



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

**Bid Receiving - PWGSC / Réception des  
soumissions – TPSGC**  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III  
Core 0B2 / Noyau 0B2  
Gatineau  
Quebec  
K1A0S5  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

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

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

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

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

**Comments - Commentaires**

<b>Title - Sujet</b> EREP: Floating Tank Fabric	
<b>Solicitation No. - N° de l'invitation</b> F7047-170069/A	<b>Date</b> 2019-06-21
<b>Client Reference No. - N° de référence du client</b> F7047-170069	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$ERD-010-27371	
<b>File No. - N° de dossier</b> 010erd.F7047-170069	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-07-31</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cormier, Jessica	<b>Buyer Id - Id de l'acheteur</b> 010erd
<b>Telephone No. - N° de téléphone</b> (343) 543-7594 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Marine Emergency Response Division/Division des  
Interventions en cas d'urgence maritime  
Centennial Towers 7th Floor - 7W11  
200 Kent Street  
Ottawa  
Ontario  
K1A0S5

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

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

### **1.2 Summary**

The Canadian Coast Guard (CCG) requires towable, marine storage capacity to temporarily contain recovered oil in calm and protected waters in the event of a marine pollution incident. Fulfillment of this requirement will help to augment or replace existing similar storage equipment, as well as support the CCG Environmental Response (ER) Concept of Operations (ConOps).

This procurement is part of the Environmental Response Equipment (ERE) Program for the Canadian Coast Guard (CCG), and forms part of the Oceans Protection Plan announced in November 2016. Under the ERE Program, CCG is renewing its suite of environmental response (ER) equipment, ensuring a robust and strategic national response capability. The ERE Program will replace aging ER equipment and potentially introduce new response technologies to over 80 locations across Canada; this objective will be realized through approximately 50 to 100 unique equipment procurements.

The period of the resulting Contract will be from date of contract award to March 31, 2022 (inclusive) as specified in Schedule A under the same conditions. Delivery destinations include various locations across Canadian provinces and territories, and are identified in Schedule B.

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), the Canadian Free Trade Agreement (CFTA) and the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP).

This procurement may be subject to the Nunavut Agreement (also referred to as Nunavut Land Claims Agreement), Inuvialuit Final Agreement, Gwich'in Comprehensive Land Claim Agreement, Tsawwassen Final Agreement, Huron-Wendat Nation (2008), Mohawks of Quebec (1975) and Regroupement Petapan.

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At the time when a Task Authorization is issued, the Contracting Authority and/or Project Authority will discuss with the Contractor to determine if there is an opportunity to include an Indigenous Benefits Plan which generates socio-economic benefits (employment, training and subcontracting) for Indigenous people or businesses.

This bid solicitation may establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users across Canada, including areas subject to Comprehensive Land Claims Agreements.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 6 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

The Phased Bid Compliance Process (PBCP) applies to this requirement.

Bidders intending to submit bids should obtain solicitation documents directly from <http://BuyAndSell.gc.ca>. Solicitation amendments, if and when issued, will be available on <http://BuyAndSell.gc.ca>. It is the responsibility of the Bidder to ensure that all amendments issued during the solicitation period have been obtained and addressed in the submitted bid. Bidders basing their submissions on solicitation documents obtained from other sources do so at their own risk. Learn how to receive notifications about solicitation amendments at <https://buyandsell.gc.ca/procurement-data/tenders/follow-opportunities>

Businesses interested in learning more about selling to the Government of Canada are encouraged to review <https://BuyAndSell.gc.ca/for-businesses/selling-to-the-government-of-canada>.

The Office of Small and Medium Enterprises (OSME) offers free seminars to businesses interested in learning about the general procurement process and how to sell goods and services to the government. Refer to <http://www.tpsgc-pwgsc.gc.ca/app-acq/pme-sme/index-eng.html> for more information about OSME's seminars and other services.

### **1.3 Debriefings**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days  
Insert: 180 days

### 2.2 Submission of Bids

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

**Due to the nature of the bid solicitation, bids transmitted by facsimile, e-mail, or the ePost Connect service to PWGSC will not be accepted.**

### 2.3 Former Public Servant

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

#### Definitions

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

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

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

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

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

As per the above definitions, is the Bidder a FPS in receipt of a pension?

**Yes ( ) No ( )**

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

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

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

#### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

**Yes ( ) No ( )**

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

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

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## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

#### 3.1.1 Bid Structure

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

Section I: Technical Bid (3 hard copies and 2 electronic copies on CD, DVD, or USB storage device)  
Section II: Financial Bid (1 hard copy and 2 electronic copies on CD, DVD, or USB storage device)  
Section III: Certifications (1 hard copy and 2 electronic copies on CD, DVD, or USB storage device)

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

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

#### 3.1.2 Bid Format

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

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). 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.

#### 3.1.3 No Conditional Bids

The Bidder's bid must not be made conditionally. Any condition imposed by the Bidder will render the bid nonresponsive and the bid will be given no further consideration.

#### 3.1.4 Section I: Technical Bid

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

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

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### **3.1.4.1 Substantial Information**

Bidders must demonstrate their compliance with the bid solicitation by providing substantial information describing completely and in detail how the requirement is met or addressed.

Bidders should provide with their technical bid, a document indicating clearly where the substantial information can be found for each of the mandatory criterion identified in the Technical Bid Evaluation Plan (Annex 1 to Part 4 of the Bid Solicitation).

Bidders must sign the Certification of Compliance (Annex 2 to Part 4 of the Bid Solicitation). A signed Certification of Compliance (Annex 2 to Part 4 of the Bid Solicitation) will be interpreted as meaning full agreement with the requirement, whereas a non-signed Certification of Compliance (Annex 2 to Part 4 of the Bid Solicitation) will be interpreted as meaning not in full agreement with the requirement and the Bid will be deemed non-responsive and not given any further consideration.

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

#### **3.1.5.1 Pricing Submission**

Bidders must submit their financial bid in accordance with Schedule A. The bid must address each of the cost elements in Schedule A.

The bid must be submitted in Canadian Currency.

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

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex 1 to Part 3 Electronic Payment Instruments, to identify which ones are accepted.

If Annex 1 to Part 3 Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

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

#### **3.1.5.3 Exchange Rate Fluctuation**

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk will not be considered. All bids including such provision will render the bid non responsive.

#### **3.1.5.4 Delivery Dates**

While delivery of applicable items in Schedule A - Section 1 (Required Goods and Services) is requested by March 31, 2021 (Delivery period 1) and March 31, 2022 (Delivery period 2), the Bidder is requested to propose their best delivery date in Schedule B.

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

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

#### **3.1.7 Bidder's Checklist**

Bidders should refer to Annex 2 to Part 3 of the Bid Solicitation (Bidder's Checklist).

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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.
- (c) Canada will use the Phased Bid Compliance Process described below.

#### 4.1.1 Phased Bid Compliance Process

##### 4.1.1.1 (2018-07-19) General

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

THE BIDDER ACKNOWLEDGES THAT THE REVIEWS IN PHASE I AND II OF THIS PBCP ARE PRELIMINARY AND DO NOT PRECLUDE A FINDING IN PHASE III THAT THE BID IS NON-RESPONSIVE, EVEN FOR MANDATORY REQUIREMENTS WHICH WERE SUBJECT TO REVIEW IN PHASE I OR II AND NOTWITHSTANDING THAT THE BID HAD BEEN FOUND RESPONSIVE IN SUCH EARLIER PHASE. CANADA MAY DEEM A BID TO BE NON-RESPONSIVE TO A MANDATORY REQUIREMENT AT ANY PHASE.

THE BIDDER ALSO ACKNOWLEDGES THAT ITS RESPONSE TO A NOTICE OR A COMPLIANCE ASSESSMENT REPORT (CAR) (EACH DEFINED BELOW) IN PHASE I OR II MAY NOT BE SUCCESSFUL IN RENDERING ITS BID RESPONSIVE TO THE MANDATORY REQUIREMENTS THAT ARE THE SUBJECT OF THE NOTICE OR CAR, AND MAY RENDER ITS BID NON-RESPONSIVE TO OTHER MANDATORY REQUIREMENTS.

- (c) Canada may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by Canada to provide the necessary documentation.
- (d) Failure to meet this deadline will result in the Bid being declared non-responsive.
- (e) The PBCP does not limit Canada's rights under Standard Acquisition Clauses and Conditions (SACC) 2003 (2018-05-22) Standard Instructions – Goods or Services – Competitive Requirements nor Canada's right to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection (c).

- (f) Canada will send any Notice or CAR by any method Canada chooses, in its absolute discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A Notice or CAR sent by Canada to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a response, however caused.

#### **4.1.1.2 (2018-03-13) Phase I: Financial Bid**

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

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- (g) Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder's Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- (h) Canada will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II review.

#### **4.1.1.3 (2018-03-13) Phase II: Technical Bid**

- (a) Canada's review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- (b) Canada will send a written notice to the Bidder (Compliance Assessment Report or "CAR") identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- (c) A Bidder shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to Canada in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- (d) The Bidder's response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.

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- (e) The Bidder's response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to Canada to revise the Bidder's Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder's own risk. All submitted information must comply with the requirements of this solicitation.
- (f) Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- (g) Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by Canada in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR.
- If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder's original score, which was less than the mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid
- (h) Canada will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of Canada, then the Bid shall be considered non-responsive and will receive no further consideration.
- (i) Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of Canada, will receive a Phase III evaluation.

#### **4.1.1.4 (2018-03-13) Phase III: Final Evaluation of the Bid**

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

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#### 4.1.2 Technical Evaluation

The Technical Bid Evaluation Plan and mandatory technical evaluation criteria are included in the Technical Bid Evaluation Plan (Annex 1 to Part 4 of the Bid Solicitation).

Where the requirement for method of compliance is the "Certification of Compliance", the evaluation team will consider a bid compliant if the Bidder provides a completed and signed "Certification of Compliance (Annex 2 to Part 4 of the Bid Solicitation)" document.

##### 4.1.2.1 Mandatory Technical Criteria

All mandatory technical evaluation criteria are included in the Technical Bid Evaluation Plan (Annex 1 to Part 4 of the Bid Solicitation). The Phased Bid Compliance Process will apply to all mandatory technical criteria.

#### 4.1.3 Financial Evaluation

##### Evaluated Price = A + B + C

A = Sum of the extended prices of items 1 – 6 (inclusive)

B = Sum of the extended prices of items 7 – 11 (inclusive)

C = Hourly rate identified by bidder for options and unscheduled work will be multiplied by 100 hours\*

\* 100 hours is used for evaluation purpose only and in no way represents commitment by Canada

Extended Price for EACH item in A is calculated as follows:

*-Item #1 Quantity x Item #1 Firm Unit Price = Item #1 Extended Price*

*-This is repeated for items 2 – 6 inclusive.*

Extended Price for EACH item in B is calculated as follows:

*-Item #7 Quantity x Item #7 Firm Unit Price = Item #7 Extended Price*

*-This is repeated for items 8 – 11 inclusive.*

Extended Price for Hourly Rate in C is calculated as follows:

*- 100 hours x Hourly Rate*

##### 4.1.3.1 Mandatory Financial Criteria

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

#### 4.2 Basis of Selection - 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.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

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

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

#### 5.1.2 Certification of Compliance

The Bidder must provide the Contracting Authority with a signed and completed Certification of Compliance (Annex 2 to Part 4 of the Bid Solicitation) to be given further consideration in the procurement process.

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4)" (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>) list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity – Certification (Annex 1 to Part 5 of the Bid Solicitation), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.2.3 Welding Certification

1. Welding must be performed by a company that is certified by the Canadian Welding Bureau (CWB) for the following Canadian Standards Association (CSA) standards:
  - a. i) CSA W59-18 (current version), Welded Steel Construction; and
  - ii) CSA W59.2-18 (current version), Welded Aluminum Construction.

**-OR-**

- b. by a company that is certified by ISO 3834-2:2005, Quality Requirements for Fusion Welding of Metallic Materials – Part 2: Comprehensive Quality Requirements
2. Before contract award and within 21 calendar days of the written request by the Contracting Authority, the successful Bidder must submit evidence demonstrating its and its subcontractor's certification by CWB in accordance with the CSA welding standards.

### 5.2.4 Insurance Requirements - Proof of Availability Prior to Contract Award

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in **Part 6 - Resulting Contract Clause 6.13**.

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

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Statement of Requirement

The Contractor must provide the goods, services or both described in the Contract, including all the Annexes, Schedules, Appendices, and any other identified documents, to Canada in accordance with, and at the prices and/or rates stated in the Contract.

#### 6.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable options to acquire goods, services or both described in the Contract, including all the Annexes, Schedules, Appendices, and any other identified documents, under the same conditions and at the prices and/or rates stated in the Contract.

The options may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment. The Contracting Authority may exercise the options on multiple occasions and at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### 6.1.2 Addition Work Requirements (AWR)

Additional work that is not described in the Statement of Work but that is required to support the requirement and that would be considered to fall within the overall scope of the Work, may be incorporated into the Contract in accordance with Schedule A, Basis of Payment via Task Authorization.

#### 6.1.3 Task Authorization

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

##### 6.1.3.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex C.
1. The 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. At the time when the Task Authorization is provided to the Contractor, the Contracting Authority or Project Authority will discuss with the Contractor to determine if there is an opportunity to include an Indigenous Benefits Plan which generates socio-economic benefits (employment, training and subcontracting) for Indigenous people or businesses.
4. The Contractor must provide the Project Authority, within 7 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.

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

### **6.1.3.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$5,000, Applicable Taxes included, inclusive of any revisions.

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

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

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

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

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

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

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

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 21 calendar days after the end of the reporting period.

### **Reporting Requirement – Details**

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

For each authorized task:

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

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For all authorized tasks:

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

## 6.2 Standard Clauses and Conditions

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

### 6.2.1 General Conditions

[2030 \(2018-06-21\)](#), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

[1031-2 \(2012-07-16\)](#), Contract Cost Principles, apply to and form part of the Contract.

### 6.2.2 Supplemental General Conditions

[4010 \(2012-07-16\)](#) Services – Higher Complexity, apply to and form part of the Contract.

## 6.3 Security Requirements

There is no security requirement applicable to the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from Date of Contract to **March 31, 2022** inclusive.

### 6.4.2 Delivery Dates

The Contractor must make complete delivery by the Delivery Dates identified in Schedule B.

### 6.4.3 Comprehensive Land Claims Agreements (CLCAs)

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

- a. the Inuit Business List for the Nunavut Land Claims Agreement:  
<http://inuitfirm.tunnagavik.com>
- b. the Inuvialuit Business List for the Inuvialuit Final Agreement:  
<http://www.irc.inuvialuit.com/business/inuvialuit-business-list-ibl>
- c. the Gwich'in Business directory for the Gwich'in Land Claim Agreement:  
<http://gwichin.biz/index.php/registered-business>
- d. the Tsawwassen Business list for the Tsawwassen First Nation Final Agreement  
<http://tfnedc.com/tfnedc-joint-ventures/>

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If an option for storage is exercised in one of these areas, the Contracting/Project authority will discuss with the Contractor to determine if there is an opportunity to include an Indigenous Benefits Plan which generates socio-economic benefits (employment, training and subcontracting) for Indigenous people or businesses.

#### 6.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Schedule B (Deliveries and Milestones) of the Contract.

#### 6.5 Authorities

##### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Jessica Cormier  
Supply Team Leader  
Public Works and Government Services Canada  
Acquisitions Branch  
Marine Emergency Response Division  
200 Kent Street, 6N137 – Ottawa, Ontario

Telephone: 343-543-7594  
E-mail address: [Jessica.Cormier2@pwgsc-tpsgc.gc.ca](mailto:Jessica.Cormier2@pwgsc-tpsgc.gc.ca)

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

##### 6.5.2 Project Authority

The Project Authority for the Contract is: *< to be announced upon contract award >*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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

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

### 6.5.3 Contractor's Representative

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

### 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 Price

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

#### 6.7.2 Limitation of Price

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.

#### 6.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

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

#### 6.7.4 Travel and Living Expenses - National Joint Council Travel Directive

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices

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B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Contracting Authority.

All payments are subject to government audit.

#### **6.7.5 Method of Payment**

##### **6.7.5.1 Multiple Payments – Subject to Holdback**

1. Canada will pay the Contractor in accordance with the payment provisions of the Contract for the completion and delivery of unit(s) detailed in Schedule A, up to 98% percent of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. the total amount for all payments paid by Canada does not exceed 100% percent of the total amount to be paid under the Contract;
  - c. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
  - d. all work delivered have been completed and accepted by Canada.
2. The balance of the amount payable ("Holdback") will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all final DIDs required under the Contract (Schedule A - Item 4 – Documentation – DID), provided that such final DIDs have been accepted by Canada and that a final claim for the payment is submitted.
3. For clarity and notwithstanding paragraph 1 above, payments will not be subject to the Holdback once all final DIDs (Schedule A – Item 4- Documentation - DID) have been delivered and accepted by Canada.

##### **6.7.5.2 Schedule of Milestones**

The schedule of milestones for which payments will be made in accordance with the Contract is as detailed in Schedule B, Deliveries and Milestones.

#### **6.7.6 Electronic Payment of Invoices – Contract**

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

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### 6.7.7 Discretionary Audit

1. The following are subject to government audit before or after payment is made:
  - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
  - b. The accuracy of the Contractor's time recording system.
  - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
  - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there

### 6.7.8 Taxes - Foreign-based Contractor *(if applicable)*

Unless specified otherwise in the Contract, the price includes no amount for any federal excise tax, state or local sales or use tax, or any other tax of a similar nature, or any Canadian tax whatsoever. The price, however, includes all other taxes. If the Work is normally subject to federal excise tax, Canada will, upon request, provide the Contractor a certificate of exemption from such federal excise tax in the form prescribed by the federal regulations.

Canada will provide the Contractor evidence of export that may be requested by the tax authorities. If, as a result of Canada's failure to do so, the Contractor has to pay federal excise tax, Canada will reimburse the Contractor if the Contractor takes such steps as Canada may require to recover any payment made by the Contractor. The Contractor must refund to Canada any amount so recovered.

### 6.8 Invoicing Instructions

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment.

Each claim must show:

- a. all information required on form PWGSC-TPSGC 1111;
- b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions; and
- c. the description and value of the milestone claimed as detailed in the Contract.

As applicable, each claim must be supported by:

- a. a copy of time sheets to support the time claimed; and
- b. a copy of the invoices, receipts, vouchers for all direct transport and insurance, and travel and living expenses.

2. Applicable Taxes must be calculated on the total amount of the claim.

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3. The Contractor must prepare and certify the claim on form PWGSC-TPSGC 1111, and e-mail it to the Contracting Authority for review. The Contracting Authority will then forward the claim to the Project Authority for certification and onward submission to the client's payment Office for the remaining certification and payment action.
  4. The Contractor must not submit claims until all work identified in the claim is completed, and must only submit one claim per month.

## **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.

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

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **6.9.3 Welding Certification**

2. The Contractor must ensure that welding is performed by a company that is certified by the Canadian Welding Bureau(CWB) for the following Canadian Standards Association(CSA) standard(s):
    - a. i) CSA W59-18 (current version), Welded Steel Construction; and
    - iii) CSA W59.2-18 (current version), Welded Aluminum Construction.
- OR-**
- b. by a company that is certified by ISO 3834-2:2005, Quality Requirements for Fusion Welding of Metallic Materials – Part 2: Comprehensive Quality Requirements
2. In addition, welding must be done in accordance with the requirements of the applicable drawings and specifications.
  3. Before the commencement of any fabrication work, and upon request from the Contracting Authority, the Contractor must provide approved welding procedures and/or a list of welding personnel they intend to use in the performance of the Work. The list must identify the CWB welding procedure qualifications attained by each of the personnel listed and must be accompanied by a copy of each person's current CWB certification to CSA welding standards.

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## 6.10 Applicable Laws

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

## 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, including Schedule A, Basis of Payment and Schedule B, Deliveries and Milestones;
- b. The supplemental general conditions 4010 (2012-07-16), Services - Higher Complexity;
- c. 1031-2 (2012-07-16), Contract Cost Principles;
- d. The general conditions 2030 (2018-06-21), General Conditions - Higher Complexity - Goods;
- e. Annex A, Statement of Work;
- f. Annex B, Technical Statement of Requirements;
- g. The signed Task Authorizations (including all of its annexes, if any);
- h. The Contractor's bid dated \_\_\_\_\_.

## 6.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

### Foreign Nationals (Canadian Contractor):

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

- OR -

### Foreign Nationals (Foreign Contractor):

The Contractor must comply with Canadian immigration legislation applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Canadian Embassy, Consulate or High Commission in the Contractor's country to obtain instructions, information on Citizenship and Immigration Canada's requirements and any required documents. The Contractor is responsible to ensure that foreign nationals have the required information, documents and authorizations before performing any work under the Contract in Canada.

## 6.13 Insurance – Specific Requirements

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

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

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

### **6.13.1 Commercial General Liability Insurance**

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

m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

**6.13.2 Warehouseman's Legal Liability Insurance** *(only applicable if Optional Item # 12 is exercised)*

1. The Contractor must obtain Warehouseman's Legal Liability Insurance coverage on Government Property, and maintain it in force while under its care, custody or control for storage, in an amount of not less than \$ \_\_\_\_\_ *(to be inserted if option is exercised)*. The Government's Property must be insured on a replacement cost (new) basis.
2. Administration of Claims: The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to Government Property to ensure that claims are properly made and paid.
3. The following endorsements must be included:
  - a. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
  - b. Settlement of Claims: The insurance proceeds regarding any loss of or damage to Government Property must be payable to the appropriate party as directed by the Contracting Authority.
  - c. Loss Payee: Canada as its interest may appear or it may direct.
  - d. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by The Department of Fisheries and Oceans - Canadian Coast Guard and Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

**6.14 Access to Government Site, Facility, or Equipment**

**6.14.1 Government Site Regulations**

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

**6.14.2 Access to Facilities and Equipment**

Canada's facilities, equipment, documentation and personnel are not automatically at the disposal of the Contractor. If access to government premises, computer systems (micro computer network), working space, telephones, terminals, documentation and personnel for consultation is required by the Contractor to perform the Work, the Contractor must advise the Contracting Authority of the need for such access in a timely fashion. If the Contractor's request for access is approved by Canada and arrangements are made to provide access to the Contractor, the Contractor, its subcontractors, agents and employees must comply with all the conditions applicable at the Work site. The Contractor must further ensure that the facilities and equipment are used solely for the performance of the Contract.

**6.14.3 Identification Badge**

Any person assigned to the performance of any part of the Work that is performed on government premises must wear in a conspicuous place the identification badge issued to that person by Canada.

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When a person is required to wear a safety helmet, the Contractor, if requested to do so by the Contracting Authority, must paint the number appearing on the badge on the front of the safety helmet.

## **6.15 Shipping Instructions**

### **6.15.1 Delivery Instructions**

1. Goods must be consigned to the destination specified in the Contract and delivered: Delivered Duty Paid (DDP) (specified destination) Incoterms 2010.
2. The Contractor is responsible for all delivery charges, administration, costs and risks of transport and customs clearance, including the payment of customs duties, import clearances, and Applicable Taxes.
3. The Contractor must deliver the goods by appointment only. The Contractor or its carrier must arrange delivery appointments by contacting the designated contact person at least 2 business days in advance of the delivery time. The consignee may refuse deliveries when prior arrangements have not been made.
4. Refer to Schedule B for additional instructions.

### **6.15.2 Wood Packaging Materials**

All wood packaging materials used in shipping must conform to the International Standards for Phytosanitary Measures No. 15: Regulation of Wood Packaging Material in International Trade (ISPM 15) (<https://www.ippc.int/en/core-activities/standards-setting/ispms/>).

Pertinent additional information on Canada's import and export programs is provided in the following Canadian Food Inspection Agency policy directives:

D-98-08 - Entry Requirements for Wood Packaging Materials Produced in All Areas Other Than the Continental United States (<http://www.inspection.gc.ca/plants/plant-protection/directives/forestry/d-98-08/eng/1323963831423/1323964135993>)

D-13-01 – Canadian Heat Treated Wood Products Certification Program (HT Program) (<http://www.inspection.gc.ca/plants/forestry/exports/ht-program/eng/1319462565070/1319462677967>).

### **6.15.3 Dangerous Goods / Hazardous Products - Labelling and Packaging Compliance**

1. The Contractor must ensure proper labelling and packaging in the supply and shipping of dangerous goods/hazardous products to the Government of Canada.
0. The Contractor will be held liable for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
3. The Contractor must clearly mark all merchandise labels with the percentage of volume that is a hazardous item. Failure to do so will result in the Contractor being held responsible for damages caused in the movement of goods/products by government vehicles or government personnel.
4. The Contractor must adhere to all applicable laws regarding dangerous goods/hazardous products.

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#### 6.15.4 Transportation of Dangerous Goods/Hazardous Products

The Contractor must obtain the authorization from the Department of Transport to transport dangerous goods/hazardous products before the carrier may accept a charter involving the transportation of dangerous goods/hazardous products.

#### 6.15.5 Shipment of Dangerous Goods/Hazardous Products

The Contractor must label and ship dangerous goods/hazardous products falling within the Transportation of Dangerous Goods Act, 1992, c.34 (<http://laws-lois.justice.gc.ca/eng/acts/t-19.01/>) and the Hazardous Products Act, R.S.C. 1985, c. H-3 (<http://laws-lois.justice.gc.ca/eng/acts/H-3/>) and their regulation(s) in accordance with the said Acts and regulation(s) accompanied by the required safety data sheet(s) completed in both English and French.

#### 6.15.6 Delivery of Dangerous Goods/Hazardous Products

1. The Contractor must mark dangerous goods/hazardous products which are classed as dangerous/hazardous as follows:
  - a. shipping container - in accordance with the Transportation of Dangerous Goods Act, 1992, c. 34 (<http://laws-lois.justice.gc.ca/eng/acts/T-19.01/>); and
  - b. immediate product container - in accordance with the Hazardous Products Act, R.S., 1985, c. H-3 (<http://laws-lois.justice.gc.ca/eng/acts/H-3/>).
2. The Contractor must provide bilingual Safety Data Sheets, indicating any applicable NATO Stock Number as follows:
  - a. two hard copies:
    - i. one copy to be enclosed with the shipment, and
    - ii. one copy to be mailed to:  
< to be provided at contract award >
  - b. one copy sent in any electronic format to the following address:  
< to be provided at contract award >.
3. The Contractor will be responsible for any damages caused by improper packaging, labelling or carriage of dangerous goods/hazardous products.
4. The Contractor must ensure they adhere to all levels of regulations regarding dangerous goods/hazardous products as set forth by federal, provincial and municipal laws and by-laws.
5. The Contractor must contact the Technical Authority at least 72 hours before shipping dangerous goods/hazardous products in order to schedule a receiving time.

## SCHEDULE A

### BASIS OF PAYMENT

*Instructions to Bidders:*

*The Bidder must complete the fill-ins and tables in Sections 1 and 2 of Schedule A as follows:*

- a. *All prices must be in Canadian currency;*
- b. *All prices must include customs duties;*
- c. *All prices must **not** include Applicable Taxes;*
- d. *The Bidder must provide firm unit prices for each item in:*
  - i. *Section 1 (Required Goods and Services);*
  - ii. *Section 2 (Optional Goods and/or Services);*
- e. *The Bidder must take into account any notes associated with a particular Item and/or cost element.*

**Note: These italicized Instructions to Bidders will not be included in any resulting contract.**

## 1. Required Goods and Services

Item No.	Short Item Description	Quantity	Firm Unit Price (CAD)	Extended Price (CAD)
1	Floating Tank, Fabric 5T IAW SOW 1.2	247		
2	Floating Tank, Fabric 10T IAW SOW 1.2	140		
3	Accessory Kits IAW SOW 1.2	116		
4	Documentation <sup>1</sup> Generate and supply all of the required documents IAW SOW Appendices 1 & 2  (Including: DID-PM-01, DID-SE-01, DID-SE-02, DID-SE-04, DID-SE-06, DID-SE-07, DID-TM-01, DID-ETR-01, DID-TM-01, DID-TM-02, DID-TM-03, DID-TM-04, DID-TM-05, DID-TM-06, DID-TM-07, DID-TM-08, DID-ETR-02)	As per Contract	NA	
5	Equipment Training and Familiarization <sup>2,3</sup>	2 (1 English and 1 French)		
6	Equipment Commissioning Training <sup>2,3</sup>	2 (1 English and 1 French)		

### **Notes:**

<sup>1</sup> Does not include recurring DIDs (i.e. DID-PM- 02, DID-PM-03, DID-SE-03, DID-SE-05) nor the printed copies of accepted DIDs (i.e.; DID-TM-02, DID-TM-03, DID- TM-04, DID-TM-05, DID-TM-06 and DID-SE-07)

<sup>2</sup> Units indicate total number of sessions;

<sup>3</sup> No travel costs are to be included – Travel will be paid in accordance with Article 6.7.4 of the Contract

NA Not Applicable

## 2. Optional Goods and/or Services

Item No.	Short Item Description	Max Quantity <sup>4</sup>	Contract Award – March 31, 2022
7	Floating Tank, Fabric 5T IAW SOW 1.2	107	
8	Floating Tank, Fabric 10T IAW SOW 1.2	60	
9	Accessory Kits IAW SOW 1.2	43	
10	Equipment Training and Familiarization <sup>5,6</sup>	4 (2 English and 2 French)	
11	Equipment Commissioning Training <sup>5,6</sup>	4 (2 English and 2 French)	
12	Climate Controlled Storage IAW SOW 4.1	TBD	TBN
13	Recommended Spare Parts and Tools Kits  The provision of any or all spares in support of the deliverables as detailed the final Recommended Spare Parts and Tools List (CDRL item DID-TM-01), as accepted by Canada. (The contents of each Kit will be determined if and when options are exercised.)	20	TBN

<sup>4</sup> Optional Items may be procured on as many occasions as necessary up to the identified maximum total quantity;

<sup>5</sup> Units indicate total number of sessions;

<sup>6</sup> No travel costs are to be included – Travel will be paid in accordance with Article 6.7.4 of the Contract

TBD To be determined

TBN To be negotiated after contract award

### 3. Task Authorizations

#### 3.1 Basis of Payment

##### Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with Schedule A. Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure or ceiling price specified in the authorized task authorization. Customs duties are included and Applicable Taxes are extra.

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

**-OR-**

##### Firm Unit Price(s) or Firm Lot Price - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) as detailed in the Basis of Payment above, as specified in the authorized TA. Customs duties are excluded 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.

##### 3.1.1 Hourly Rate - Optional Services and Unscheduled Work

Bidders are requested to propose an hourly rate that will be used in the pricing of any AWRs (see article 6.1.2)

The hourly rate quoted for AWRs must be firm, remain valid for the entire period of the Contract. The hourly rate proposed must be in accordance with the terms and conditions of this RFP.

Canada reserves the right to negotiate the hourly rate.

For AWRs involving labour, the Contractor will be paid (tax and travel excluded):  
a firm hourly rate of \$ \_\_\_\_\_ CAD (*price to be inserted upon contract award*)

### 3.2 Method of Payment

#### Milestone Payments – Subject to Holdback

1. Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract, up to 98% of the amount claimed and approved by Canada if:
  - a. an accurate and complete claim for payment using form PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - b. the total amount for all milestone payments paid by Canada does not exceed 100% of the total amount to be paid under the Contract;
  - c. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
  - d. all work associated with the milestone and as applicable any deliverable required have been completed and accepted by Canada.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all Work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

**-OR-**

#### Milestone Payments – Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using PWGSC-TPSGC 1111, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

**-OR-**

#### Multiple Payments

Canada will pay the Contractor upon completion and delivery of units 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 delivered has been accepted by Canada.

## SCHEDULE B

### DELIVERIES AND MILESTONES

*The Bidder must compete the cells in Table 1 of Schedule B as follows:*

- (a) While delivery for Period 1 is requested by March 31, 2021, (in Calendar Days ACA [# of days from Contract Award Date]), the Bidder must indicate their best Delivery Dates for each item identified (with the exception of Documentation, which is to be delivered in accordance with Annex A, Statement of Work). These dates will be utilized in any resulting contract.*
- (b) While delivery for Period 2 is requested by March 31, 2022, (in Calendar Days ACA [# of days from Contract Award Date]), the Bidder must indicate their best Delivery Dates for each item identified (with the exception of Documentation, which is to be delivered in accordance with Annex A, Statement of Work). These dates will be utilized in any resulting contract.*

**Note: these notes, in italics, will be dropped from any resulting contract clauses.**

**1. Schedule of Delivery for required goods and documentation (Table 1 in Schedule A)**

All deliveries must be received DDP by the Delivery Date identified in the table below

Item No.	Short Item Description	Delivery Location	Delivery Period 1 Delivery Date (Days after contract award)		Delivery Period 2 Delivery Date (Days after contract award)	
			QTY		QTY	
1	Floating Tank, Fabric 5T	Charlottetown Prince Edward Island	4		0	
2	Floating Tank, Fabric 10T		0		0	
3	Accessory Kits		1		0	
1	Floating Tank, Fabric 5T	Dartmouth Nova Scotia	4		10	
2	Floating Tank, Fabric 10T		2		6	
3	Accessory Kits		2		4	
1	Floating Tank, Fabric 5T	Mount Pearl Newfoundland and Labrador	5		17	
2	Floating Tank, Fabric 10T		4		7	
3	Accessory kits		4		11	
1	Floating Tank, Fabric 5T	Saint John New Brunswick	2		2	
2	Floating Tank, Fabric 10T		0		0	
3	Accessory Kits		1		0	
1	Floating Tank, Fabric 5T	Port Hastings Nova Scotia	3		6	
2	Floating Tank, Fabric 10T		3		4	
3	Accessory Kit		2		4	

Item No.	Short Item Description	Delivery Location	Delivery Period 1 Delivery Date (Days after contract award)		Delivery Period 2 Delivery Date (Days after contract award)	
			QTY		QTY	
1	Floating Tank, Fabric 5T	Prince Rupert British Columbia	3		6	
2	Floating Tank, Fabric 10T		1		3	
3	Accessory Kits		1		2	
1	Floating Tank, Fabric 5T	Richmond British Columbia	3		4	
2	Floating Tank, Fabric 10T		1		1	
3	Accessory Kits		1		1	
1	Floating Tank, Fabric 5T	Victoria British Columbia	3		8	
2	Floating Tank, Fabric 10T		2		4	
3	Accessory Kits		1		4	
1	Floating Tank, Fabric 5T	Québec City Québec	12		22	
2	Floating Tank, Fabric 10T		8		14	
3	Accessory Kits		5		13	
1	Floating Tank, Fabric 5T	Prescott Ontario	8		18	
2	Floating Tank, Fabric 10T		6		14	
3	Accessory Kits		6		10	
4	Documentation	As Per Contract (SOW App 1&2)	As Per Contract (SOW Appendices 1&2)		As Per Contract (SOW Appendices 1&2)	
5	Equipment Training and Familiarization	Location with Canada TBD	2 (1 English and 1 French)			
6	Equipment Commissioning Training	At Contractor's Facility TBD	2 (1 English and 1 French)			

**2. Milestones for required goods and documentation (Table 1 in Schedule A)**

Item No.	Short Item Description	Quantity	Claim Value	Holdback Value
1	Floating Tank, Fabric 5T IAW SOW 1.2	247	98%	2%
2	Floating Tank, Fabric 10T IAW SOW 1.2	140	98%	2%
3	Accessory Kits IAW SOW 1.2	116	98%	2%
4	Documentation <sup>1</sup> Generate and supply all of the required documents IAW SOW Appendices 1 & 2  (Including: DID-PM-01, DID-SE-01, DID-SE-02, DID-SE-04, DID-SE-06, DID-SE-07, DID-TM-01, DID-ETR-01, DID-TM-02, DID-TM-03, DID-TM-04, DID-TM-05, DID-TM-06, DID-TM-07, DID-TM-08, DID-ETR-02)	As per Contract	NA	
5	Equipment Training and Familiarization <sup>2,3</sup>	2 (1 English and 1 French)	98%	2%
6	Equipment Commissioning Training <sup>2,3</sup>	2 (1 English and 1 French)	98%	2%

NA Not Applicable

**Annex A**  
Statement of Work

**Environmental Response Equipment Modernization/  
Mobile Incident Command Equipment Project**

*Storage – Towable Tank – Small – 5-10T*

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## SECTION 1 INTRODUCTION

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### 1.1 BACKGROUND

The Canadian Coast Guard (CCG) is the lead federal agency responsible for ensuring the clean-up of all ship-source and mystery-source pollution spills into waters under Canadian jurisdiction. In fulfillment of this legislated mandate, the CCG maintains a level of operational preparedness capacity to monitor, investigate, and respond, when required, to all reports of marine pollution incidents. The objective of the Environmental Response Equipment Modernization / Mobile Incident Command Equipment (EREM/MICE) Project is to modernize CCG's initial response equipment inventory and its supporting infrastructure.

### 1.2 PURPOSE

The CCG requires towable floating fabric bladders for increased storage capacity of recovered oil in calm waters, that would be deployed in response to a marine pollution incident.

This Statement of Work (SOW) defines the requirements of the Work and stipulates the deliverables required for the provision of the Towable Floating Fabric Storage Bladder and associated the Accessory Kit. Hereinafter, the Towable Floating Fabric Storage Bladder will be referred to as the **Towable Storage Bladder Package**.

The Towable Storage Bladder Package will consist of the following components as described in the accompanying Technical Statement of Requirements (TSOR) – Annex B:

- A towable fabric storage bladder;
- A bladder field repair kit;
- Bladder field repair instructions;
- A storage box;
- A Technical Maintenance Manual;
- An Operations Manual; and
- An Equipment Instructions Illustration.

The Accessory Kit will consist of the following components as described in the TSOR – Annex B:

- A towing system;
- An anchor kit;
- All rated rigging fittings, hoisting slings, and hardware;
- A storage box; and

- A Rigging Equipment Package.

### **1.3 SCOPE**

Any requirements, specifications, and other indications in this SOW regarding the work required in the provision of “Towable Storage Bladder Package(s)” or “Accessory Kit(s)” also pertain to each individual component of the Towable Storage Bladder Package(s) (towable fabric storage bladder, bladder field repair kit, storage box, and any other components/equipment/tools thereof) or Accessory Kit(s) (towing system, anchor kit, storage box, all rated rigging fitting, hoisting slings, and any other components/equipment/tools thereof) whether they are purchased together as complete packages, as individual items, or in any other combinations. Performance requirements and technical specifications are found in the accompanying TSOR - Annex B.

## SECTION 2 PROJECT MANAGEMENT

---

### 2.1 GENERAL

The Contractor must employ a formal organization of project management principles akin to those defined in the Project Management Institute's Project Management Body of Knowledge (PMBOK). These principles must include the methods and procedures to direct, coordinate, and control all efforts needed to deliver the Towable Storage Bladder Package(s) and Accessory Kits(s), and comply with the obligations specified in the Contract.

The Contractor must identify a Project Manager to oversee all work needed to satisfy contractual requirements (i.e., tasks, deliverables, resources, schedules, and quality). The Project Manager must be the primary point of contact with Canada.

The Contractor must prepare, deliver, and maintain all project deliverables in accordance with:

- a. Appendix 1: Contract Data Requirement List (CDRL); and
- b. Appendix 2: Data Item Descriptions (DIDs); and
- c. Annex B: Technical Statement of Requirements (TSOR).

### 2.2 PROJECT MANAGEMENT PLAN

The Contractor must provide a Project Management Plan (PMP) in accordance with **CDRL item DID-PM-01**, for review and approval by Canada.

The Contractor must manage the project in accordance with the PMP, as accepted by Canada.

### 2.3 PROJECT REVIEW AND CONTROL

The Contractor must convene and co-chair all meetings required by this SOW at the Contractor's own facilities, unless otherwise agreed to by Canada or otherwise noted herein. All facilities used to convene scheduled meetings must, at a minimum, be suitable for private discussion, comfortably accommodate all meeting attendees, and have the required Audio-Visual (AV) equipment to convene the meeting as per the Meeting Agenda. Teleconference and videoconference may be acceptable at the discretion of Canada.

#### 2.3.1 Meeting Structure and Recording

The Contractor must provide Canada with a Meeting Agenda for each scheduled meeting before it is set to occur, as per **CDRL item DID-PM-02**.

The Contractor must provide Canada with a comprehensive Record of Decisions after each meeting (scheduled and unscheduled) has occurred, as per **CDRL item DID-PM-03**.

### **2.3.2 Contract Kick-off Meeting**

The Contractor must convene and co-chair a two-day, Contract Kick-off Meeting within 14 calendar days of Contract Award. At a minimum, the following documents will be reviewed:

- a. Contract (including Annex A and Annex B);
- b. Draft Project Management Plan (**as per CDRL item DID-PM-01**);
- c. Quality management system documentation (as per Section 3.2) of the Contractor and the entity or entities performing the manufacture and integration of the Towable Storage Bladder Package and Accessory Kit. At a minimum, the Contractor must provide the processes and procedures in place specifically for:
  - i. Design and development;
  - ii. Material certification;
  - iii. Testing and inspection;
  - iv. Equipment calibration;
  - v. Nonconformity and corrective action; and
  - vi. Risk mitigation.
- d. Draft General Assembly Drawings and Calculations Package (as per **CRDL item DID-SE-01**).

To facilitate review of the documentation and foster discussion, the Contractor must provide one soft copy of the documents identified above (only b-d), at least three business days prior to the scheduled Contract Kick-off Meeting.

The Contractor must also provide representatives of Canada with a tour of all facilities that will be used in the manufacture and integration of the Towable Storage Bladder Package(s) and Accessory Kit(s) (including the facilities of all major subcontractors) to provide insight into the manufacturing processes and procedures. Unless otherwise specified by Canada, the tour will take place as part of the two-day Contract Kick-off Meeting and involve, at a minimum, three representatives of Canada.

### **2.3.3 Progress Review Meetings**

The Contractor must convene and co-chair a Progress Review Meeting within 28 calendar days of the Contract Kick-off Meeting. The objective of the first Progress Review Meeting is to discuss and review the following documentation, at a minimum:

- a. Final General Assembly Drawings and Calculations Package (as per **CDRL item DID-SE-01**); and
- b. Draft Test and Certification Plan (as per **CDRL item DID-SE-02**).

The Contractor must also schedule regular meetings thereafter to continue to review project progress with Canada. At a minimum, regular Project Review Meetings will occur on a monthly basis via teleconference, unless otherwise specified by Canada.

### **2.3.4 Weekly Progress Report**

The Contractor must provide weekly progress reports to Canada via electronic-mail (e-mail) detailing, at a minimum:

- Executive summary of weekly events;
- Updates to the Project schedule(s);
  - Native MS Project file(s) must be provided as an attachment to the e-mail;
- Identified risks and the associated mitigation measures;
- Any changes to Project timeline; and
- Potential technical adjustments that may be required.

Unless otherwise specified by Canada, the Contractor must submit each weekly progress report by the close of business (COB) Friday, Eastern Standard Time (EST).

### **2.3.5 Cancellation of Meetings**

Canada may cancel meetings at its discretion. Rescheduling of meetings must be done only with the explicit agreement of Canada.

### **2.3.6 Unscheduled Meetings**

The Contractor must provide representation at meetings (teleconference or in person) should the need for ad hoc or unscheduled meetings be required.

### **2.3.7 Problem Reporting**

The Contractor must notify Canada immediately by telephone upon discovering or identifying an issue that may impact any of the Work. The Contractor must document the issue in writing, within two calendar days of identification, and provide to Canada via email. Canada will advise whether an unscheduled meeting or any other action is required.

## **SECTION 3      SYSTEM ENGINEERING MANAGEMENT**

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### **3.1      DRAWINGS AND CALCULATIONS**

The Contractor must provide a General Assembly Drawings and Calculations Package as per **CDRL item DID-SE-01**, for review and approval by Canada. The General Assembly Drawings and Calculations Package must be accepted and approved by Canada prior to the Contractor initiating the production or manufacturing of the goods.

### **3.2      QUALITY ASSURANCE**

The contractor and the entity or entities performing the manufacturing and integration of the Towable Storage Bladder Package (including all components of the package) and Accessory Kit must have a Quality Management System in place for:

- 1) Design and development;
- 2) Equipment calibration;
- 3) Material certification;
- 4) Testing and inspection;
- 5) Nonconformity and corrective action; and
- 6) Risk mitigation.

The Contractor and the entity or entities performing the manufacturing and integration of the Towable Storage Bladder Package and Accessory Kit must comply with their respective Quality Management Systems.

### **3.3      TESTING AND CERTIFICATION**

Unless otherwise specified by Canada, all testing activities must be conducted at the Contractor's designated facility in the presence of a representative of Canada. The Contractor must notify Canada no less than three weeks prior to conducting any testing.

#### **3.3.1      Test and Certification Plan**

The Contractor must develop an overall Test and Certification Plan as per **CDRL item DID-SE-02**, for review and approval by Canada.

##### **3.3.1.1      Certifications and Material Sheets**

The Contractor must provide all certifications and material data sheets as per **CDRL item DID-SE-03**.

### **3.3.1.2 First Article Testing**

Prior to the initiation of mass production or manufacture of the Towable Storage Bladder Packages and Accessory Kits, the Contractor must:

- a. Perform all required First Article Testing identified in the Test and Certification Plan (**CDRL item DID-SE-02**) on the first complete Towable Storage Bladder Package (including all components of the package) and first Accessory Kit, demonstrating to Canada that the first Towable Storage Bladder Package and first Accessory Kit meet all of the technical requirements as defined in the TSOR - Annex B;
- b. Submit a First Article Test Report for the Towable Storage Bladder Package (including all components of the package) and Accessory Kit as per **CDRL item DID-SE-04**; and
- c. Obtain Canada's formal approval of the first complete Towable Storage Bladder Package (including all components of the package), first complete Accessory Kit, and the First Article Test Report.

### **3.3.1.3 Factory Acceptance Testing**

Factory acceptance testing includes the tests and inspections conducted after the complete manufacture of each Towable Storage Bladder Package (including all components of the package) and of each Accessory Kit prior to delivery (with the exception of the first article which have been tested as per section 3.3.1.2).

Prior to shipping a Towable Storage Bladder Package or Accessory Kit, the Contractor must:

- a. Perform all required Factory Acceptance Testing identified in the Test and Certification Plan (**CDRL item DID-SE-02**), demonstrating to Canada that the Towable Storage Bladder Package (including all components of the package) or Accessory Kit is fully operational;
- b. Submit a Factory Acceptance Test Report for the Towable Storage Bladder Package (including all components of the package) or Accessory Kit as per **CDRL item DID-SE-05**; and
- c. Obtain Canada's formal approval for the Towable Storage Bladder Package (including all components of the package) or Accessory Kit, and the Factory Acceptance Test Report.

## **3.4 EQUIPMENT COMMISSIONING**

Equipment Commissioning is the final, post-delivery comprehensive process used to verify that each Towable Storage Bladder Package and Accessory Kit is complete in all respects, fit for operational use, and response-ready (i.e., no further set-up or configuration is necessary, and the equipment can be deployed as is). Commissioning of goods must be successfully completed prior to the acceptance of the goods.

### **3.4.1 Equipment Commissioning Plan**

The Contractor must develop an overall Equipment Commissioning Plan as per **CDRL item DID-SE-06**, for review and approval by Canada.

### **3.4.2 Equipment Commissioning Training**

The Contractor must deliver a minimum of two equipment commissioning training sessions to CCG personnel to ensure they are appropriately trained on how to inspect the Towable Storage Bladder Package and Accessory Kit for damage, perform component inventory, and place into working condition following delivery receipt. It is anticipated that 4-6 participants will attend the equipment commissioning training sessions. Unless otherwise specified by Canada, a minimum of one training session will be delivered in each of Canada's official languages, i.e. English and French, at the Contractor's designated facility. Each session is expected to be delivered in one workday (i.e., 7.5 hrs).

The Contractor must provide an Equipment Commissioning Instructor Manual as per **CDRL item DID-SE-07**, for review and approval by Canada.

The Equipment Commissioning Instructor Manual must be written such that it enables CCG personnel, who have read the associated plan and participated in an equipment commissioning training session, to successfully conduct the equipment commissioning of the Towable Storage Bladder Package and Accessory Kit following delivery receipt. Unless otherwise specified by Canada, equipment commissioning will take place at CCG facilities and be conducted by CCG personnel.

All training materials must be provided in both of Canada's official languages, i.e. English and French.

## **SECTION 4 STORAGE AND DELIVERY LOGISTICS**

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### **4.1 STORAGE**

The Contractor may be requested to secure facilities suitable for the storage of multiple Towable Storage Bladder Packages and Accessory Kits. The storage facility must:

- 1) Comply with the equipment's original manufacturer-recommended storage conditions/requirements;
- 2) Be secure;
- 3) Be climate controlled;
- 4) Be forklift accessible; and
- 5) Be accessible to Canada at any time with 12 hours notice.

### **4.2 DELIVERY**

A signed Certificate of Conformity as per **CDRL item DID-DL-01**, must be provided with each Towable Storage Bladder Package and each Accessory Kit at the time of delivery. The Certificate of Conformity is a signed verification that the Towable Storage Bladder Package or Accessory Kit meets all of the requirements defined in the TSOR - Annex B.

## **SECTION 5      EQUIPMENT TRAINING AND FAMILIARIZATION**

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### **5.1      GENERAL**

The Contractor must provide equipment training sessions to ensure CCG personnel are appropriately trained on the safe operation and maintenance practices of the Towable Storage Bladder Package and Accessory Kit. The training must be conducted with the intention to train certified CCG ER trainers so that they may disseminate the information delivered to other CCG operational personnel.

The Contractor must provide an Equipment Training and Familiarization Plan as per **CDRL item DID-ETR-01**, for review and approval by Canada.

Unless otherwise specified by Canada, at a minimum one training session will be delivered in each of Canada's official languages, i.e. English and French, at a CCG facility listed in Schedule B – Deliveries and Milestones, to be determined at a later date.

All training materials must be provided in both of Canada's official languages i.e., English and French.

#### **5.1.1      Objective**

The objective of the equipment training and familiarization session is to provide participants (unless otherwise specified, CCG personnel) with an understanding of all components of the Towable Storage Bladder Package and Accessory Kit, the safe manner of operation, appropriate maintenance practices, and associated limitations of all the equipment. Unless otherwise specified by Canada, the Contractor must deliver the equipment training and familiarization session using a combination of classroom (theoretical) and in-field (practical) training.

#### **5.1.2      Class Size and Participants**

Each equipment training and familiarization session will be attended by certified CCG ER trainers, with the potential of additional personnel of varying experience and knowledge of ER equipment. It is anticipated that 6-10 participants will attend each equipment and familiarization training session. Training materials must be supplied to all participants.

#### **5.1.3      Scheduling and Duration**

Unless otherwise specified by Canada, the equipment training and familiarization session must be scheduled to occur one week after delivery receipt and within normal business hours of the identified facility. Unless otherwise specified by Canada, the equipment training and familiarization session is expected to be delivered in one workday (i.e., 7.5 hrs).

## **5.2 EQUIPMENT TRAINING INSTRUCTOR MANUAL**

The Contractor must provide Canada with an Equipment Training Instructor Manual as per **CDRL item DID-ETR-02**, for review and approval by Canada.

The Equipment Training Instructor Manual must be written such that it enables CCG trainers to administer the same type of equipment training in the future to CCG personnel without additional Contractor support.

All training materials must be provided in both of Canada's official languages, i.e. English and French.

## SECTION 6 TECHNICAL MANAGEMENT

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### 6.1 SPARES AND SPECIAL TOOLS

The Contractor must provide a Recommended Spare Parts and Tools List (RSPTL) as per **CDRL item DID-TM-01**, for review and approval by Canada.

Canada may, at its discretion, exercise the option(s) for the provision of some or all of the spares parts and special tools identified in the accepted RSPTL.

Spare parts for specific equipment or assemblies must be kitted, separately packaged, and identified accordingly. All spare parts and special tools supplied by the Contractor must be packaged, clearly marked, and identified with the manufacturer's name, item name and description, and part number on an adhesive label secured to the package.

Parts must be properly preserved and packaged for long term storage as determined by the equipment or item's original manufacturer.

### 6.2 TECHNICAL DATA

The Contractor must provide the following:

- a. **Technical Maintenance Manual** for the Towable Storage Bladder Package and Accessory Kit as per **CDRL item DID-TM-02**, for review and approval by Canada. The technical maintenance manual must be provided in both of Canada's official languages, i.e. English and French and include portions or reference to OEM manual that must adhere to bilingual requirements;
- b. **Operations Manual** for the Towable Storage Bladder Package and Accessory Kit as per **CDRL item DID-TM-03**, for review and approval by Canada. The operations manual must be provided in both of Canada's official languages, i.e. English and French and include portions or reference to OEM manual that must adhere to bilingual requirements;
- c. **Original Equipment Manufacturer (OEM) Manuals;**

Canada requires a complete set of OEM manuals for all applicable systems and equipment that make up the Towable Storage Bladder Package and Accessory Kit (to be determined following First Article Testing).

All OEM manuals must be provided in both native file digital format without password protection using Microsoft Office, and Adobe Acrobat searchable portable document format (pdf). OEM manuals existing in hardcopy only must be scanned into digital format using Adobe Acrobat X, or later, incorporating a full search capability with book marking.

All OEM manuals must be provided in both English and French. Where English or French are not readily available commercially, unilingual versions in either of Canada's official languages will be accepted. The Contractor must provide written evidence from the supplier that the prescribed manuals are not commercially available in the other official language.

- d. **Equipment Instructions Illustration** for the Towable Storage Bladder Package and Accessory Kit as per **CDRL item DID-TM-04**, for review and approval by Canada;
- e. **Bladder Field Repair Instructions** for the Towable Storage Bladder Package as per **CDRL item DID-TM-05**, for review and approval by Canada.
- f. **Rigging Equipment Package** for the Accessory Kit as per **CDRL item DID-TM-06**, for review and approval by Canada.
- g. **As-Built Drawing Package** for the Towable Storage Bladder Package and Accessory Kit as per **CDRL item DID-TM-07**, for review and approval by Canada; and
- h. **Master Equipment List (MEL)** for the Towable Storage Bladder Package and Accessory Kit as per **CDRL item DID-TM-08**, for review and approval by Canada.

## **SECTION 7      INDIGENOUS ENGAGEMENT**

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The Contractor must provide the following:

- a. **Canadian Indigenous Benefits Plan Report** as per **CDRL item DID-IE-01** (when applicable); and
- b. **Canadian Indigenous Subcontracting Report** as per **CDRL item DID-IE-02** (when applicable).

## **APPENDIX 1                      CONTRACT DATA REQUIREMENTS LIST**

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The following section defines the various columns of information found on the Contract Data Requirements List (CDRL). The CDRL is an all-encompassing table illustrating the submission details associated with every defined Data Item Deliverable (DID). Each DID details the content and format required for each defined deliverable of the contract.

### **CONTRACTOR**

Identifies the Contractor(s) responsible for the delivery of the DIDs defined within the CDRL.

### **CONTRACT NUMBER (CONTRACT NO.)**

Identifies the Contract for which the CDRL applies.

### **IDENTIFICATION NUMBER**

The Identification number is an alphanumeric designation to uniquely identify each individual DID. Note that the DIDs are categorized using the following designation:

- Project Management is defined with 'PM';
- System Engineering Management is defined with 'SE';
- Delivery Logistics is defined with 'DL'
- Equipment Training and Familiarization is defined with 'ETR';
- Technical Management is defined with 'TM'; and
- Indigenous Engagement is defined with 'IE'.

### **TITLE OF DATA**

Identifies the title of the DID referred to in the CDRL.

### **CONTRACT REFERENCE (CON. REF.)**

Identifies the specific paragraph number of the Contract Demand, Statement of Work, Request for Proposal, Specification, or other applicable document to assist in identifying the work effort associated with the DID.

### **REQUIRING OFFICE (REQ. OFFICE)**

Identifies the technical Office of Primary Interest (OPI) responsible for definition, review, acceptance, and/or approval of the data item, and ensuring the adequacy of the delivered data.

**APPROVAL CODE (APP. CODE)**

Identifies items of critical data requiring specific advanced written approval, such as test plans, identified by placing an ‘A’ in this column. These data items may require submission of a preliminary draft prior to publication of a final document. When a preliminary draft is required, column labelled ‘SUBSEQ. SUB. DETAILS’ must show the length of time for Government approval/disapproval, and when the final document is to be delivered. The extent of approval requirements (e.g., approval of technical content and/or format) will also be defined in the aforementioned column. If advance approval is not required, this column is marked ‘N/A’.

Approval will be provided by the recipient denoted in the ‘Addresses’ column.

**FREQUENCY (FREQ.)**

Identifies the frequency of the delivered data. The following frequency codes are used:

ASGEN	As generated
ASREQ	As required
ONE/R	One time with revision

**LANGUAGE (LANG.)**

Identifies the language of the delivered data. All draft documents will be provided in English. ‘Bilingual’ indicates the data item must be delivered in Canada’s both official languages, English and French. Following acceptance of the Final English document by Canada, the Contractor must provide the Final French document.

**DATE OF FIRST SUBMISSION (DATE OF 1<sup>ST</sup> SUB.)**

Indicates the initial submission date or associated constraint for the first submission of the data item.

**SUBSEQUENT SUBMISSION DETAILS**

Indicates the date(s) of subsequent submission(s) or associated constraint(s) of the data item. If no subsequent submission or associated constraint are required, this column is marked ‘N/A’.

**DISTRIBUTION AND ADDRESSES**

Identifies the addresses and the respective number of ‘COPIES’ (hard [H] copies and soft [S] copies separately), for the draft (sub column ‘*DRAFT*’ [DR.]), and for the final submissions (sub column ‘*FINAL*’), for which the data item is required.

All draft documents must be provided in a format compatible with Microsoft Office 2010, soft copy to facilitate review.

STATEMENT OF WORK  
**Contract Data Requirements List**

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The 'ADDRESS' column indicates the recipient of each *Draft* and *Final* copies of the data item.

STATEMENT OF WORK  
Contract Data Requirements List

CONTRACTOR			CONTRACT NO.										
ID NO.	TITLE OF DATA	CON. REF.	SUBMISSION DETAILS							DISTRIBUTION			
			REQ. OFFICE	APP. CODE	FREQ.	LANG.	DATE OF 1ST SUB.	SUBSEQ. SUB. DETAILS	ADDRESS	COPIES			
										DR.	FINAL		
											H	S	
<b>Project Management</b>													
DID-PM-01	Project Management Plan	SOW 2.2	CCG ER ITS	A	ONE/R	English	3 business days prior to the Contract Kick-Off Meeting	CCG will provide comments on the Project Management Plan and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 5 business days. The Final version must be submitted and approved prior to the initiation of manufacturing.	Canada	1		1	
DID-PM-02	Meeting Agenda	SOW 2.3.1	CCG ER ITS	A	AS REQ	English	3 business days prior to any meeting scheduled with Canada	CCG will review and provide comment. If revision is required, the Contractor must resubmit the revised agenda with changes included to the satisfaction of Canada within 2 business days.	Canada	1		1	
DID-PM-03	Record of Decisions	SOW 2.3.1	CCG ER ITS	A	AS REQ	English	3 business days after any meeting scheduled with Canada	CCG will review and provide comment, or accept all RODs within 5 business days. If revision is required, the Contractor must resubmit the revised ROD with changes included to the satisfaction of Canada within 2 business days.	Canada	1		1	

STATEMENT OF WORK  
Contract Data Requirements List

CONTRACTOR			CONTRACT NO.										
ID NO.	TITLE OF DATA	CON. REF.	SUBMISSION DETAILS										
			REQ. OFFICE	APP. CODE	FREQ.	LANG.	DATE OF 1ST SUB.	SUBSEQ. SUB. DETAILS	DISTRIBUTION				
									ADDRESS	COPIES			
										DR.	FINAL		
H	S												
<b>System Engineering Management</b>													
DID-SE-01	General Assembly Drawings and Calculations Package	SOW 3.1	CCG ER ITS	A	ONE/R	English	3 business days prior to Contract Kick-off Meeting	CCG will review and provide comments on the General Assembly Drawings and Calculations Package and return to the Contractor for revision and resubmission. The Contractor must provide the revised documents within 5 business days. The Final version must be submitted and approved prior to the initiation of manufacturing.	Canada	1	1	1	
DID-SE-02	Test and Certification Plan	SOW 3.3.1	CCG ER ITS	A	ONE/R	English	5 business days before the first Progress Review Meeting	CCG will review and provide comment on the Test and Certification Plan and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 5 business days. The Final version must be submitted and approved prior to the initiation of manufacturing.	Canada	1		1	

STATEMENT OF WORK  
Contract Data Requirements List

CONTRACTOR			CONTRACT NO.										
ID NO.	TITLE OF DATA	CON. REF.	SUBMISSION DETAILS							DISTRIBUTION			
			REQ. OFFICE	APP. CODE	FREQ.	LANG.	DATE OF 1ST SUB.	SUBSEQ. SUB. DETAILS	ADDRESS	COPIES			
										DR.	H	S	
<b>System Engineering Management</b>													
DID-SE-03	Certifications and Material Data Sheets	SOW 3.3.1.1	CCG ER ITS	A	ONE/R	English	5 business days before First Article Testing	Any Certifications and Material Data Sheets received by the Contractor after First Article Testing must be submitted to Canada upon receipt and appended to the Factory Acceptance Test Report for the applicable Towable Storage Bladder Package or Accessory Kit.	Canada	1	1	1	
DID-SE-04	First Article Test Report	SOW 3.3.1.2	CCG ER ITS	A	ASGEN	English	Within 3 calendar days of completing First Article Testing for the Towable Storage Bladder Package and Accessory Kit	Canada will review and provide comment on the First Article Test Report within 5 business days. If a revision is required, the Contractor must resubmit the revised First Article Test Report with changes included to the satisfaction of Canada within 2 business days. The Final version must be submitted and approved prior to the initiation of manufacturing.	Canada	1		1	

STATEMENT OF WORK  
Contract Data Requirements List

CONTRACTOR			CONTRACT NO.									
ID NO.	TITLE OF DATA	CON. REF.	SUBMISSION DETAILS							DISTRIBUTION		
			REQ. OFFICE	APP. CODE	FREQ.	LANG.	DATE OF 1ST SUB.	SUBSEQ. SUB. DETAILS	ADDRESS	COPIES		
										DR.	FINAL H	S
<b>System Engineering Management</b>												
DID-SE-05	Factory Acceptance Test Report	SOW 3.3.1.3	CCG ER ITS	A	ASGEN	English	Within 3 calendar days of completing Factory Acceptance Testing for the Towable Storage Bladder Package and/or Accessory Kit	Canada will review and provide comment, or accept all Factory Acceptance Test Reports within 5 business days. If revision is required, the Contractor must resubmit the revised Factory Acceptance Test Report with changes included to the satisfaction of Canada within 2 business days. The Final version must be submitted and approved prior to shipping a Towable Storage Bladder Package or Accessory Kit.	Canada	1		1
DID-SE-06	Equipment Commissioning Plan	SOW 3.4.1	CCG ER ITS	A	ONE/R	English	15 business days following the approval of the First Article Test Report	Canada will review and provide comment on the Equipment Commissioning Plan and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 2 business days. The Final version must be submitted and approved no later than 2 weeks prior to the	Canada	1		1

STATEMENT OF WORK  
Contract Data Requirements List

									Equipment Commissioning Training Session.				
<b>CONTRACTOR</b>								<b>CONTRACT NO.</b>					
<b>ID NO.</b>	<b>TITLE OF DATA</b>	<b>CON. REF.</b>	<b>SUBMISSION DETAILS</b>										
			<b>REQ. OFFICE</b>	<b>APP. CODE</b>	<b>FREQ.</b>	<b>LANG.</b>	<b>DATE OF 1ST SUB.</b>	<b>SUBSEQ. SUB. DETAILS</b>	<b>ADDRESS</b>	<b>DISTRIBUTION</b>			
										<b>DR.</b>	<b>COPIES</b>		
											<b>H</b>	<b>S</b>	
<b>System Engineering Management</b>													
DID-SE-07	Equipment Commissioning Instructor Manual	SOW 3.4.2	CCG ER ITS	A	ONE/R	English and French	15 business days following the approval of the First Article Test Report	Canada will review and provide comment on the Equipment Commissioning Instructor Manual and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 2 business days. The Final version must be submitted and approved no later than 2 weeks prior to the first shipment of goods.	Canada	1	1*	1	
<b>Delivery Logistics</b>													
DID-DL-01	Certificate of Conformity	SOW 4.2	CCG ER ITS	A	ASREQ	English	Delivery of each Towable Storage Bladder Package and each Accessory Kit	N/A	Canada		1	1	

\* Unless otherwise specified by Canada, the Contractor must provide 1 hard copy to each delivery location identified in Schedule B.

STATEMENT OF WORK  
Contract Data Requirements List

CONTRACTOR			CONTRACT NO.										
ID NO.	TITLE OF DATA	CON. REF.	SUBMISSION DETAILS							DISTRIBUTION			
			REQ. OFFICE	APP. CODE	FREQ.	LANG.	DATE OF 1ST SUB.	SUBSEQ. SUB. DETAILS	ADDRESS	COPIES			
										DR.	FINAL		
									H		S		
<b>Equipment Training &amp; Familiarization</b>													
DID-ETR-01	Equipment Training and Familiarization Plan	SOW 5.1	CCG ER ITS	A	ONE/R	English	60 calendar days prior to the first equipment training session	Canada will provide comments on the Equipment Training and Familiarization Plan and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 5 business days. The Final version must be submitted and approved no later than 2 weeks prior to first equipment training session.	Canada	1		1	
DID-ETR-02	Equipment Training Instructor Manual	SOW 5.2	CCG ER ITS	A	ONE/R	English and French	60 calendar days prior to the first equipment training session	Canada will review and provide comment on the Equipment Training Instructor Manual and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 5 business days. The Final version must be submitted and approved no later than 2 weeks prior to first equipment training session.	Canada	1	1	1	

STATEMENT OF WORK  
Contract Data Requirements List

CONTRACTOR			CONTRACT NO.										
ID NO.	TITLE OF DATA	CON. REF.	SUBMISSION DETAILS							DISTRIBUTION			
			REQ. OFFICE	APP. CODE	FREQ.	LANG.	DATE OF 1ST SUB.	SUBSEQ. SUB. DETAILS	ADDRESS	COPIES			
										DR.	FINAL		
											H	S	
<b>Technical Management</b>													
DID-TM-01	Recommended Spare Parts and Tools List	SOW 6.1	CCG ER ITS	A	ONE/R	English and French	15 calendar days following the approval of the First Article Test Report	Canada will review and provide comment on the Recommended Spare Parts and Tools List and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 5 business days. The Final version must be submitted and approved no later than 2 weeks prior to first shipment.	Canada	1		1	
DID-TM-02	Technical Maintenance Manual	SOW 6.2 TSOR 4.18	CCG ER ITS	A	ONE/R	English and French	60 calendar days prior to first shipment	Canada will review and provide comment on the Technical Maintenance Manual and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 5 business days. The Final version must be submitted and approved no later than 2 weeks prior to first shipment.	Canada	1	1**	1	

*\*\* Unless otherwise specified by Canada, the Contractor must provide 1 hard copy with each Towable Storage Bladder Package as detailed in Schedule A.*

STATEMENT OF WORK  
Contract Data Requirements List

CONTRACTOR			CONTRACT NO.										
ID NO.	TITLE OF DATA	CON. REF.	SUBMISSION DETAILS										
			REQ. OFFICE	APP. CODE	FREQ.	LANG.	DATE OF 1ST SUB.	SUBSEQ. SUB. DETAILS	DISTRIBUTION				
									ADDRESS	COPIES			
										DR.	FINAL		
H	S												
<b>Technical Management</b>													
DID-TM-03	Operations Manual	SOW 6.2 TSOR 4.19	CCG ER ITS	A	ONE/R	English and French	60 calendar days prior to first shipment	Canada will review and provide comment on the Operations Manual and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 5 business days. The Final version must be submitted and approved no later than 2 weeks prior to first shipment.	Canada	1	1**	1	
DID-TM-04	Equipment Instruction Illustrations	SOW 6.2 TSOR 4.20	CCG ER ITS	A	ONE/R	English and French	60 calendar days prior to first shipment	Canada will review and provide comment on the Equipment Instructions Illustration and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 5 business days. The Final version must be submitted and approved no later than 2 weeks prior to first shipment.	Canada	1	1**	1	

*\*\* Unless otherwise specified by Canada, the Contractor must provide 1 hard copy with each Towable Storage Bladder Package as detailed in Schedule A.*

STATEMENT OF WORK  
Contract Data Requirements List

CONTRACTOR			CONTRACT NO.										
ID NO.	TITLE OF DATA	CON. REF.	SUBMISSION DETAILS								DISTRIBUTION		
			REQ. OFFICE	APP. CODE	FREQ.	LANG.	DATE OF 1ST SUB.	SUBSEQ. SUB. DETAILS	ADDRESS	COPIES			
										DR.	FINAL		
											H	S	
<b>Technical Management</b>													
DID-TM-05	Bladder Field Repair Instructions	SOW 6.2 TSOR 4.6	CCG ER ITS	A	ONE/R	English and French	60 calendar days prior to first shipment	Canada will review and provide comment on the Equipment Instructions Illustration and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 5 business days. The Final version must be submitted and approved no later than 2 weeks prior to first shipment.	Canada	1	1**	1	
DID-TM-06	Rigging Equipment Package	SOW 6.2 TSOR 4.14	CCG ER ITS	A	ONE/R	English and French	30 calendar days prior to first shipment	Canada will review and provide comment on the Rigging Equipment Package and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 5 business days. The Final version must be submitted and approved no later than 2 weeks prior to first shipment.	Canada	1	1***	1	

*\*\* Unless otherwise specified by Canada, the Contractor must provide 1 hard copy with each Towable Fabric Bladder Package as detailed in Schedule A*

*\*\*\*Unless otherwise specified by Canada, the Contractor must provide 1 hard copy with each Accessory Kit as detailed in Schedule A.*

STATEMENT OF WORK  
**Contract Data Requirements List**

CONTRACTOR			CONTRACT NO.												
ID NO.	TITLE OF DATA	CON. REF.	SUBMISSION DETAILS										DISTRIBUTION		
			REQ. OFFICE	APP. CODE	FREQ.	LANG.	DATE OF 1ST SUB.	SUBSEQ. SUB. DETAILS	ADDRESS	COPIES					
										DR.	FINAL				
											H	S			
<b>Technical Management</b>															
DID-TM-07	As-Built Drawing Package	SOW 6.2	CCG ER ITS	A	ONE/R	English and French	30 calendar days prior to first shipment	Canada will review and provide comment on the As-Built Drawing Package and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 5 business days. The Final version must be submitted and approved 2 weeks prior to first shipment.	Canada	1	1	1			
DID-TM-08	Master Equipment List	SOW 6.2	CCG ER ITS	A	ONE/R	English and French	30 calendar days prior to first shipment	CCG will review and provide comment on the Master Equipment List and return it to the Contractor for revision and resubmission. The Contractor must provide a revised copy within 5 business days. The Final version must be submitted and approved 2 weeks prior to first shipment.	Canada	1		1			

STATEMENT OF WORK  
Contract Data Requirements List

CONTRACTOR			CONTRACT NO.										
ID NO.	TITLE OF DATA	CON. REF.	SUBMISSION DETAILS										
			REQ. OFFICE	APP. CODE	FREQ.	LANG.	DATE OF 1ST SUB.	SUBSEQ. SUB. DETAILS	DISTRIBUTION				
									ADDRESS	COPIES			
										DR.	FINAL		
H	S												
<b>Indigenous Engagement</b>													
DID-IE-01	Canadian Indigenous Benefits Plan Report	SOW 7	CCG ER ITS and PWGSC	N/A	ASREQ	English	Within 20 business days of it being determined that the procurement activity may result in socio-economic benefits.	N/A	Canada			1	
DID-IE-02	Canadian Indigenous Subcontracting Report	SOW 7	CCG ER ITS and PWGSC	N/A	ASREQ	English	Within 7 business days of a delivery to a location bound by a Comprehensive Land Claim agreement, and where the work is subcontracted to an indigenous business.	N/A	Canada			1	

## APPENDIX 2 DATA ITEM DESCRIPTIONS

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DATA ITEM DESCRIPTION	
<b>Title:</b> <b>Project Management Plan</b>	<b>Identification Number:</b> <b>DID-PM-01</b>
<b>Description:</b> The Project Management Plan (PMP) defines how the Contractor will execute, monitor, and control the project. The PMP provides Canada with insight as to how project objectives will be accomplished through the Contractor's project management practices and procedures.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document may be in the Contractor's format and printable on 8.5" x 11" size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI.	

STATEMENT OF WORK  
Data Item Descriptions

<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Project Management Plan</b>	<b>Identification Number:</b> <b>DID-PM-01</b>
<b>Content:</b> The PMP must, at a minimum, contain the following information: <b>Introduction</b> This section must identify the purpose and scope of the PMP. A project overview must be included with the project objectives and deliverables clearly identified. References and terminology used in the PMP must be clearly defined.  <b>Project Organization</b> An organization chart must be included to illustrate the roles and reporting relationships of all key personnel involved in the execution of the Work, including subcontractors. All key management personnel who will interface directly with Canada must be identified; their role, scope of responsibility, and authority must be described using a Responsibility Assignment Matrix.  <b>Work Plan</b> This section must identify and quantify (level of effort) the Work to be done by the Contractor in order to successfully deliver on all requirements of the Contract. A proposed Master Project Schedule must be provided as a native MS Project file, detailing at a minimum: <ol style="list-style-type: none"><li>a. Contract milestones (e.g., Kick-off Meeting, review meetings, testing, shipment, acceptance, etc.);</li><li>b. All tasks and all sub-tasks required for the comprehensive delivery of the complete Towable Storage Bladder Package, the complete Accessory Kit, and all associated components (e.g., design, material acquisition, manufacturing, assembly, etc.) as per the Contract;</li><li>c. All tasks and all sub-tasks required for the comprehensive delivery of all documentation deliverables as per the Contract; and</li><li>d. Resource allocations, percentage complete, and target start and end dates must be identified for all tasks and sub-tasks, as applicable.</li></ol>	

STATEMENT OF WORK  
Data Item Descriptions

DATA ITEM DESCRIPTION	
<b>Title:</b> <b>Project Management Plan</b>	<b>Identification Number:</b> <b>DID-PM-01</b>
<b>Content (continued):</b>  <i>Change Control</i> This section must identify the Contractor's change control processes. Details must be provided on how a change proposed during the project will be appropriately defined, reviewed, and approved prior to implementation.  <i>Risk Management</i> The PMP must identify the Contractor's risk management plan. Risk management responsibilities must be identified, and a detailed risk management process must be submitted that includes a risk mitigation plan. A risk mitigation matrix must be provided to effectively manage the impact of all perceived management, technical, scheduling, and logistic support risks. An issue management process must also be identified detailing the escalation process and problem reporting.  <i>Resource Management</i> This section will describe how human resources and physical resources (e.g., material) will be estimated, acquired, developed, managed and controlled by the Contractor for the successful completion of the project.  <i>Communications Management</i> This section will describe the Contractor's communications management processes, including the planning, implementation, and monitoring of communications to achieve effective information exchange between the Contractor, sub-contractor(s), and Canada throughout the duration of the project.	

STATEMENT OF WORK  
Data Item Descriptions

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Meeting Agenda</b>	<b>Identification Number:</b> <b>DID-PM-02</b>
<b>Description:</b> The Meeting Agenda describes all topics of discussion for the meeting, and provides all necessary logistical information.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document may be in the Contractor's format and printable on 8.5" x 11" size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI.	
<b>Content:</b> The Contractor must outline a list of meeting activities, denoting clear expectations for what is to occur before and during the meeting. At a minimum, the following information must be included:  <i>Logistics</i> <ol style="list-style-type: none"><li>a. Date and Time</li><li>b. Required and optional attendees; and</li><li>c. Physical location and dial-in coordinates (if applicable)</li></ol> <i>Objective</i> <ol style="list-style-type: none"><li>a. Specific meeting topics and associated time allotted to each point of discussion;</li><li>b. Individuals responsible for leading discussions and/or sharing information; and</li><li>c. Any other pertinent information required for the meeting.</li></ol>	

STATEMENT OF WORK  
Data Item Descriptions

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Record of Decisions</b>	<b>Identification Number:</b> <b>DID-PM-03</b>
<b>Description:</b> The Record of Decisions (ROD) documents discussion topics, action items, and decisions that occur during a meeting.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document may be in the Contractor's format and printable on 8.5" x 11" size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI.	
<b>Content:</b> At a minimum, the following information must be included:  <i>Identification</i> This section will identify the title, Contractor identification, date, time, location of the meeting, and a list of attendees who attended the meeting the ROD is addressing.  <i>Meeting Minutes</i> Discussion topics and formal outcomes must be clearly documented and in sufficient detail to facilitate their understanding by a third party.  <i>Action items</i> All items requiring further action must be presented in an itemized list, complete with a unique number identifier, a brief description of the required action, the person(s) responsible for carrying out the action, and the anticipated completion date of the action.	

STATEMENT OF WORK  
Data Item Descriptions

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DATA ITEM DESCRIPTION	
<b>Title:</b> <b>General Assembly Drawings and Calculations Package</b>	<b>Identification Number:</b> <b>DID-SE-01</b>
<b>Description:</b> The General Assembly Drawings and Calculations Package define the Contractor's technical solution, in detail, for all components of the Towable Storage Bladder Package and Accessory Kit. This General Assembly Drawings and Calculations Package will serve as a basis for the As-Built Drawings Package as per DID-TM-07.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The engineering drawings must be in accordance with accepted industry standards. The final soft copies must be provided as a high-resolution PDF, unless otherwise agreed to by Canada. Final soft copies of the Calculations must be presented clearly and provided in PDF format compatible with Adobe Reader XI. Final hard copies must be printed on 11"X17" size paper (minimum of 600 dot per inch). The document package must be bilingual.	

STATEMENT OF WORK  
**Data Item Descriptions**

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>General Assembly Drawings and Calculations Package</b>	<b>Identification Number:</b> <b>DID-SE-01</b>
<b>Content:</b> At a minimum, the following information must be included:  General Assembly Drawings for the Towable Storage Bladder Package and Accessory Kit and all associated components (including but not limited to the towing system design as per TSOR 4.11.1.4, anchor kit design as per TSOR 4.12.2.1, and storage box design as per TSOR 4.10.2.1).  Each drawing must include: <ol style="list-style-type: none"><li>a. Drawing title;</li><li>b. Drawing number;</li><li>c. Revision number;</li><li>d. Drawing scale;</li><li>e. Units of measure;</li><li>f. All measurements and configurations of components;</li><li>g. Dimensioned features;</li><li>h. Assembly notes; and</li><li>i. Author of drawing.</li></ol> Each drawing must be accompanied by a bill of materials that must include: <ol style="list-style-type: none"><li>a. All parts and sub-assemblies used listed;</li><li>b. All quantities required for each identified part and sub-assembly; and</li><li>c. All material(s) of construction for each identified part and sub-assembly.</li></ol> Calculations: <ol style="list-style-type: none"><li>a. All inputs, assumptions, calculations, and outputs must be defined.</li></ol> <b>All final drawings must be sealed and certified by a Licensed Engineer.</b>	

STATEMENT OF WORK  
Data Item Descriptions

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DATA ITEM DESCRIPTION	
<b>Title:</b> <b>Test and Certification Plan</b>	<b>Identification Number:</b> <b>DID-SE-02</b>
<b>Description:</b> The Test and Certification Plan defines all of the specific testing activities and certifications required, prior to shipment, to demonstrate compliance with the TSOR, Annex B and must incorporate the Quality Management Systems, as per Section 3.2, of all entities involved with the Work.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document may be in the Contractor's format and printable on 8.5" x 11" size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI. The test criteria should be organized in a line-item checklist format to facilitate recording of test results.	

STATEMENT OF WORK  
Data Item Descriptions

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Test and Certification Plan</b>	<b>Identification Number:</b> <b>DID-SE-02</b>
<b>Content:</b> At a minimum, the following information must be included: The test and certification plan must identify all testing and certification that will take place: <ol style="list-style-type: none"><li>a. Prior to first article testing;</li><li>b. At first article testing; and</li><li>c. At factory acceptance testing.</li></ol> <b>The Test and Certification Plan must identify the following;</b>  <b><i>Test Items</i></b> This section will include a comprehensive list of items to be tested. At a minimum, the following tests must occur: <ol style="list-style-type: none"><li>a. Testing of the coated fabrics used in the Towable Storage Bladder Package as per TSOR 4.2.6.2. a;</li><li>b. Testing of the Towable Storage Bladder for structural integrity and operational performance as per TSOR 4.2.7.3. and 4.2.7.4</li><li>c. Hoisting test of the Towable Storage Bladder Package and Accessory Kit storage boxes as per TSOR 4.10.2.4</li></ol> <b><i>Features to be Tested</i></b> This section must list all the features of each item to be tested to demonstrate compliance with the requirement(s).  <b><i>Test Procedures</i></b> This section must detail the methods, safety precautions, parameters to be measured, pass/fail criteria, and procedure in case of test interruption for each test.	

STATEMENT OF WORK  
Data Item Descriptions

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DATA ITEM DESCRIPTION	
<b>Title:</b> <b>Test and Certification Plan</b>	<b>Identification Number:</b> <b>DID-SE-02</b>
<b>Content (continued):</b>  <i><b>Recording and Reporting the Test Results</b></i> This section must clearly delineate how the test results will be documented (i.e., itemized test inspection checklist).  <i><b>Mitigation and Re-testing Strategies</b></i> The Contractor must include mitigation and re-testing strategies that will be used if any issues arise during testing.  <i><b>Test Schedule</b></i> This section will specify the proposed test date, time, and location for each test identified and will reference the Master Project Schedule included as part of the PMP.  <i><b>Certifications and Material Data Sheets</b></i> This section must list all certification and material data sheets (DID-SE-03) that will be provided.  <i><b>Test Report Template</b></i> The section will outline the format to be used for the First Article Test Report and Factory Acceptance Test Report in accordance with DID-SE-04 and DID-SE-05, respectively. A draft test First Article Test Report and Factory Acceptance Test Report template must be included.	

STATEMENT OF WORK  
Data Item Descriptions

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DATA ITEM DESCRIPTION	
<b>Title:</b> <b>Certification and Material Data Sheets</b>	<b>Identification Number:</b> <b>DID-SE-03</b>
<b>Description:</b> The Contractor must provide all of the certifications and material data sheets required to demonstrate that the materials and processes used in the construction of the Towable Storage Bladder Package and Accessory Kit meet the quality requirements as defined in the TSOR - Annex B.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document may be in the Contractor's format and printable on 8.5" x 11" size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI.	
<b>Content:</b> At a minimum, certification and material data sheets must be provided for: <ul style="list-style-type: none"><li>a. Lifting lug certificate (as per TSOR 4.2.4.1 a.)</li><li>b. Welding compliance certificates for welds conducted on the hoisting points, lifting lug, and towing attachment (as per TSOR 4.3.2.2.)</li><li>c. All elastomeric materials (as per TSOR 4.4.2.1);</li><li>d. Strength rating certificates for the towing system (as per TSOR 4.11.1.3.);</li><li>e. Load rating of all supplied rigging unit components (as per TSOR 4.13.1.4, 4.13.2.4, and 4.13.3.4).</li></ul>	

STATEMENT OF WORK  
**Data Item Descriptions**

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>First Article Test Report</b>	<b>Identification Number:</b> <b>DID-SE-04</b>
<b>Description:</b> The First Article Test Report details the results of the First Article Testing and illustrates the system, material or equipment’s compliance to the standards outlined in the Test and Certification Plan (DID-SE-02). The First Article Test Report must be certified by the Contractor as an accurate record of the test results.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> All Factory Acceptance Test Reports must adhere to the accepted format outlined in DID-SE-02. The report must be printable on 8.5”x11” size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI.	

STATEMENT OF WORK  
Data Item Descriptions

DATA ITEM DESCRIPTION	
<b>Title:</b> <b>First Article Test Report</b>	<b>Identification Number:</b> <b>DID-SE-04</b>
<b>Content:</b> At a minimum, the following information must be included:  <b>Test Personnel</b> Identify, by name (must be in print and signatory) and position, all personnel involved in the conduct, supervision, and observation of the test. All signatories must be dated.  <b>Item Under Test</b> Identify, by serial number, lot number or other identification number, the item that was tested.  <b>Test Procedures</b> The 'Test Procedures' delineated in the Test and Certification Plan (DID-SE-02) will form part of each individual test report.  <b>Test Conditions</b> This section must detail the location, test equipment, calibration, operator input, and expected results of each test.  <b>Problems Encountered</b> Identify any minor and major problems encountered during the test and actions taken to rectify deficiencies. Problems encountered during testing must be reported to Canada immediately and any corrective actions must be approved by Canada before any action is taken. All communications regarding testing issues must be documented and included in the relevant First Article Test Report.  <b>Test Results</b> Identify the result of the test (PASS or FAIL) measured against the test criteria.	

STATEMENT OF WORK  
**Data Item Descriptions**

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Factory Acceptance Test Report</b>	<b>Identification Number:</b> <b>DID-SE-05</b>
<b>Description:</b> The Factory Acceptance Test Report details the results of the Factory Acceptance Testing outlined in the Test and Certification Plan (DID-SE-02) and demonstrates to Canada that each Towable Storage Bladder Package, each Accessory Kit, and all integrated systems are fully operational. The Factory Acceptance Test Report must be certified by the Contractor as an accurate record of the test results.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> All Factory Acceptance Test Reports must adhere to the accepted format outlined in DID-SE-02. The report must be printable on 8.5"x11" size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI.	

STATEMENT OF WORK  
Data Item Descriptions

DATA ITEM DESCRIPTION	
<b>Title:</b> <b>Factory Acceptance Test Report</b>	<b>Identification Number:</b> <b>DID-SE-05</b>
<b>Content:</b> At a minimum, the following information must be included:  <b>Test Personnel</b> Identify, by name (must be in print and signatory) and position, all personnel involved in the conduct, supervision, and observation of the test. All signatories must be dated.  <b>Item Under Test</b> Identify, by serial number, lot number or other identification number, the item that was tested.  <b>Test Procedures</b> The 'Test Procedures' delineated in the Test and Certification Plan (DID-SE-02) will form part of each individual test report.  <b>Test Conditions</b> This section must detail the location, test equipment, calibration, operator input, and expected results of each test.  <b>Problems Encountered</b> Identify any minor and major problems encountered during the test and actions taken to rectify deficiencies. Problems encountered during testing must be reported to Canada immediately and any corrective actions must be approved by Canada before any action is taken. All communications regarding testing issues must be documented and included in the relevant Factory Acceptance Test Report.  <b>Test Results</b> Identify the result of the test (PASS or FAIL) measured against the test criteria.	

STATEMENT OF WORK  
**Data Item Descriptions**

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Equipment Commissioning Plan</b>	<b>Identification Number:</b> <b>DID-SE-06</b>
<b>Description:</b> The Commissioning Plan defines all activities required to confirm that the delivered Towable Storage Bladder Package and Accessory Kit is complete in all respects, fit for operational use, and response-ready (i.e., no further set-up or configuration is necessary; the equipment can be deployed as is).	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document may be in the Contractor's format, and must be printable on 8.5"x11" size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI. The commissioning criteria should be organized in a line-item checklist format to facilitate recording of equipment commissioning results.	

**Content:**

At a minimum, the following information must be included:

***Commissioning Objectives***

At a minimum, the following objectives must be obtained:

- a. Verification that the Towable Storage Bladder Package and/or Accessory Kit was delivered complete (i.e., all required components included) and damage free;
- b. Verification that the unpacking and set-up of the Towable Storage Bladder Package and/or Accessory Kit has occurred in accordance with manufacturer recommendations;
- c. Verification and documentation of the operation and performance of the Towable Storage Bladder Package and/or Accessory Kit following delivery; and
- d. Verification that the re-packing of the Towable Storage Bladder Package and/or Accessory Kit has occurred to ensure it is operationally ready.

***Description of Goods***

Identify all components of the Towable Storage Bladder Package and Accessory Kit to be commissioned.

***References***

Identify all associated documentation including, though not limited to drawings, unique identifiers, serial numbers, and schedule.

***Safety Precautions***

Identify all safety precautions required for commissioning.

***Equipment Layout***

Provide a schematic of the equipment layout and space required to facilitate the commissioning of the Towable Storage Bladder Package and Accessory Kit.

***Commissioning Procedures***

Itemize each individual commissioning criterion for the Towable Storage Bladder Package and Accessory Kit, describing the procedures and associated safety precautions. The result of the commissioning activity (PASS or FAIL), date conducted, and Personnel sign-off blank fields must be included.

STATEMENT OF WORK  
**Data Item Descriptions**

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Equipment Commissioning Instructor Manual</b>	<b>Identification Number:</b> <b>DID-SE-07</b>
<b>Description:</b> The Equipment Commissioning Instructor Manual must provide specific guidance and materials required for CCG personnel to effectively perform future equipment commissioning. This document must capture relevant topics and techniques for the safe equipment commissioning of the Towable Storage Bladder Package and Accessory Kit.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document may be in the Contractor's format, and must be printable on 8.5"x11" size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI. The document must include colour labelled diagrams, pictograms, and illustrations, as well as sequential instructions where applicable. The document must be bilingual.	
<b>Content:</b> At a minimum, the following information must be included: <ol style="list-style-type: none"><li>a. How to inspect the Towable Storage Bladder Package and Accessory Kit for damage;</li><li>b. How to safely remove all components from the storage box and associated packaging;</li><li>c. How to safely put the Towable Storage Bladder Package (including all components) and Accessory Kit into working condition; and</li><li>d. How to safely repackage all components and store the Towable Storage Bladder Package and Accessory Kit in a response-ready state.</li></ol>	

STATEMENT OF WORK  
Data Item Descriptions

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Certificate of Conformity</b>	<b>Identification Number:</b> <b>DID-DL-01</b>
<b>Description:</b> The Certificate of Conformity is a formal verification, signed by the Contractor, that the Towable Storage Bladder Package or Accessory Kit is compliant with all of the requirements defined in the TSOR – Annex B.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document may be in the Contractor's format, and must be printable on 8.5"x11" size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI. Hard copies must be printed on 8.5"x11" size paper.	
<b>Content:</b> At a minimum, the following information must be included: <ul style="list-style-type: none"><li>a. Name of the manufacturer;</li><li>b. Item identification (serial number, lot number or other identification number);</li><li>c. Contract number;</li><li>d. Conformity statement;</li><li>e. Name (in print) of the Contractor;</li><li>f. Signature of the Contractor; and</li><li>g. Date of signing.</li></ul>	

STATEMENT OF WORK  
**Data Item Descriptions**

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Equipment Training and Familiarization Plan</b>	<b>Identification Number:</b> <b>DID-ETR-01</b>
<b>Description:</b> The Equipment Training and Familiarization Plan must describe in detail, the topics that will be delivered as part of the equipment training session(s) as well as the associated schedule and training materials required.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document may be in the Contractor's format, and must be printable on 8.5"x11" size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI.	

STATEMENT OF WORK  
Data Item Descriptions

DATA ITEM DESCRIPTION	
<b>Title:</b> <b>Equipment Training and Familiarization Plan</b>	<b>Identification Number:</b> <b>DID-ETR-01</b>
<b>Content:</b> At a minimum, the following information must be included:  <b>Objectives</b> Identify the equipment training session objectives for participants  <b>Training Materials</b> Identify all training materials and equipment required to deliver the equipment training session.  <b>Training Schedule</b> Provide an itinerary for the equipment training session, identifying all key training topics and the time allotted to each topic, including breaks for the participants.  <b>Training Topics</b> At a minimum, the following topics must be addressed and described in detail: <ul style="list-style-type: none"><li>a. The purpose and function(s) of each component of the Towable Storage Bladder Package and Accessory Kit;</li><li>b. Any attendant safety hazards and the required personal protective equipment (PPE);</li><li>c. Demonstration of how to deploy, operate, recover, decontaminate, and store all components of the Towable Storage Bladder Package and Accessory Kit;</li><li>d. Safe operational limitations of each Towable Storage Bladder Package and Accessory Kit component;</li><li>e. Fault location and diagnostic techniques; and</li><li>f. Preventive and corrective maintenance procedures.</li></ul>	

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DATA ITEM DESCRIPTION	
<b>Title:</b> <b>Equipment Training Instructor Manual</b>	<b>Identification Number:</b> <b>DID-ETR-02</b>
<b>Description:</b> The Equipment Training Instructor Manual must provide specific guidance and materials required for CCG personnel to effectively deliver future equipment training sessions. This document must capture relevant topics and techniques for the safe equipment training of the Towable Storage Bladder Package and Accessory Kit.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document may be in the Contractor's format, and must be printable on 8.5"x11" size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI. The document must include a separate presentation with presenter notes including a combined use of text and colour labelled diagrams, pictograms, photos, and illustrations, as well as sequential instructions where applicable. The document must be bilingual. Any video training aids must be provided in MP4 format on CD/DVD.	

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Equipment Training Instructor Manual</b>	<b>Identification Number:</b> <b>DID-ETR-02</b>
<b>Content:</b> At a minimum, the following information must be included:  <i>Objectives</i> Identify the equipment training session objectives for all participants  <i>Training Materials</i> Identify all training materials and equipment required to deliver the equipment training session.  <i>Training Schedule</i> Provide an itinerary for the equipment training session, identifying all key training topics and the time allotted to each topic, including breaks for the participants.  <i>Training Topics</i> At a minimum, the following topics must be addressed and described through a combined use of text, labelled diagrams, tables, graphics, videos, and photos, in a presentation format: <ol style="list-style-type: none"><li>a. The purpose and function(s) of each component of the Towable Storage Bladder Package and Accessory Kit;</li><li>b. Any attendant safety hazards and the required personal protective equipment (PPE);</li><li>c. Demonstration of how to deploy, operate, recover, decontaminate, and store all components of the Towable Storage Bladder Package and Accessory Kit;</li><li>d. Safe operational limitations of each Towable Storage Bladder Package and Accessory Kit component;</li><li>e. Fault location and diagnostic techniques; and</li><li>f. Preventive and corrective maintenance procedures.</li></ol>	

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Recommended Spare Parts and Tools List</b>	<b>Identification Number:</b> <b>DID-TM-01</b>
<b>Description:</b> The Recommended Spare Parts and Tools List (RSPTL) identifies all items that the Contractor recommends to support ongoing maintenance activities (i.e., preventive and corrective) for the Towable Storage Bladder Package and Accessory Kit. Canada will use these recommendations to support the decision to procure spare parts and tools and to facilitate the lifecycle management process of the Towable Storage Bladder Package and Accessory Kit.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The RSPTL data must be provided in a Microsoft Excel 2010 spreadsheet, unless otherwise specified by Canada. Final soft copies must be provided in PDF format compatible with Adobe Reader XI. The document must be bilingual.	
<b>Content:</b> At a minimum, the following information must be provided for each identified recommended spare part or tool: <ol style="list-style-type: none"><li>a. Item Name;</li><li>b. Manufacturer;</li><li>c. Manufacturer model number;</li><li>d. Manufacturer part number;</li><li>e. Quantity recommended to support a single Towable Storage Bladder Package and Accessory Kit over two years of operation;</li><li>f. Quantity recommended for warehousing;</li><li>g. Expiry (if applicable);</li><li>h. Price per unit;</li><li>i. Lead time when ordering;</li><li>j. NATO Stock Number (if applicable)</li><li>k. Warranty (extended, if applicable);</li><li>l. Recommended storage requirements and conditions (special conditions included);</li><li>m. Recommended maintenance (if applicable); and</li><li>n. Identification as a critical spare (as/if applicable).</li></ol>	

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Technical Maintenance Manual</b>	<b>Identification Number:</b> <b>DID-TM-02</b>
<b>Description:</b> The Technical Maintenance Manual must define all the necessary information to permit safe performance testing, servicing, inspections, and adjustment of the Towable Storage Bladder Package and Accessory Kit for the preventive and corrective maintenance activities. This information will ensure the Towable Storage Bladder Package and Accessory Kit maintain their original level of operational capability.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document must meet the specifications as described in TSOR Section 4.18. Final soft copies must be provided in PDF format compatible with Adobe Reader XI. Final hard copies must be printed on multiple, double sided 8.5"x11" sheets and must be collated and bound, unless otherwise specified by Canada. The document must include colour labelled diagrams, pictograms, and illustrations, as well as sequential instructions where applicable. The document must be bilingual.	

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DATA ITEM DESCRIPTION	
<b>Title:</b> <b>Technical Maintenance Manual</b>	<b>Identification Number:</b> <b>DID-TM-02</b>
<b>Content:</b> <p>At a minimum, the following information must be included:</p> <p><b><i>Preventive maintenance</i></b></p> <p>The Contractor must establish preventive maintenance guidance for all supplied and furnished equipment. This guidance must establish routine maintenance intervals and the associated tasks. This guidance must also account for in-field (i.e., during a spill response) maintenance considerations.</p> <p>The Contractor must provide the accompanying procedure(s) to perform each recommended maintenance activity. While not an exhaustive list, each maintenance procedure must:</p> <ol style="list-style-type: none"><li>a. List the number of personnel and the estimated time to perform the activity;</li><li>b. Identify the potential hazards and s and personal protective equipment (PPE) to use when performing the activity;</li><li>c. Identify all parts, consumables, tools or equipment required to perform the maintenance activity;</li><li>d. Define the sequential steps to perform the activity safely (including pictograms); and</li><li>e. Identify any subsequent verification effort required to verify that the activity was properly executed.</li></ol> <p>The Contractor must also provide pre- and post-operational checklists for all supplied and furnished equipment. The Pre-Operational Checklist must define all indicators needed to ensure that the equipment is operationally ready prior to deployment. The Post-Operational Checklist must supplement its counterpart with decontamination procedures and recommended storage practices, as well as return-to-service instructions.</p> <p><b><i>Corrective maintenance</i></b></p> <p>The Contractor must establish corrective maintenance guidance for all supplied and furnished critical equipment. While not an exhaustive list, the Contractor must:</p> <ol style="list-style-type: none"><li>a. Delineate troubleshooting instructions to properly identify, isolate, and rectify faults; and</li><li>b. Indicate how to verify that the equipment has been returned to an operational state.</li></ol> <p><b><i>Specialized Maintenance</i></b></p> <p>The Contractor must, at a minimum, identify any maintenance activity that should be conducted by a qualified third party. Such maintenance activities would warrant specialized training to address a particular technical complexity, beyond the scope of any regular preventive and corrective maintenance.</p>	

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Operations Manual</b>	<b>Identification Number:</b> <b>DID-TM-03</b>
<b>Description:</b> The Operations Manual must define all necessary information required to safely operate the Towable Storage Bladder Package and Accessory Kit.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document must meet the specifications as described in TSOR Section 4.19. Final soft copies must be provided in PDF format compatible with Adobe Reader XI. Final hard copies must be printed on multiple, double sided 8.5"x11" sheets and must be collated and bound, unless otherwise specified by Canada. The document must include colour labelled diagrams, pictograms, and illustrations, as well as sequential instructions where applicable. The document must be bilingual.	
<b>Content:</b> At a minimum, the following information must be included: <ul style="list-style-type: none"><li>a. How to deploy the equipment;</li><li>b. How to safely operate the equipment, including all known hazards and safety measures to mitigate risk;</li><li>c. How to troubleshoot the equipment (in-field procedures included);</li><li>d. How to safely retrieve and decontaminate the equipment; and</li><li>e. How to handle and properly store the equipment.</li></ul> The Contractor must also provide pre- and post-operational checklists for all supplied and furnished equipment. The Pre-Operational Checklist must define all indicators needed to ensure that the equipment is operationally ready prior to deployment. The Post-Operational Checklist must supplement its counterpart with decontamination procedures and recommended storage practices, as well as return-to-service instructions	

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Equipment Instructions Illustration</b>	<b>Identification Number:</b> <b>DID-TM-04</b>
<b>Description:</b> The Equipment Instructions Illustration must illustrate through a combination of text and illustration/pictograms the appropriate deployment and storage of the Towable Storage Bladder Package and Accessory Kit. This illustration will be stored within the Towable Storage Bladder storage box for quick reference by personnel who have been previously trained in the usage of the equipment.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document must meet the specifications as described in TSOR Section 4.20. Final soft copies must be provided in PDF format compatible with Adobe Reader XI. Final hard copies must be printed on multiple, double sided 8.5"x11" sheets (minimum of 600 dot per inch) and must be collated and bound, unless otherwise specified by Canada. The document must include colour labelled diagrams, pictograms, and illustrations, as well as sequential instructions where applicable. The document must be bilingual.	
<b>Content:</b> At a minimum, the following information must be included: <ol style="list-style-type: none"><li>a. Labelled diagrams of the Towable Storage Bladder Package, Accessory Kit, and all components;</li><li>b. Pertinent information for transportation of the Towable Storage Bladder Package (i.e., dimensions, weight, safety considerations, etc.)</li><li>c. Step-by-step instructions displayed with a combined use of text and pictograms for the deployment, decontamination, general maintenance, repair of the system, decontamination, and storage procedures (including safety considerations); and</li><li>d. Any other relevant information, as approved by Canada.</li></ol>	

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Bladder Field Repair Kit Instructions</b>	<b>Identification Number:</b> <b>DID-TM-05</b>
<b>Description:</b> The Bladder Field Repair Kit Instructions must demonstrate through a combination of text and illustration/pictograms the appropriate repair procedures of the Towable Storage Bladder Package. These instructions will be stored within the bladder field repair kit for quick reference by personnel who have been previously trained in the usage of the equipment.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document must meet the specifications as described in TSOR Section 4.6. Final soft copies must be provided in PDF format compatible with Adobe Reader XI. Final hard copies must be printed on multiple, double sided 8.5"x11" sheets (minimum of 600 dot per inch) and must be collated and bound, unless otherwise specified by Canada. The document must include colour labelled diagrams, pictograms, and illustrations, as well as sequential instructions where applicable. The document must be bilingual.	
<b>Content:</b> At a minimum, the following information must be included: <ol style="list-style-type: none"><li>a. Labelled diagram of the Bladder Field Repair Kit and all components;</li><li>b. Step-by-step instructions displayed with a combined use of text and pictograms for the field repair procedures (including safety considerations); and</li><li>c. Any other relevant information, as approved by Canada.</li></ol>	

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Rigging Equipment Package</b>	<b>Identification Number:</b> <b>DID-TM-06</b>
<b>Description:</b> The Rigging Equipment Inventory Package identifies and summarizes key administrative and operational information for all rigging equipment for the Towable Storage Bladder Package. This list is integral to tracking of asset and maintenance data.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document must meet the specifications as described in TSOR Section 4.14. All photos must be a minimum of 1535 x 1024 pixel resolution. Final soft copies must be provided as a high resolution PDF compatible with Adobe Reader XI. Final hard copies must be printed on multiple, double sided 8.5"x11" sheets, a minimum of 600 dot per inch, and must be collated and bound, unless otherwise specified by Canada. The document must be bilingual.	

STATEMENT OF WORK  
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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Rigging Equipment Package</b>	<b>Identification Number:</b> <b>DID-TM-06</b>
<b>Content:</b> At a minimum, the following information must be included for <b>each rigging unit</b> :	
<ol style="list-style-type: none"><li>1. An Inventory Document including:<ol style="list-style-type: none"><li>a. An itemized list of all rigging equipment components within each sling set (e.g. slings, shackles, rings, links, hooks etc.);</li><li>b. Functional name of the rigging equipment component;</li><li>c. Description and specific use of the rigging equipment component;</li><li>d. Serial number associated with each rigging equipment component;</li><li>e. Unique identifier and Safe Working Load of the rigging equipment component; and</li><li>f. The manufacturer name and contact information of the rigging equipment component.</li></ol></li> <li>2. A Rigging Line Diagram, containing the:<ol style="list-style-type: none"><li>a. Width, height, length, and mass of the load; and</li><li>b. Hitch type, height, pick point, sling angle, leg length, and tension in each leg</li></ol></li> <li>3. A Certificate of Conformity including:<ol style="list-style-type: none"><li>a. Name of the manufacturer;</li><li>b. Identification (serial number, lot number or other identification number) of all components;</li><li>c. Contract number;</li><li>d. Conformity statement;</li><li>e. Name (in print) of the Contractor;</li><li>f. Signature of the Contractor; and</li><li>g. Date of signing.</li></ol></li></ol>	

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Rigging Equipment Package</b>	<b>Identification Number:</b> <b>DID-TM-06</b>
<b>Content (Continued):</b>  4. Proof Load Testing Certification as per DID-SE-03, including: a. Name of the manufacturer; b. Identification (serial number, lot number or other identification number) of all components; c. WLL; and d. Date of test completion.  5. Rigging Equipment Photographs including: a. One photo of the sling in its entirety b. One photo of the sling's identification (serial number, lot number or other identification number) c. One photo of the associated attachments and hardware, with the identification (serial number, lot number or other identification number) visible	

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>As-Built Drawing Package</b>	<b>Identification Number:</b> <b>DID-TM-07</b>
<b>Description:</b> The As-Built Drawing Package must include all engineering drawings for the Towable Storage Bladder Package and Accessory Kit that reflect any revisions or changes that occurred during the manufacturing process. All drawings must detail the key components of each assembly, and the respective interconnection(s) with other assembly components.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The engineering drawings must be in accordance with accepted industry standards. The final soft copies must be provided as a high-resolution PDF, unless otherwise agreed to by Canada. Final hard copies must be printed on 11”X17” size paper (minimum of 600 dot per inch). The document must be bilingual.	

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>As-Built Drawing Package</b>	<b>Identification Number:</b> <b>DID-TM-07</b>
<b>Content:</b> At a minimum, the following information must be included:  As-Built Drawing Package for the Towable Storage Bladder Package, Accessory Kit, and all associated components: Each drawing must include: <ul style="list-style-type: none"><li>• Drawing title;</li><li>• Drawing number;</li><li>• Revision number;</li><li>• Drawing scale;</li><li>• Units of measure;</li><li>• All measurements and configurations of components;</li><li>• Dimensioned features;</li><li>• Assembly notes; and</li><li>• Author of drawing.</li></ul> Each drawing must be accompanied by a bill of materials that must include: <ol style="list-style-type: none"><li>a. All parts and sub-assemblies used listed;</li><li>b. All quantities required for each identified part and sub-assembly; and</li><li>c. All material(s) of construction for each identified part and sub-assembly.</li></ol> <b>All final drawings must be signed and certified by a Licensed Engineer.</b>	

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Master Equipment List</b>	<b>Identification Number:</b> <b>DID-TM-08</b>
<b>Description:</b> The Master Equipment List (MEL) identifies and summarizes key administrative and operational information for all components of the Towable Storage Bladder Package and Accessory Kit. This list is integral to planning and tracking of asset and maintenance data.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The MEL data must be provided in a Microsoft Excel 2010 spreadsheet, unless otherwise specified by Canada. Final soft copies must be provided in PDF format compatible with Adobe Reader XI. The document must be provided in English and Canadian French languages.	
<b>Content:</b> At a minimum, the following information must be provided for each identified component of the Towable Storage Bladder Package and Accessory Kit: <ul style="list-style-type: none"><li>a. Item Name</li><li>b. Item Description;</li><li>c. Manufacturer name and address;</li><li>d. Manufacturer model name or number;</li><li>e. Manufacturer part number;</li><li>f. Supplier name, address, and telephone number;</li><li>g. Mass;</li><li>h. Capacity and/or rating;</li><li>i. Quantity; and</li><li>j. Warranty information (i.e., coverage after acceptance by Canada, as per Article XX General Conditions 2030).</li></ul>	

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Canadian Indigenous Benefits Plan Report</b>	<b>Identification Number:</b> <b>DID-IE-01</b>
<b>Description:</b> The Canadian Indigenous Benefits Plan Report must summarize information regarding actual benefits of the Canadian Indigenous Benefits Plan with respect to Employment Indigenous Labour; On-the-Job Training, Skills Development, Apprenticeship; and Sub-Contract - Service Requirement.	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document may be in the Contractor's format, and must be printable on 8.5"x11" size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI.	
<b>Content:</b> At a minimum, the following information must be included: <ul style="list-style-type: none"><li>a. <b><i>Employment Indigenous Labour</i></b> Employee, Rate of Pay, Hours Worked, Total Salary, Job Category;</li> <li>b. <b><i>On-the-Job Training, Skills Development, Apprenticeship</i></b> Employee, Rate of Pay, Hours Worked, Total Salary, Job Category;</li> <li>c. <b><i>Sub-Contract - Service Requirement</i></b> Employee/Firm, Value, Hours Worked, Total Salary, Service Category.</li></ul>	

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<b>DATA ITEM DESCRIPTION</b>	
<b>Title:</b> <b>Canadian Indigenous Subcontracting Report</b>	<b>Identification Number:</b> <b>DID-IE-02</b>
<b>Description:</b> The Canadian Indigenous Subcontracting Report must summarize information regarding the award of subcontract(s) to indigenous business(es) in areas with Comprehensive Land Claim Agreements (CLCAs).	
<b>Source Document:</b> The applicable issue of the documents cited herein, including their approval dates and dates of any applicable amendment notices and revisions must be as specified in the Contract.	
<b>Format:</b> The document may be in the Contractor's format, and must be printable on 8.5"x11" size paper. Final soft copies must be provided in PDF format compatible with Adobe Reader XI.	
<b>Content:</b> At a minimum, the following information must be included: <ul style="list-style-type: none"><li>a. The name of the applicable CLCA;</li><li>b. Name of the subcontractor;</li><li>c. Subcontract or requisition number;</li><li>d. Subcontract award date;</li><li>e. Subcontract expiry date;</li><li>f. The value of the Subcontract; and</li><li>g. A short description of the subcontracted goods or services.</li></ul>	

**Annex B**  
Technical Statement of Requirements

**Environmental Response Equipment Modernization/  
Mobile Incident Command Equipment Project**

*Storage – Towable Tank – Small – 5-10T*

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## **LIST OF ACRONYMS AND ABBREVIATIONS**

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ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials International
CCG	Canadian Coast Guard
ConOps	Concept of Operations
DD	Two – Digit Day
DID	Data Item Deliverable
ER	Environmental Response
GSA	General Services Administration
ISO	International Organization for Standardization
MM	Two – Digit Month
OEM	Original equipment manufacturer
RF	Radio-frequency
SAE	Society of Automotive Engineers
SE	System Engineering
TFFSB	Towable floating fabric storage bladder
TSoR	Technical Statement of Requirements
TM	Technical Management
US	United States
UV	Ultraviolet
YYYY	Four – Digit Year

## SECTION 1 INTRODUCTION

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### 1.1. PURPOSE

The Canadian Coast Guard (CCG) requires towable, marine storage capacity to temporarily contain recovered oil in calm and protected waters. Fulfillment of this requirement will help to augment or replace existing similar storage equipment, as well as support the CCG Environmental Response (ER) Concept of Operations (ConOps). This Technical Statement of Requirements (TSOR) document defines the functional and performance-based requirements for a small, towable, floating fabric storage bladder package (hereinafter referred to as the “Towable Storage Bladder Package”).

### 1.2. SCOPE

Any requirements, specifications, and other indications in this TSOR pertaining to the “Towable Storage Bladder Package” also pertain to each individual component of the Towable Storage Bladder Package, whether they are acquired together as a complete package, individually, or in any other combination.

### 1.3. DOCUMENT CONVENTION

The following conventions apply to this TSOR:

- a) The term **MUST** is used to identify mandatory requirements that are to be satisfied by the Contractor and approved by Canada.
- b) The term **SHOULD** is used to identify a requirement that is not mandatory; however, the fulfillment of such a requirement will augment the overall fit, form, function, quality, or any combination thereof of the Towable Storage Bladder Package.
- c) Dimensions stated as nominal are treated as approximate dimensions. Nominal dimensions reflect a standard whereby materials or products are generally identified for commercial sale, but differ from the actual dimensions.
- d) Both the metric system and the Imperial system of measurements may be indicated in this TSOR. Conversions from one system of measurement to the other may not be exact.

### 1.4. DEFINITIONS

The following definitions apply to this TSOR:

**Accessible:** Capable of being reached for use, inspection, and maintenance without the removal of any element(s) of the permanent structure.

**Accessory Kit:** A kit consisting of accessory systems that may be necessary to operate the Towable Storage Bladder, including:

- a) Towing System;

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- b) Anchor Kit;
- c) All rated and required Rigging Fittings, Hoisting Slings and Hardware; and
- d) A Storage Box.

**Coated fabric:** A flexible synthetic substrate (scrim) and an adherent polymeric material(s) applied to both of its sides.

**Dissimilar metals:** Two metal specimens electrically connected to each other in a conductive solution, and capable of generating an electric current.

**Fully operational:** A quality of readiness whereby an item has been specifically designed to function or perform in the stated environmental condition(s).

**Heavy duty:** A quality of product specially designed to withstand the stresses of demanding or abnormal use.

**Marine grade:** A quality of product specially formulated or treated to withstand use at sea.

**Off-the-shelf:** Any standard articles and materials that are ordinarily produced by manufacturers in the normal course of business.

**Rigging Unit:** A rigging unit is defined as a certified system of individually certified components that may include, but is not limited to synthetic web slings, chain slings, wire rope slings, shackles, rings, links, hooks, swivels, hoisting points and any other certified components used as a system for overhead lifting of equipment.

**Towing System:** A towing system consists of bridles, towlines, hardware, and any other component required to safely tow and maintain safe control of the fully loaded bladder by a tow vessel under the operational conditions described herein.

**Anchor Kit:** An anchor kit consists of components that may include, anchor, anchor rode, anchor trip line and buoy, and any other components required to anchor a bladder in a fixed position under empty and full load in the operational conditions described herein.

**Shelf life:** The length of time that the Towable Storage Bladder Package may be stored in the conditions specified by the manufacturer without becoming unfit for use.

**Substrate (scrim):** A woven, open-mesh, reinforced fabric made from continuous filament yarn.

**Safety factor:** Number of times that a load can be increased before failure occurs.

**Towable Storage Bladder Package:** The Towable Storage Bladder Package includes the following:

- e) Towable Storage Bladder;
- f) Bladder Field Repair Kit;
- g) A Storage Box;
- h) A Technical Maintenance Manual;

- i) An Operations Manual; and
- j) An Equipment Instructions illustration.

**Towable Storage Bladder:** A temporary, collapsible storage box that can be used store oil and other liquids in water: The Towable Storage Bladder includes:

- a) The Bladder;
- b) Fill and Discharge Valves;
- c) Pressure Relief Valve;
- d) Two Discharge Hoses;
- e) Hose Floats;
- f) Navigational Light; and
- g) Navigational Light Holder.

## SECTION 2 REFERENCE DOCUMENTATION

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### 2.1. APPLICABLE STANDARDS AND SPECIFICATIONS

To the extent specified herein, the following standards and specifications apply to the Towable Storage Bladder Package:

- a) ASTM F715-07 (2012), Standard Test Methods for Coated Fabrics Used for Oil Spill Control and Storage.
- b) ASTM F1599-95 (2014), Standard Guide for Collecting Performance Data on Temporary Storage Devices.
- c) ASTM D751-06 (2011), Standard Test Methods for Coated Fabrics.
- d) ASTM D2136-02 (2012), Standard Test Method for Coated Fabrics - Low-Temperature Bend Test.
- e) SOR/2007-128, Cargo, Fumigation, and Tackle Regulations.
- f) ASME B30.26-2015: Rigging Hardware.
- g) ASME B30.9-2018: Slings.
- h) Canada Shipping Act 2001, Collision Regulations, C.R.C., c. 1416.
- i) CSA W59-18 Welded steel construction.
- j) CSA W59.2-18, Welded Aluminum Construction
- k) ISO 3834-2:2005, Quality Requirements for Fusion Welding of Metallic Materials – Part 2: Comprehensive Quality Requirements.
- l) ISO 2230:2002, Rubber Products - Guidelines for Storage.
- m) TP11960E - Standards for the Construction, Inspection, and Operation of Barges Carrying Oil or Dangerous Chemicals in Bulk.
- n) United States (US) General Services Administration (GSA), Federal Specification A-A 59326D, General Specification for Coupling Halves, Quick Disconnect, Cam Locking Type.

## **2.2. SUPERSEDEENCE**

Unless otherwise specified by Canada, reference documents specified in 2.1 must reflect the version in effect on the date of Contract Award.

## **2.3. ORDER OF PRECEDENCE**

In the event of a discrepancy between this TSOR and the documents referenced herein, the Contractor must adhere to the following order of precedence:

- a) Canadian Regulations;
- b) This TSOR; and
- c) Industry and other applicable standards and specifications.

## **SECTION 3 DELIVERABLES**

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The Contractor must provide, at a minimum, the following deliverables for each Towable Storage Bladder Package:

- a) One towable storage bladder, complete with:
  - i. A minimum of one fill and one discharge valve;
  - ii. A pressure relief valve;
  - iii. A minimum of two discharge hoses;
  - iv. Hose floats for two discharge hoses;
  - v. A navigational light; and
  - vi. A navigational light holder.
- b) One bladder field repair kit;
- c) One storage box for the complete Towable Storage Bladder Package;
- d) A Technical Maintenance Manual – as described in the accompanying Statement of Work (SOW) - Annex A;
- e) An Operations Manual – as described in the accompanying SOW - Annex A; and
- f) An Equipment Instruction Illustration – as described in the accompanying SOW - Annex A

The Contractor must provide, at a minimum, the following deliverables for each Accessory Kit:

- g) One towing system consisting of:
  - i. Bridle(s);
  - ii. Towline(s); and
  - iii. Any other hardware components required to tow a fully loaded Towable Storage Bladder by a tow vessel.
- h) One anchor kit;
- i) All rated and required rigging fittings, hoisting slings, and hardware for the towable storage bladder and storage box;

**Deliverables**

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- j) One storage box for the complete Accessory Kit; and
- k) A Rigging Equipment Package – as described in the accompanying SOW – Annex A.

## SECTION 4 REQUIREMENTS

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### 4.1. OPERATIONAL REQUIREMENTS

#### 4.1.1. ENVIRONMENTAL CONDITIONS

- 4.1.1.1. The Towable Storage Bladder Package must be engineered for operational use in the following conditions:
- a) Ambient air temperatures ranging from -15 degrees Celsius (°C) to +35 °C;
  - b) Both fresh and salt waters environments in water temperatures ranging from -2°C to +35°C; and
  - c) Folded storage in air temperatures ranging from -40°C to +60°C.

#### 4.1.2. SEA CONDITIONS

- 4.1.2.1. The Towable Storage Bladder must be fully operational in:
- a) Type II-Protected Waters as per ASTM F625/F625M-94 (2011), Standard Practice for Classifying Water Bodies for Spill Control Systems. Type II-Protected Waters are equivalent to wave heights  $\leq 1$  metre (m) or Beaufort Force 3 sea conditions; and
  - b) Loading conditions resulting from being towed astern or alongside a vessel or ship, while partially or fully loaded, during recovery operations such as side sweeping.

#### 4.1.3. MAINTAINABILITY

- 4.1.3.1. The Contractor must standardize the selection of fasteners, hardware, attachments, fittings, and fabrication methods used in the Towable Storage Bladder Package to minimize the number of unique spares.
- 4.1.3.2. The Contractor must use identical components in all subsequent Towable Storage Bladder Packages, following Canada's acceptance of first article testing results.

#### 4.1.4. LIFE EXPECTANCY

- 4.1.4.1. The minimum shelf life of the Towable Storage Bladder Package must be 10 years when stored in the conditions specified by the manufacturer.

## 4.2. BLADDER DESIGN AND CONSTRUCTION

### 4.2.1. STORAGE CAPACITY

4.2.1.1. The Towable Storage Bladder must:

- a) Conform to one of the following nominal capacities, where the actual capacity of the bladder is  $\pm 10\%$  of its rated nominal capacity:
  - i. 5.0 cubic metres ( $m^3$ ) for the Towable Storage Bladder Package – 5T; or
  - ii. 10.0  $m^3$  for the Towable Storage Bladder Package – 10T.
- b) Safely contain its rated nominal capacity of recovered liquid without any deformation or leakage from the fabric and discharge points.

### 4.2.2. SHAPE AND SIZE

4.2.2.1. The Towable Storage Bladder must:

- a) Have a cylindrical body and conical ends, where the bow must be inclined upward.
- b) Be compact to store (i.e. flat when empty and rolled up).

### 4.2.3. VALVES, FITTINGS AND COUPLINGS

4.2.3.1. The Towable Storage Bladder must be fitted with a minimum of one fill point and one discharge point. The fill and discharge points must be fitted with:

- a) 3 inch, true union, full port, ball valves permanently marked to indicate its status (i.e., 'OPEN' for the open position, and 'CLOSED' for the closed position), as well as the direction of operation for each status;
- b) Cast Aluminum flanges to easily connect and disconnect the valve assemblies; and
- c) A rigid backing plate, to attach the cast aluminum flange to the bladder to reduce the stress on the coated fabric membrane.

4.2.3.2. The discharge valve must be fitted with a Type II, Class SS, Style 1 coupling half (i.e., male, cam-locking coupling half by hose shank) as defined in A-A-59326D, General Specification for Coupling Halves, Quick-Disconnect, Cam-Locking Type.

4.2.3.3. The fill valve must be fitted with a Type VI, Class SS, Style 1 coupling half (i.e., female, cam-locking coupling half by hose shank) as defined in A-A-59326D, General Specification for Coupling Halves, Quick-Disconnect, Cam-Locking Type.

4.2.3.4. The Towable Storage Bladder must be fitted with a fixed set pressure safety relief valve on its top surface to relieve vapour pressure.

## 4.2.4. LIFTING LUGS AND HANDHOLDS

### 4.2.4.1. The Towable Storage Bladder must:

- a) Have a lifting lug at the bow end to facilitate lifting under empty load. Prior to and after fabrication the Contractor must demonstrate to Canada through certification that the lifting lug is suitable for lifting the bladder under empty load (**as per DID-SE-03 Certification and Material Sheets**).
- b) Have a sufficient number of handholds Radio Frequency (RF) welded along its length to facilitate the effective deployment and retrieval of the Towable Storage Bladder when empty, without permanent set, peeling, tearing, or elongation.

## 4.2.5. COLOUR

- 4.2.5.1. The Towable Storage Bladder must be a high visibility colour and fitted with daytime, high visibility markings and nighttime, retro-reflective features so as to be clearly visible by other vessels operating in a seaway during response operations. Canada will review, revise, and accept or reject colour and markings proposed by the Contractor.

## 4.2.6. COATED FABRIC

### 4.2.6.1. General Considerations:

- a) The bladder must be made from high strength coated synthetic fabrics providing resistance to abrasion, puncture, hydrocarbons, and ultraviolet (UV) degradation and embrittlement.
- b) The coated fabric production date must be within 6 months of the date of delivery of the Towable Storage Bladder to Canada. Coated fabrics must be stored in conditions recommended by the fabric producer at all times prior to the delivery of the Towable Storage Bladder.

### 4.2.6.2. Testing:

- a) The test methods listed in **Table 4.0** must be used to substantiate the physical properties and performance of any coated fabric used in the Towable Storage Bladder. The Contractor may propose other equivalent internationally recognized test methods for consideration by Canada, where the Contractor must demonstrate equivalency.

**Table 4.0: Test methods for coated fabrics**

<b>Test method</b>	<b>Test reference</b>
Thickness and mass	ASTM D751-06 (2011)
Breaking strength (Procedure A, Grab Test Method)	ASTM D751-06 (2011)
Breaking strength (Procedure B, Cut Strip Method)	ASTM D751-06 (2011)
Puncture resistance	ASTM D751-06 (2011)
Tearing resistance (Procedure B, Tongue Tear Method)	ASTM D751-06 (2011)
Hydrostatic resistance (Procedure A, Mullen Type Tester)	ASTM D751-06 (2011)
Adhesion of coating to fabric	ASTM D751-06 (2011)
Low-temperature bending	ASTM D2136-02 (2012)
Seam strength	ASTM D751-06 (2011)
Blocking resistance at elevated temperatures	ASTM D751-06 (2011)

**4.2.6.3. Coated Fabric Welding:**

- a) Coated fabric seams must be permanently bonded by RF welding complete with top and bottom cap strips (double butt strap seam). Coated fabric joined by sewing or adhesives is prohibited.
- b) The breaking strength of coated fabric seams must be equal to or greater than the breaking strength of the surrounding fabric material.
- c) Exposed substrate (scrim) along coated fabric edges must be sealed to prevent recovered liquids from entering the coated fabric.

**4.2.7. STRUCTURAL INTEGRITY**

**4.2.7.1. Under the operational conditions defined herein, The Towable Storage Bladder must:**

- a) Float upright under empty and full load conditions and maintain a consistent horizontal orientation.
- b) Have sufficient stability to preclude overturning.
- c) Reduce snaking and dampen lateral oscillations during towing operations under empty and full load conditions.

**4.2.7.2. The Towable Storage Bladder must be capable of withstanding pressure cycling throughout its service life.**

- 4.2.7.3.** The Towable Storage Bladder must be tested as per ASTM F1599-95(2014) for closed storage devices for its structural integrity and operational performance at the Contractor's designated test facility. The Contractor may propose other internationally recognized test procedures for consideration by Canada.
- 4.2.7.4.** The Towable Storage Bladder must be towable from its bow in the forward direction, in both empty and fully loaded conditions as per ASTM F1599-95(2014). The Contractor may propose other internationally recognized test procedures for consideration by Canada.
- 4.2.7.5.** The Towable Storage Bladder aft end must be reinforced such that it has sufficient strength to withstand loads encountered under full load while towing a drogue and when anchored.

#### **4.2.8. NAVIGATION LIGHT AND NAVIGATION LIGHT HOLDER**

- 4.2.8.1.** The Towable Storage Bladder must be fitted with a removable navigation light holder and LED bulb-type navigation light as per Canada Collision Regulations C.R.C., c. 1416.
- 4.2.8.2.** The navigation light must have a minimum run time of 48 hours without charging or replacing the battery.

### **4.3. WORKMANSHIP**

#### **4.3.1. FABRICATION**

- 4.3.1.1.** Each Towable Storage Bladder Package must be constructed and finished with a high degree of workmanship. At a minimum, the Contractor must ensure:
  - a) Surfaces are free from blemishes, blisters, burrs, defects, irregularities, sharp edges, and any other condition that would be deleterious to the finished component;
  - b) Component dimensions are accurate and conform to the required tolerances defined in the provided drawings;
  - c) Parts are properly aligned to preclude any binding and deformation as a result of assembly, disassembly, and operation; and
  - d) All welds and coatings are uniform, complete, and free of cracks, porosity, and scratches.
- 4.3.1.2.** Internal parts that are subject to malfunction or failure due to reverse installation must have mechanical provisions that preclude improper installation.

### **4.3.2. METALLIC WELDING**

- 4.3.2.1.** All aluminum and steel welding must be performed in accordance with Canadian Welding Bureau (CWB) Standards CSA W59.2-18, Welded Aluminum Construction and CSA W59, Welded Steel Construction, or ISO 3834-2:2005, Quality Requirements for Fusion Welding of Metallic Materials – Part 2: Comprehensive Quality Requirements. Canada prefers that all aluminum and steel welding be performed in accordance with the CSA Standards.
- 4.3.2.2.** The Contractor must provide weld compliance certificates, if applicable, for any towing and lifting hardware on the bladder **(as per DID-SE-03 Certification and Material Sheets and DID-TM-05).**

### **4.3.3. CARE AND PROTECTION OF PARTS AND MATERIALS**

- 4.3.3.1.** All parts and materials must be kept clean and protected against dust, moisture, rapid temperature changes, and foreign matter during manufacture, storage, pre-installation staging, assembly or installation, and post-installation.

## **4.4. MATERIALS**

### **4.4.1. GENERAL REQUIREMENTS**

- 4.4.1.1.** Any material used in the fabrication of the Towable Storage Bladder Package must:
- a) Be of marine-grade quality and inherently resist corrosion under the environmental conditions specified herein.
  - b) Limit the absorption of water and recovered oil products to facilitate decontamination.
  - c) Be chemically compatible with recovered oil products.
  - d) Be resistant to ultraviolet (UV) degradation.
  - e) Be selected to comply with the performance requirements specified herein.
  - f) Conform to the requirements defined in an internationally recognized Standard, such as ASTM, ISO, or SAE Standards. Canada may request samples of any proposed material.
  - g) Not contain any wood products or similar hygroscopic material.
  - h) Not adversely affect the health of personnel when used for its intended purpose.

## **4.4.2. ELASTOMERS**

- 4.4.2.1.** All elastomeric materials in unassembled components and assemblies (including, but not limited to, gaskets and O-rings) must contain 90% of the authorized shelf life as listed in ISO 2230:2002, Rubber Products – Guidelines for Storage, at the date of delivery to Canada, unless otherwise specified by Canada **(as per DID-SE-03 Certification and Material Sheets)**.

## **4.4.3. DISSIMILAR METALS**

- 4.4.3.1.** Direct contact between dissimilar metals expected to cause galvanic corrosion must be avoided. If such contact cannot be avoided, an insulating material must be installed between the dissimilar metals to minimize the corrosive effect. The Contractor may propose alternative methods to minimize galvanic corrosion for consideration by Canada.

## **4.5. FASTENERS AND HARDWARE**

### **4.5.1. GENERAL REQUIREMENTS**

- 4.5.1.1.** Unless otherwise specified by Canada, all fasteners, nuts, and similar hardware must be Type 316 stainless steel. The Contractor may propose other stainless or high alloy steel(s) for consideration by Canada.
- 4.5.1.2.** Fasteners must be easily removable if the adjoining component requires removal or permits access for maintenance.
- 4.5.1.3.** Unless otherwise specified by Canada, all threaded fasteners must be paired with a corresponding nylon-insert, lock nut to resist loosening due to shock and vibration loading.
- 4.5.1.4.** All threaded fasteners and associated hardware must conform to the dimensions and tolerances defined in an internationally recognized Standard, such as, but not limited to ASME, ASTM, ISO, or SAE Standards.
- 4.5.1.5.** Threaded connections by tapping aluminum structural components are not permitted. Similarly, threaded connections by tapping steel structural components whose thickness is less than one bolt diameter, are not permitted. Where direct threading is required in these circumstances, helical coil, galvanically-compatible, threaded inserts must be used.
- 4.5.1.6.** All nuts that will become inaccessible after fabrication must be captured (or anchored) to prevent them from backing off if the threaded fastener is later removed.
- 4.5.1.7.** All threaded connections must be correctly torqued.

## **4.6. BLADDER FIELD REPAIR KIT**

### **4.6.1. GENERAL CONSIDERATIONS**

- 4.6.1.1.** The Contractor must supply a bladder field repair kit that includes all tools and materials needed to make field repairs such as minor punctures and tears to the Towable Storage Bladder, and the associated instructions (**as per DID-TM-05 Bladder Field Repair Kit Instructions**). Canada will review and accept or reject the bladder field repair kit contents proposed by the Contractor.
- 4.6.1.2.** The Bladder Field Repair Instructions for the Towable Storage Bladder Package must be waterproof to withstand a marine environment (for example, laminated pages or specialized paper). The Contractor may propose various waterproofing solutions for consideration by Canada.

## **4.7. DISCHARGE HOSE AND COUPLINGS**

### **4.7.1. GENERAL CONSIDERATIONS**

- 4.7.1.1.** The Contractor must supply two discharge hoses for each Towable Storage Bladder Package and, at minimum must incorporate the following:
- a) 10ft nominal length with a rated working pressure of 150 psi;
  - b) Designed to fit the discharge valve;

### **4.7.2. HOSE CONSTRUCTION**

- 4.7.2.1.** At minimum each discharge hose must incorporate the following:
- a) A compounded elastomer inner tube;
  - b) A synthetic fiber reinforcement;
  - c) A black compounded elastomer cover;
  - d) Each layer of the hose must be bonded to its adjacent layer(s) to produce a unified hose wall; and
  - e) The compounded elastomer inner tube and cover must be of uniform thickness;

### **4.7.3. HOSE COUPLINGS**

- 4.7.3.1.** One end of the discharge hose must be fitted with type-II, Class SS, Style 1 coupling half as defined in A-A-59326D and the opposing end fitted with a Type VI, Class SS, Style 1 coupling half as defined in A-A-59326D.
- 4.7.3.2.** Male and female, cam-locking coupling halves must be attached to the discharge hose using a band-style, punch clamp, or a crimped sleeve.

- 4.7.3.3. Male and female, cam locking coupling halves must be directly connected to the electrostatic discharge wire;
- 4.7.3.4. Each hose must be supplied with the following coupling halves (whose requirements are defined in A-A 59326D, General Specification for Coupling Halves, Quick Disconnect, Cam Locking Type):
  - a) One, Type IX, Class SS, Style 1 coupling half (i.e., dust cap coupling half); and
  - b) One, Type X, Class SS, Style 1 coupling half (i.e., dust plug coupling half).

## **4.8. HOSE FLOATS**

### **4.8.1. GENERAL CONSIDERATIONS**

- 4.8.1.1. The Contractor must supply marine-grade hose floats to pair with the discharge hose assembly.
- 4.8.1.2. All supplied hose floats must:
  - a) Use a rigid construction that does not require inflation;
  - b) Be sized (Sufficient positive buoyancy) to keep the paired hose at the waterline when it is charged with media; and
  - c) Be easily attached and removed without the use of specialized tools.

## **4.9. TEST STRIPS**

### **4.9.1. GENERAL CONSIDERATIONS**

- 4.9.1.1. A minimum of ten test strips made of the same material lot as the Towable Storage Bladder, must be attached by RF welding to the exterior top of the Towable Storage Bladder. Canada will review and approve or reject the fabric test strip arrangement proposed by the Contractor. The fabric test strips will be used by Canada to analyze the fabric properties and characteristics over its operational life.
- 4.9.1.2. Each test strip must be 64 millimeters (mm)  $\pm$  1mm in width and 150 mm  $\pm$  2mm in length.

## **4.10. STORAGE BOXES**

### **4.10.2. PHYSICAL CONSTRUCTION**

- 4.10.2.1.** The Contractor must supply a new storage box to furnish all equipment provided with a Towable Storage Bladder Package and a new storage box to furnish all equipment provided with an Accessory Kit. Storage box designs must be submitted to Canada for review and approval as per **DID-SE-01 General Assembly Drawings and Calculations Package.**
- 4.10.2.2.** The storage boxes must be:
- a) Compact and of a rectangular footprint with a minimum 10% additional volume allowance to facilitate stowage of components after initial deployment;
  - b) Fitted with provisions that allow them to be safely stacked three boxes high with other identical storage boxes;
  - c) Fabricated of marine grade plywood that has been treated with a weather resistant paint coating;
  - d) Constructed to minimize recesses and voids where moisture can accumulate;
  - e) Constructed to limit ingress of water; and
  - f) Fitted with a dedicated durable plastic (such as high density polyethylene or polycarbonate) provision to securely and neatly contain documents. This is for the purpose of ensuring the longevity of documents that will be kept in the storage boxes (for example, technical maintenance and operations manuals as per **Sections 4.18 and 4.19** respectively). The location of the provision must not be on the underside of the top or on a removable or folding sidewall. Canada will review and accept or reject the proposed material of construction and location of the dedicated document storage provision.
- 4.10.2.3.** The storage boxes must be fabricated to include features and structural support to accommodate lifting the combined weight of the box and contents, plus 10%, via hoisting slings.
- 4.10.2.4.** The Contractor must demonstrate that the storage boxes may be safely hoisted as per **DID-SE-02 Test and Certification Plan.**

### **4.10.3. LIFE EXPECTANCY**

- 4.10.3.1.** The minimum shelf life of the storage boxes must be equal to at least that of the Towable Storage Bladder Package when stored in the conditions specified by the manufacturer.

### **4.10.4. ACCESS**

- 4.10.4.1.** The storage box top must be removable.
- 4.10.4.2.** The storage boxes must be constructed with at least one sidewall that is removable or able to fold down approximately 100 degrees to facilitate loading and unloading of equipment (akin to a ramp).
- 4.10.4.3.** Each removable or folding sidewall must be fitted with a provision that allows it to be locked to the adjoining fixed wall or to the roof. This provision must accommodate a padlock with a 7/16 inch shackle diameter.
- 4.10.4.4.** Each removable or folding sidewall must be fitted with some means to prevent it from falling open in an uncontrolled manner. A stainless steel wire is one option to prevent the inadvertent freefall of a sidewall.
- 4.10.4.5.** Each removable or folding sidewall must be fitted with one or more handles that allows it be safely lowered in a controllable manner. These handles must not pose a tripping hazard to personnel when the hinged sidewall is open.
- 4.10.4.6.** If hinges are used as a means to open the sidewalls, each hinge must be permanently lubricated.
- 4.10.4.7.** The Towable Storage Bladder Package storage box must be fitted with a means to prevent chafing of the coated fabric during loading and unloading.

### **4.10.5. FORKLIFT POCKETS**

- 4.10.5.1.** Storage boxes must be fitted with two enclosed forklift pockets.
- 4.10.5.2.** Each forklift pocket must pass completely through the base structure of the storage box.
- 4.10.5.3.** The size and spacing of the forklift pockets must satisfy the dimensional requirements defined in ISO 1496-1:2013, Series 1 Freight Containers – Specification and Testing Standards.

#### 4.10.6. VENTILATION

- 4.10.6.1. Storage boxes must be fitted with a minimum of two passive vents. Canada will review, and accept or reject the vent sizing proposed by the Contractor.
- 4.10.6.2. The passive vents must be located in the upper diagonal corners on opposite, fixed walls, such that they provide maximum, diagonal cross airflow and exhaust.
- 4.10.6.3. The passive vents must be designed to deflect rain or spray, and prevent water ingress.

### 4.11. TOWING SYSTEM

#### 4.11.1. GENERAL REQUIREMENTS

- 4.11.1.1. A towing system consisting of at a minimum, high strength, marine grade corrosion resistant:
  - a) Bridle(s),
  - b) Towline(s),
  - c) Associated hardware, and
  - d) Any other component required to safely tow and maintain control of the fully loaded **10 cubic meter** Towable Storage Bladder by a tow vessel under the defined operational conditions.
- 4.11.1.2. The towing system must comply with the requirements identified in Appendix A of TP11960E - Standards for the Construction, Inspection, and Operation of Barges Carrying Oil or Dangerous Chemicals in Bulk.
- 4.11.1.3. The towing system must be supplied with manufacturer's certificates which attest to the requirements of 4.11.1.1 and 4.11.1.2 (**as per DID-SE-03 Certification and Material Sheets**).
- 4.11.1.4. The towing system design must be submitted to Canada for review and approval as per **DID-SE-01 General Assembly Drawings and Calculations Package**.

#### 4.11.2. TOW BRIDLES

- 4.11.2.1. Each tow bridle must be constructed from galvanized steel rope.

- 4.11.2.2. Unless otherwise specified by Canada, each leg of the tow bridle and its lead end must be fitted with a galvanized or Type 316 stainless steel thimble and ferrule. The Contractor may propose alternative corrosion resistive materials for Canada's consideration.
- 4.11.2.3. Each tow bridle must be securely attach to the bladder towing hardware.
- 4.11.2.4. The lead end of the tow bridle must be fitted with a galvanized steel, screw-pin anchor shackle.
- 4.11.2.5. Each tow bridle must be constructed to evenly distribute the towing forces amongst the legs.

### 4.11.3. TOWLINES

- 4.11.3.1. One end of each towline must contain an eye splice that tightly encloses a galvanized steel or stainless steel thimble.

## 4.12. ANCHOR KIT

### 4.12.1. GENERAL REQUIREMENTS

- 4.12.1.1. An Anchor Kit must be provided to anchor a **10 cubic meter** Towable Storage Bladder in a fixed position under empty and full load, in the operational conditions specified herein. The anchor kit must include, at a minimum, the following components:
  - a) One commercial off-the-shelf fluke-style, patent anchor;
  - b) One set of combined chain and rope anchor rode; and
  - c) One anchor trip line and buoy.

The anchor kit components and associated design substantiation must be submitted to Canada for review and approval as per **DID-SE-01 General Assembly Drawings and Calculations Package**.

### 4.12.2. ANCHORS

- 4.12.2.1. The crown of each fluke-style, patent anchor must be fitted with a galvanized steel, screw-pin anchor shackle to facilitate the attachment of an anchor trip line

### 4.12.3. ANCHOR RODES

- 4.12.3.1. Each anchor rode must comprise a 12.2 m (+0.12 m, -0 m) length of galvanized steel chain attached to a 61 m (+0.6 m, -0 m) length of twisted, co-polymer rope.

- 4.12.3.2. One end of each rope anchor rode must contain an eye splice that tightly encloses a galvanized steel or stainless steel thimble.
- 4.12.3.3. The rope anchor rode must be attached to the chain anchor rode using a galvanized steel, screw-pin anchor shackle.
- 4.12.3.4. The chain anchor rode must be attached to the shank of the fluke-style, patent anchor using a galvanized steel, screw-pin anchor shackle.
- 4.12.3.5. Each shackle pin used in the anchor rode assembly must be moused with stainless steel wire to prevent it from loosening while under load.

#### **4.12.4. ANCHOR TRIP LINE AND BUOY**

- 4.12.4.1. Each co-polymer rope, anchor trip line must be 61 m (+0.6 m, -0 m) in length.
- 4.12.4.2. One end of the anchor trip line must contain a spliced eye.
- 4.12.4.3. Each anchor trip line must be fitted with an inflatable, low-drag buoy.
- 4.12.4.4. The inflatable, low-drag buoys must be of a rugged construction to resist accidental puncture.
- 4.12.4.5. The colour of the inflatable, low-drag buoys must be a high visibility orange or yellow.
- 4.12.4.6. The Contractor must provide an air pump and any other tools required to inflate the low-drag buoys.

### **4.13. RIGGING AND HOISTING**

#### **4.13.1. GENERAL CONSIDERATIONS**

- 4.13.1.1. Unless otherwise specified by Canada, all rigging attachments supplied and used by the Contractor must be Grade 100 alloy steel grade. Rigging attachments include, but are not limited to, chains, shackles, hooks, rings, links, and swivels.
- 4.13.1.2. All steel rigging attachments must be hot-dip galvanized as per ASTM A153/A153M-16a, Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware.
- 4.13.1.3. All rigging attachments supplied by the Contractor must conform to the requirements prescribed in RR-C-271F, Chains and Attachments, Carbon and Alloy Steel.

- 4.13.1.4.** The minimum safety factor of all rigging attachments must be at least 6-to-1; i.e., the ratio of the minimum breaking strength (MBS) to the working load limit (WLL). Design calculations supporting the safety factor of all rigging attachments must be stamped by a licensed Canadian engineer in good standing.

### **4.13.2. HOISTING POINTS**

- 4.13.2.1.** Each hoisting point must be fabricated from either aluminum or stainless steel.
- 4.13.2.2.** For a given piece of equipment, the Contractor must position each hoisting point:
- a) To uniformly distribute loading amongst all hoisting points; and
  - b) At (or near) its topside to give an unobstructed pathway to a single, overhead lifting point.
- 4.13.2.3.** All hoisting points on a given piece of equipment must be of equivalent size.
- 4.13.2.4.** The minimum safety factor of all hoisting points (and the adjacent support structure) must be at least 6-to-1; i.e., the ratio of the minimum breaking strength (MBS) to the working load limit (WLL). Design calculations supporting the safety factor of all hoisting points must be stamped by a licensed Canadian engineer in good standing.

### **4.13.3. HOISTING SLINGS AND HARDWARE**

- 4.13.3.1.** All supplied rigging equipment (i.e., bridle slings, attachments, and hardware) must conform to the requirements defined in the following Regulation and Standards:
- a) SOR/2007-128, Cargo, Fumigation, and Tackle Regulations;
  - b) ASME B30.26-2015: Rigging Hardware; and
  - c) ASME B30.9-2018: Slings.
- 4.13.3.2.** The Contractor must supply the following bridle slings, complete with all attachments and hardware, to lift the following equipment from a single, overhead point:
- a) A single-leg bridle sling for the empty towable storage bladder;
- 4.13.3.3.** Each supplied sling set must use permanent markings of the same, unique colour to differentiate from other sling sets.
- 4.13.3.4.** Synthetic web slings, wire rope slings and chain slings provided with the rigging unit must have a minimum 6-to-1 safety factor; i.e., the ratio of the minimum breaking strength (MBS) to the working load limit (WLL).
- 4.13.3.5.** Each supplied sling must be permanently marked with the following:
- a) A unique identifier;

- b) The WLL;
  - c) The sling length
  - d) The sling angle(s)
  - e) The sling material;
  - f) The manufacturer; and
  - g) The date of manufacture
- 4.13.3.6.** All attachments and hardware supplied as part of a sling set must be permanently marked with the following:
- a) A unique identifier; and
  - b) The WLL.
- 4.13.3.7.** Each supplied sling set must be provided with all documentation described in CDRL item DID-TM-06.

## **4.14. RIGGING EQUIPMENT PACKAGE**

### **4.14.1. GENERAL REQUIREMENTS**

- 4.14.1.1.** Following acceptance of **CDRL item DID-TM-06** (as described in SOW Section 6.2) by Canada, the Rigging Equipment Package must be stored within the dedicated durable plastic provision (**as per Section 4.10.2.2 (f)**) within the Accessory Kit storage box
- 4.14.1.2.** The Rigging Equipment Package for the Towable Storage Bladder Accessory Kit must be waterproof to withstand a marine environment (for example, laminated pages or specialized paper). The Contractor may propose various waterproofing solutions for consideration by Canada.

## **4.15. LABEL PLATES**

### **4.15.1. GENERAL REQUIREMENTS**

- 4.15.1.1.** The Contractor must supply and fit label plates to permanently identify the safe working limits, maximum capacities, pertinent safety warnings, and masses of:
- 4.15.1.2.** The Towable Storage Bladder; and
- 4.15.1.3.** The Storage Boxes.

- 4.15.1.4.** Unless otherwise specified by Canada, all label plates must be made from aluminum. Label plates must be secured with reusable fasteners.
- 4.15.1.5.** All label plates must be engraved to a depth or using a technique that will last a minimum of 15 years under typical use.
- 4.15.1.6.** All label plates must convey the necessary information in both Canada's official languages; i.e., English and French (bilingual).
- 4.15.1.7.** All label plates must use a sans serif typeface for all text and all text must be a minimum of 25 mm in height.
- 4.15.1.8.** All label plates must be readily visible to the operator(s) in at least two opposing locations.
- 4.15.1.9.** The content and arrangement of all label plates must be approved by Canada prior to installation.

## **4.15.2. PRODUCT IDENTIFIERS**

- 4.15.2.1.** The Contractor must supply and fit the following components of the with a product identifier:
  - a) Towable Storage Bladder; and
  - b) Storage Boxes.
- 4.15.2.2.** Each product identifier must:
  - a) Use alphanumeric characters to indicate the name of the manufacturer, date of manufacture, and manufacturer serial number;
  - b) Contain no spaces between the individual elements that compose the identifier; and
  - c) Adhere to the following convention:
    - i. Use four uppercase letters that best represent the name of the manufacturer as the first element of the product identifier. Canada will review, and accept or reject the first element proposed by the Contractor for self-identification.
    - ii. Use eight numeric digits that correspond to the following format for the second element of the product identifier: DDMMYYYY (where DD represents the two-digit day, MM represents the two-digit month, and YYYY represents the four-digit year).
    - iii. Use the full, alphanumeric serial number assigned by the manufacturer for the last element of the product identifier.

## 4.16. PAINTING AND COATINGS

### 4.16.1. GENERAL REQUIREMENTS

- 4.16.1.1. Unless otherwise specified by Canada, all coatings on off-the-shelf products must be applied by the Original Equipment Manufacturer (OEM).
- 4.16.1.2. Unless otherwise specified by Canada, all surface of the storage box must be cleaned.

## 4.17. SHIPPING AND DELIVERY

### 4.17.1. GENERAL REQUIREMENTS

- 4.17.1.1. Prior to shipping, the Contractor must:
  - a) Thoroughly clean all items to remove foreign matter;
  - b) Thoroughly dry all items to remove residual cleaning solution(s) or moisture;
  - c) Clean, dry, and preserve items in a manner that does not damage the item, impair its function, or void the implied or expressed manufacturer warranty; and
  - d) Cushion, brace, and block all items within the storage box to prevent possible damage during shipment, with the use of loose fill materials for cushioning, fill, stuffing, and dunnage prohibited.

### 4.17.2. HOSE ASSEMBLIES AND FITTINGS

- 4.17.2.1. All hose assemblies must be neatly coiled.
- 4.17.2.2. Each coil must be uniform, compact, and of a diameter that prevents deformation or kinking of the hose.
- 4.17.2.3. Each coil must be secured approximately equidistance in a minimum of three places.
- 4.17.2.4. The free ends of each hose assembly must be sealed with the appropriate plug or cap to protect against the ingress of foreign matter.

## 4.18. TECHNICAL MAINTENANCE MANUAL

### 4.18.1. GENERAL CONSIDERATIONS

- 4.18.1.1. Following acceptance of **CDRL item DID-TM-02** (as described in SOW Section 6.2) by Canada, the Technical Maintenance Manual for the Towable Storage Bladder Package must be stored in the dedicated durable plastic provision (**as per Section 4.12.1.2 (f)**) within the storage box

- 4.18.1.2.** The Technical Maintenance Manual for the Towable Storage Bladder Package must be waterproof to withstand a marine environment (for example, laminated pages or specialized paper). The Contractor may propose various waterproofing solutions for consideration by Canada.

## **4.19. OPERATIONS MANUAL**

### **4.19.1. GENERAL CONSIDERATIONS**

- 4.19.1.1.** Following acceptance of **CDRL item DID-TM-03** (as described in SOW Section 6.2) by Canada, the Operations Manual for the Towable Storage Bladder Package must be stored in the dedicated durable plastic provision (**as per Section 4.12.1.2 (f)**) within the storage box .
- 4.19.1.1.** The Operations Manual for the Towable Storage Bladder Package must be waterproof to withstand a marine environment (for example, laminated pages or specialized paper). The Contractor may propose various waterproofing solutions for consideration by Canada.

## **4.20. EQUIPMENT ILLUSTRATION**

### **4.20.1. GENERAL REQUIREMENTS**

- 4.20.1.1.** Following acceptance of **CDRL item DID-TM-04** (as described in SOW Section 6.2) by Canada, the Equipment Instructions Illustration for the Towable Storage Bladder Package must be stored in the dedicated durable plastic provision (**as per Section 4.12.1.2 (f)**) within the storage box.
- 4.20.1.2.** The Equipment Instructions Illustration for the Towable Storage Bladder Package must be waterproof to withstand a marine environment (for example, laminated pages or specialized paper). The Contractor may propose various waterproofing solutions for consideration by Canada.

**ANNEX C**

**TASK AUTHORIZATION FOR PWGSC-TPSGC 572**

## Task Authorization Autorisation de tâche

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

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

**Contract Number**  
Enter the PWGSC contract number.

**Numéro du contrat**  
Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**  
Enter the applicable information

**Nom et adresse de l'entrepreneur**  
Inscrire les informations pertinentes

**Security Requirements**  
Enter the applicable requirements

**Exigences relatives à la sécurité**  
Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**  
Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**  
Inscrire le montant

### For revision only

### Aux fins de révision seulement

**TA Revision Number**  
Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**  
Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**  
Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**  
Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

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

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

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

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

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

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

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

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:**

**Insert Option 1 or 2:**

**Option 1:**

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

**Option 2:**

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

**D. Method of Payment**

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

**B. Base de paiement :**

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

**C. Coût de la tâche :**

**Insérer l'option 1 ou 2**

**Option 1 :**

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

**Option 2 :**

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

**D. Méthode de paiement**

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

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**2. Authorization(s):**

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

**3. Contractor's Signature**

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

**2. Autorisation(s) :**

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

**3. Signature de l'entrepreneur**

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



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

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

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

No - Non  Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

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

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu
	\$	\$

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.  
Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

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

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

Contract Number - Numéro du contrat

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

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

Signature

Date

\_\_\_\_\_

PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_

Signature

Date

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

\_\_\_\_\_

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

\_\_\_\_\_

Signature

Date

**ANNEX 1 to PART 3 OF THE BID SOLICITATION**

**ELECTRONIC PAYMENT INSTRUMENTS**

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

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

## ANNEX 2 to PART 3 OF THE BID SOLICITATION

### BIDDER'S CHECKLIST

This checklist is included in the bid solicitation to assist Bidders in the preparation of their bid. Before submitting their bid, Bidders should use this checklist to help ensure all mandatory documentation and/or information are provided prior to bid closing.

Bidders must note that the checklist is a tool and does not remove any obligation on the Bidder to complete the requirements of the bid solicitation, including those which may not be listed in this checklist. The onus is on the Bidder to provide any of the mandatory documentation and/or information indicated in the bid solicitation as failure to do so will render the bid non-responsive without any further consideration.

Bidders are not required to provide this checklist with their bid.

	Bid Solicitation Reference	Documentation / Information to be provided with the Bid	Comments	Included with the Bid
1.	2003 Standard Instructions - Goods or Services - Competitive Requirements	Cover Page of the Request For Proposals and all Amendments are signed and included with the Bid.	Best practice.	
2.	Article 2.3 Former Public Servant	Certification with requested information, if applicable.	Best practice.	
3.	Article 2.5 Applicable Laws	Certification with requested information, if applicable.	Best practice.	
4.	Article 3.1.1 Bid Structure	Canada requests that Bidders provide their bid in separately bound sections; Technical Bid, Financial Bid, Certifications	Best practice.	
5.	Article 3.1.4.1 Substantial Information	Bidders should provide with their technical bid, a document indicating clearly where the substantial information can be found for each of the mandatory criterion identified in the Technical Bid Evaluation Plan (Annex 1 to Part 4 of the Bid Solicitation).	Best practice.	
6.	Article 3.1.5.4 Delivery Dates	Bidders must submit their delivery dates in accordance with Schedule A.	Mandatory with the bid.	
7.	Article 4.1.1.2 Phase I: Financial Bid	Bid must include all information required by the solicitation.	Mandatory with the bid.	
8.	Article 4.1.1.3 Phase II: Technical Bid	Bid must include all information required by the solicitation.	Mandatory with the bid.	
9.	Article 5.1.1 Integrity Provisions - Declaration of Convicted Offences	Bidder must provide with its bid, if applicable, the Integrity declaration form.	Mandatory with the bid, if applicable.	
10.	Article 5.2.1 Integrity Provisions - Required Documentation	Bidder must provide required information, as applicable.	Not mandatory by bid closing. Must be provided prior to contract award.	
11.	Article 5.2.2 Federal Contractors Program for Employment Equity	Submit a completed Annex 1 to Part 5 of the Bid Solicitation.	Not mandatory by bid closing. Must be provided prior to contract award.	
12.	Article 5.1.2 Certification of Compliance	Bidder must submit a signed and completed Certification of Compliance (Annex 2 to Part 4 of the Bid Solicitation)	Mandatory with the bid.	
13.	Article 5.2.3 Welding Certification	Bidder must submit required information, as applicable.	Not mandatory by bid closing. Must be provided prior to contract award.	

14.	Article 5.2.4 Insurance Requirements	Bidder must submit required information, as applicable	Not mandatory by bid closing. Must be provided prior to contract award.	
15.	Article 6.5.3 Contractor's Representative	Bidders should include Contractor Representative contact information`.	Best practice.	

**Annex 1 to Part 4 of the Bid Solicitation**  
**Technical Bid Evaluation Plan**

**Environmental Response Equipment Modernization/  
Mobile Incident Command Equipment Project**

*Storage – Towable Tank – Small – 5-10T*

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## **SECTION 1 INTRODUCTION**

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### **1.1 PURPOSE**

- 1.1.1** This document defines the methodology that will be used to evaluate the technical portion of each Bid submitted in response to the Solicitation for the Towable Floating Fabric Storage Bladder – 5-10m<sup>3</sup> (hereinafter referred to as the ‘Towable Storage Bladder Package’).

## SECTION 2 EVALUATION METHODOLOGY

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### 2.1 GENERAL CONSIDERATIONS

- 2.1.1** By submitting a Bid, the Bidder certifies that it meets all of the requirements of the Solicitation including those identified in the Statement of Work (SOW) and Technical Statement of Requirements (TSOR).
- 2.1.2** The technical portion of the Bid for each proposed Towable Storage Bladder Package will be evaluated against the following mandatory criteria (M) specified in:
- a. Appendix A – Mandatory Criteria – **Part 1 of 2, M1 to M2**, inclusive; and
  - b. Appendix A – Mandatory Criteria – **Part 2 of 2, M3 to M7**, inclusive.
- 2.1.3** Mandatory criteria will only be evaluated on a Compliant or Non-Compliant basis.
- 2.1.4** Any bid that fails to meet **ALL** mandatory criteria will be deemed unresponsive and given no further consideration. Bids that do satisfy all mandatory criteria will undergo financial evaluation by the Contracting Authority.
- 2.1.5** Canada will not make any assumptions regarding unclear or incomplete responses. Canada will only evaluate documentation provided as part of the Bid submission. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

### 2.2 GUIDELINES FOR APPENDIX A – MANDATORY CRITERIA – PART 1 OF 2

- 2.2.1** The method of compliance for all mandatory criteria found in Appendix A – Mandatory Criteria – Part 1 of 2 is the signed **Certification of Compliance (Annex 2 to Part 4 of the Bid Solicitation)**. The Certification of Compliance is an attestation from the Bidder that the goods and services being proposed satisfy the requirements and subsequently the goods and services to be delivered against the contract will comply with these same requirements. The Bidder must provide the signed Certification of Compliance (Annex 2 to Part 4 of the Bid Solicitation) as part of the Bid submission.
- 2.2.2** The Bidder’s authorized representative must initial in the ‘Initials’ column for each mandatory requirement found in Appendix A – Mandatory Criteria – Part 1 of 2.
- 2.2.3** The Bidder must respond with a ‘YES’ or ‘NO’ in the ‘Compliant (Y/N)?’ column for each mandatory requirement found in Appendix A – Mandatory Criteria – Part 1 of 2.
- 2.2.4** Failure to provide a certification of compliance and initial any given criterion will render that criterion Non-Compliant.

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2.2.5 The following line item example is provided to demonstrate how to populate Appendix A – Mandatory Criteria – Part 1 of 2.

Item no.	Mandatory requirement	Contract reference	Method of compliance	Initials	Compliant (Yes/No)?
M1	All requirements stipulated in Annex A (Statement of Work) will be met.	<i>Annex A (SOW)</i>	<i>The Bid must include a signed Certificate of Compliance.</i>	<i>JD</i>	<i>Yes</i>

## 2.3 GUIDELINES FOR APPENDIX B – MANDATORY CRITERIA – PART 2 OF 2

2.3.1 Various methods of compliance are listed in Appendix B – Mandatory Criteria –Part 2 of 2. The Bidder must carefully read the requested method(s) of compliance, as each method of compliance may differ between the mandatory criteria.

2.3.2 For a given criterion, the bidder must provide ALL requested information to sufficiently demonstrate compliance, and cross-reference the appropriate location(s) within the Bid where such information can be found.

2.3.3 The Bidder’s authorized representative must initial in the ‘Initials’ column for each mandatory requirement found in Appendix B – Mandatory Criteria – Part 2 of 2

2.3.4 The Bidder must respond with a ‘Yes’ or ‘No’ in the ‘Compliant (Y/N)?’ column for each mandatory requirement found in Appendix B – Mandatory Criteria – Part 2 of 2.

2.3.5 Failure to provide the requested information as per the defined method(s) of compliance and initial any given criterion will render that criterion Non-Compliant.

2.3.6 The following fictitious line item example is provided to demonstrate how to populate Appendix B – Mandatory Criteria – Part 2 of 2.

Item	Mandatory Requirements	Contract reference	Method of compliance	Initials	Compliant (Y/N)?	Bid cross reference
M24	<i>The Towable Bladder Package must satisfy the defined operational conditions.</i>	<i>Annex B Section 5.1</i>	<i>The Bidder must provide a narrative in the Bidder’s own words (approximately 500 words in length) and any supporting illustrations that clearly describe how the Towable Bladder Package will function in required operational environmental conditions.</i>	<i>JD</i>	<i>Yes</i>	<i>Section 4 – p.88-90 of the Bid</i>

**Evaluation Methodology**

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In this particular example, the Bidder has defined that the required narrative and illustrations to demonstrate compliance with the requirement, as per the defined method of compliance, is found in Section 4 – p.88-90 of the Bid.

**APPENDIX A MANDATORY CRITERIA – PART 1 OF 2**

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<b>Item no.</b>	<b>Mandatory requirement</b>	<b>Contract reference</b>	<b>Method of compliance</b>	<b>Initials</b>	<b>Compliant (Y/N)? Phase 1</b>	<b>Comments – Phase 1</b>	<b>Compliant (Y/N)? Phase 2</b>	<b>Comments – Phase 2</b>
M1	All requirements stipulated in Annex A (Statement of Work) will be met.	Annex A (SOW)	The Bid must include a signed Certificate of Compliance (Annex 2 to Part 4 of the Bid Solicitation) by its authorized representative.					
M2	All requirements stipulated in Annex B (Technical Statement of Requirements) will be met.	Annex B (TSOR)	The Bid must include a signed Certificate of Compliance (Annex 2 to Part 4 of the Bid Solicitation) by its authorized representative.					

**APPENDIX B MANDATORY CRITERIA – PART 2 OF 2**

Item No.	Mandatory Requirement	Contract Reference	Item No.	Method of Compliance	Initials	Compliant (Y/N)? Phase 1	Comments – Phase 1	Compliant (Y/N)? Phase 2	Comments – Phase 2	Bid Cross-Reference
M3	<p>Within a period of one (1) year in the last (5) years, the Bidder must have delivered 30 storage bladders similar* to the Towable Floating Fabric Storage Bladder specified.</p> <p><i>* A similar storage bladder is considered to be a floating storage bladder made of coated fabric with a capacity of at least 5 m<sup>3</sup>.</i></p>	Proven Capacity and Experience	M3 (i)	The Bid must include copies of invoices that indicate the quantity and the date of delivery of the storage bladders.						
			M3 (ii)	<p>The Bid must include schematic drawings for the storage bladders indicated in at least one of the invoices provided as per M3 (i) which clearly demonstrates that the storage bladders are similar* to the Towable Storage Bladder specified. The drawings must include, at a minimum, the following details:</p> <ol style="list-style-type: none"> <li>1) General arrangement of the storage bladder;</li> <li>2) Materials of construction; and</li> <li>3) Dimensions indicating the</li> </ol>						

TECHNICAL BID EVALUATION PLAN  
Mandatory Criteria – Part 2 of 2

Item No.	Mandatory Requirement	Contract Reference	Item No.	Method of Compliance	Initials	Compliant (Y/N)? Phase 1	Comments – Phase 1	Compliant (Y/N)? Phase 2	Comments – Phase 2	Bid Cross-Reference
				<p>capacity of the storage bladder.</p> <p><i>* A similar storage bladder is considered to be a floating storage bladder made of coated fabric with a capacity of at least 5 m<sup>3</sup>.</i></p>						
M4	The Bidder must identify a professional engineer who will participate in the design of the Towable Storage Bladder Package should the Bid be successful.	Annex A Appendix 2: DID-SE-01 DID-TM-07		<p>The Bid must include the engineer's curriculum vitae (CV)* and proof of professional licensure or membership with a professional association.</p> <p><i>*The CV must demonstrate professional engineering experience as well as education in engineering.</i></p>						

TECHNICAL BID EVALUATION PLAN  
Mandatory Criteria – Part 2 of 2

Item No.	Mandatory Requirement	Contract Reference	Item No.	Method of Compliance	Initials	Compliant (Y/N)? Phase 1	Comments – Phase 1	Compliant (Y/N)? Phase 2	Comments – Phase 2	Bid Cross-Reference
M5	The proposed Towable Storage Bladder Package must satisfy the defined design and construction requirements.	Annex B At a minimum:  4.2.1 4.2.2 4.2.3 4.2.4		<p>The Bidder must include concept drawings for the proposed Towable Storage Bladder Package including at a minimum:</p> <ol style="list-style-type: none"> <li>1) General arrangement of the Towable Storage Bladder; and</li> <li>2) The shape and profile of the bladder as per Annex B Section 4.2.2.</li> </ol> <p>Each drawing must:</p> <ol style="list-style-type: none"> <li>i) Be submitted as a high-resolution PDF;</li> <li>ii) Include dimensions and layout requirements as detailed in the TSOR; and</li> <li>iii) Include units of measure.</li> </ol>						

TECHNICAL BID EVALUATION PLAN  
Mandatory Criteria – Part 2 of 2

Item No.	Mandatory Requirement	Contract Reference	Item No.	Method of Compliance	Initials	Compliant (Y/N)? Phase 1	Comments – Phase 1	Compliant (Y/N)? Phase 2	Comments – Phase 2	Bid Cross-Reference
M6	<p>The Bidder must identify an experienced Project Manager who will manage the Project should the Bid be successful. An experienced Project Manager is considered to be an individual who meets the following requirements:</p> <ol style="list-style-type: none"> <li>1) Has had at least 36 months of experience managing projects in the last 5 years;</li> <li>2) Has had experience providing schedule management, change management, risk management, and resource management for projects involving: <ol style="list-style-type: none"> <li>a. Manufacturing;</li> <li>b. Documentation deliverables;</li> <li>c. Training deliverables; and</li> </ol> </li> </ol>	<p>Annex A SOW 2.1 2.2</p> <p>RFP Schedules A and B</p>		<p>The Bid must include a curriculum vitae (CV) for the proposed Project Manager including project descriptions that demonstrate size, scope, and complexity of the work performed in order to substantiate that the Project Manager meets the three (3) requirements listed. The CV must also include timeframes in date and total months (ex. Jan 2016 to Jan 2017 – 12 months) for each project/experience cited.</p>						

TECHNICAL BID EVALUATION PLAN  
Mandatory Criteria – Part 2 of 2

Item No.	Mandatory Requirement	Contract Reference	Item No.	Method of Compliance	Initials	Compliant (Y/N)? Phase 1	Comments – Phase 1	Compliant (Y/N)? Phase 2	Comments – Phase 2	Bid Cross-Reference
	3) Has managed at least one project which had a contracted value of not less than \$500,000.									
M7	<p>The Bid must demonstrate that the entity or entities performing manufacturing and/or integration* have a Quality Management System in place for:</p> <ol style="list-style-type: none"> <li>1) Design and development;</li> <li>2) Equipment calibration;</li> <li>3) Material certification;</li> <li>4) Testing and inspection;</li> <li>5) Nonconformity and corrective action; and</li> <li>6) Risk mitigation.</li> </ol> <p><i>* Assembly of manufactured components in order to</i></p>	Annex A SOW 2.3.2 3.2	M7 (i)	The Bid must clearly identify each entity that will be performing any manufacturing, integration, and/or testing of the Towable Storage Bladder Package.						
			M7 (ii)	For each entity identified in M7 (i), the Bid must include a description of the Quality Management System in place for <b>design and development.</b>						
			M7 (iii)	For each entity identified in M7 (i), the Bid must include a description of the Quality Management System in place for <b>equipment calibration.</b>						

TECHNICAL BID EVALUATION PLAN  
Mandatory Criteria – Part 2 of 2

Item No.	Mandatory Requirement	Contract Reference	Item No.	Method of Compliance	Initials	Compliant (Y/N)? Phase 1	Comments – Phase 1	Compliant (Y/N)? Phase 2	Comments – Phase 2	Bid Cross-Reference
	<i>create the complete system.</i>		M7 (iv)	For each entity identified in M7 (i), the Bid must include a description of the Quality Management System in place for <b>material certification.</b>						
M7 (v)			For each entity identified in M7 (i), the Bid must include a description of the Quality Management System in place for <b>testing and inspection.</b>							
M7 (vi)			For each entity identified in M7 (i), the Bid must include a description of the Quality Management System in place for <b>nonconformity and corrective action.</b>							
M7 (vii)			For each entity identified in M7 (i), the Bid must include a description of the Quality Management System in place for <b>risk mitigation.</b>							

**ANNEX 2 TO PART 4 OF THE BID SOLICITATION**

**CERTIFICATION OF COMPLIANCE**

As a Bidder, we have been given the opportunity to provide feedback on the content of the technical requirements for the Stationary Storage Tank Package procurement (Solicitation F7047-170069/A).

We have also thoroughly reviewed and understood the requirements of the complete Solicitation.

By signing this "Certification of Compliance", we certify that we will satisfy the requirements for which this certificate was required as proof of compliance during the Request for Proposals stage, and that our products and services to be delivered against the resulting contract will comply with these same requirements.

Company Name of the Bidder: \_\_\_\_\_  
Name of Bidder's Authorized Representative: \_\_\_\_\_  
Signature of Bidder's Designated Authority: \_\_\_\_\_  
Date: \_\_\_\_\_

## ANNEX 1 to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

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

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

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

**OR**

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

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

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