (c) X (b)</b>
<b>ANNUAL START UP</b>	Location	35		
<b>ANNUAL WINTERIZATION</b>	Location	35		
<b>MONTHLY MAINTENANCE</b> (including driving time, mileage) (6 days per month)	Days	36		
<b>*SERVICE CALLS (Task Authorizations) - estimate only, final count may vary</b>	Each	15		
<b>1.0 Sub-Total (before taxes)</b>				
<b>*2.0 CONSUMABLES (estimate only, final count may vary)</b>				
Tannin Media (every 5 years) <b>*Provisional Item*</b>	Unit	1		
Sand media (every 5 years) <b>*Provisional Item*</b>	Unit	1		
Salt bags (18.1kg bag)	Each	250		
20", 1-micron absolute filter (1 per year)	Each	60		
20", 75-25 micron filters (every 2 months)	Each	320		
20", 25-01 micron filter (every 2 months)	Each	175		
10", 1-micron absolute filter (1per year)	Each	25		
10", 75-25 micron filters (every 2 months)	Each	120		
10", 25-01 micron filter (every 2 months)	Each	60		
GAC Filter	Each	10		
Chlorine (6% 4L bottle)	Each	125		
Chlorine Test Strips (box of 50)	Each	150		
NaOH (25% 4L bottle)	Each	90		
Hallet 15XS UV lamp (every 2 years) <b>*Provisional Item*</b>	Pairs	28		
	Estimated Total (a) \$1,000.00		Mark-Up (b) _____ %	(a)x (b) + \$1,000.00 \$
<b>2.0 Sub-Total (before taxes)</b>				

Solicitation No. - N° de l'invitation :  
5P300-18-0448/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

<b>3.0 ANNUAL START UP, WINTERIZATION SERVICE AND MAINTENANCE</b>				
<b><u>Lock 45 (Provisional)</u></b>				
<b><u>Item and Frequency</u></b>	<b><u>Unit</u></b>	<b><u>Quantity</u></b> <b>(a)</b>	<b><u>Unit Cost</u></b> <b>(b)</b>	<b><u>Extended Cost</u></b> <b>(c) X (b)</b>
<b>START UP</b>	Location	1		
<b>WINTERIZATION</b>	Location	1		
<b>MONTHLY MAINTENANCE</b> (including driving time, mileage)	Visits	6		
<b>*SERVICE CALLS</b> (estimate only, final count may vary – via Task Authorizations)	Each	2		
<b>3.0 Sub-Total (before taxes)</b>				
<b>Pricing Summary – Option Year 2</b>				
<b>1.0 Annual Start Up, Winterization, Service and Maintenance</b>				
<b>(Sub-Total from above)</b>				
<b>2.0 Consumables</b>				
<b>(Sub-Total from above)</b>				
<b>3.0 Lock 45 (Provisional)</b>				
<b>(Sub-Total from above)</b>				
<b>Total TABLE C – OPTION YEAR 2 (excluding taxes)</b>				

Solicitation No. - N° de l'invitation :  
5P300-18-0448/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

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## SUMMARY

Total – TABLE A Year 1	\$ _____
Total – TABLE B Option Year 1	\$ _____
Total - TABLE C Option Year 2	\$ _____
<b>GRAND TOTAL OF BID (taxes excluded)</b>	\$ _____

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Name of company

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Date

Solicitation No. - N° de l'invitation :  
5P300-18-0448/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

## ANNEX C

### ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

***The following form must be completed and signed prior to commencing work on Parks Canada Sites.***

**Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.**

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

<b>Parks Canada Responsible Authority/Project Lead</b>	<b>Address</b>	<b>Contact Information</b>
<b>Project Manager/Contracting Authority</b>		
<b>Prime Contractor</b>		
<b>Subcontractor(s)</b> (add additional fields as required)		

**Location of Work**

**General Description of Work to be Completed**

Solicitation No. - N° de l'invitation :  
5P300-18-0448/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

**Mark "Yes" where applicable.**

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, \_\_\_\_\_ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

**Name**

**Signature**

**Date**

## ANNEX D to PART 5 OF THE BID SOLICITATION

### FORMER PUBLIC SERVANT

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

#### Definitions

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

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

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

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

#### Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the

Solicitation No. - N° de l'invitation :  
5P300-18-0448/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
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Title – Titre :  
TSW Potable Water Service and Maintenance

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published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

Solicitation No. - N° de l'invitation :  
5P300-18-0448/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

## ANNEX E to PART 5 OF THE BID SOLICITATION

### LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

#### Requirements

Section 17 of the *Ineligibility and Suspension Policy* (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names when participating in a procurement process. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

#### Supplier Information

<b>Supplier's Legal Name:</b>		
<b>Organizational Structure:</b> ( ) Corporate Entity ( ) Privately Owned Corporation ( ) Sole Proprietor ( ) Partnership		
<b>Supplier's Legal Address:</b>		
<b>City:</b>	<b>Province / Territory:</b>	<b>Postal Code / ZIP Code:</b>
<b>Supplier's Procurement Business Number (optional):</b>		

#### List of Names

Name	Title



Solicitation No. - N° de l'invitation :  
5P300-18-0448/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
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Client Ref. No. - N° de réf. du client :  
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Title – Titre :  
TSW Potable Water Service and Maintenance

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**Declaration**

I, (name) \_\_\_\_\_, (position) \_\_\_\_\_, of

(supplier's name) \_\_\_\_\_, declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

---

**Signature**

**Date**

Please include with your bid or offer.

Solicitation No. - N° de l'invitation :  
5P300-18-0448/A

Amd. No. - N° de la modif. :  
00

Contracting Authority - Autorité contractante :  
Céline Morin

Client Ref. No. - N° de réf. du client :  
10183326

Title – Titre :  
TSW Potable Water Service and Maintenance

## ANNEX F

### TECHNICAL EVALUATION

#### Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Any bid which fails to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion must be addressed separately.

M1	The Bidder must provide qualified personnel certified in small water systems. <b>Proof of certification for each person must be included in the bid.</b>
M2	The Bidder must clearly state that each person assigned to work on this contract has or can obtain <b>reliability status</b> .
M3	The Bidder must demonstrate that they have been <b>in business</b> for a minimum of <b>five (5) years</b> providing similar type and scope of service. To demonstrate this, they <b>must include the following information in their bid</b> :  a) the name of the client(s); b) a description of the services provided; c) the start and end dates of each contract; d) the name of the clients' contact person with complete coordinates, including an email address.

**Solicitation No. - N° de l'invitation :**  
5P300-18-0448/A

**Amd. No. - N° de la modif. :**  
00

**Contracting Authority - Autorité contractante :**  
Céline Morin

**Client Ref. No. - N° de réf. du client :**  
10183326

**Title – Titre :**  
TSW Potable Water Service and Maintenance

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## **ANNEX G**

### **TASK AUTHORIZATION**

# Task Authorization Autorisation de tâche

## Instruction for completing the form PC - T5 - Task Authorization

## Instruction pour compléter le formulaire PC - T5 - Autorisation de tâche

### Contract Number

Enter the PC contract number.

### Numéro du contrat

Inscrire le numéro du contrat de PC.

### Contractor's Name and Address

Enter the applicable information

### Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

### Security Requirements

Enter the applicable requirements

### Exigences relatives à la sécurité

Inscrire les exigences pertinentes

### Total estimated cost of Task (GST/HST extra)

Enter the amount

### Coût total estimatif de la tâche (TPS/TVH en sus)

Inscrire le montant

## For revision only

## Aux fins de révision seulement

### TA Revision Number

Enter the revision number to the task, if applicable.

### Numéro de la révision de l'AT

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

### Total Estimated Cost of Task (GST/HST Extra) before the revision

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

### Coût total estimatif de la tâche (TPS/TVH en sus) avant la révision

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

### Increase or Decrease (GST/HST Extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (GST/HST Extra) before the revision.

### Augmentation ou réduction (TPS/TVH en sus), s'il y a lieu

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

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

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

### A. Task Description of the Work required:

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

### A. Description de tâche des travaux requis :

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

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised  
activities; delivery/completion dates; revised costs.  
Revisions to TAs must be in accordance with the  
conditions of the contract. See Supply Manual 3.35.1.  
50 or paragraph 6 of the Guide to Preparing and  
Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure  
le motif de la révision c.-à.-d., les activités révisées,  
les dates de livraison ou d'achèvement, les coûts  
révisés. Les révisions apportées aux AT doivent  
respecter les conditions du contrat. Voir l'article 3.35.  
1.50 du Guide des approvisionnements ou l'alinéa 6  
du Guide sur la préparation et l'administration des  
autorisations de tâches.

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

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

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

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

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

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

---

**B. Basis of Payment:**

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

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

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

**Option 2:**

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

**(b) Insert GST/HST as a separate item under the Basis of Payment****D. Method of Payment**

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

---

**2. Authorization(s):**

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

**3. Contractor's Signature**

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

**B. Base de paiement :**

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

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

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

**Option 2 :**

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

**(b) Insérer la TPS/TVH comme élément distinct sous la Base de paiement****D. Méthode de paiement**

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

---

**2. Autorisation(s) :**

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

**3. Signature de l'entrepreneur**

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

## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

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

Security Requirements: This task includes security requirements

Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non

Yes - Oui

If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract

Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



### For Revision only - Aux fins de révision seulement

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

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

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint
B. Basis of Payment - Base de paiement	See Attached - Ci-joint
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

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

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

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PC Contracting Authority - Autorité contractante de PC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date