



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

Proposal To: Public Works and Government Services Canada

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

Proposition aux: Travaux Publics et Services Gouvernementaux Canada

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

Comments - Commentaires

Vendor/Firm Name and Address

Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution

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

Title - Sujet Clean Kitchen Equip Exhaust Sys		
Solicitation No. - N° de l'invitation W6889-200066/B	Date 2019-09-24	
Client Reference No. - N° de référence du client W6889-20-0066		
GETS Reference No. - N° de référence de SEAG PW-\$PET-908-1600		
File No. - N° de dossier PET-9-51008 (908)	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-11-04		Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: McCartney, Sharon		Buyer Id - Id de l'acheteur pet908
Telephone No. - N° de téléphone (613) 545-8674 ()	FAX No. - N° de FAX (613) 545-8067	
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE RP OPS DET PETAWAWA BLDG S-111 PO BOX 9999 STATION MAIN 101 MENIN ROAD PETAWAWA Ontario K8H2X3 Canada		

Instructions: See Herein

Instructions: Voir aux présentes

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

This bid solicitation cancels and supersedes previous bid solicitation number W6889-200066/A dated 2019-09-24 with a closing of 2019-11-04 at 02:00 PM. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

- 1.2.1** To supply labour, supervision, transportation, tools, materials and equipment required for Cleaning of Commercial Kitchen Canopies and Exhaust Systems at Garrison Petawawa on an "as and when requested basis" in accordance with the Statement of Work in Annex "A".

The period of the resulting Contract will be for three (3) years from 1 January 2020 to 31 December 2022.

It is the intention of Canada to award one (1) Contract for this requirement.

The Cleaning of Commercial Kitchen Canopies and Exhaust Systems is to be provided to the various buildings and locations in accordance with Annex "B" - Inventory and Cleaning Schedule.

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3** The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement (CFTA).
- 1.2.4** There is a mandatory site visit associated with this requirement. Consult Part 2 – Bidder Instructions.

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2019-03-04), 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: 90 days

2.2 Submission of Bids

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Bid Receiving Unit specified below by the date and time indicated on page 1 of the bid solicitation:

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

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions [2003](#), or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at Garrison Petawawa, 4 CDSG, 101 Menin Road, Building S-111, Room C-114 on Wednesday, 9 October, 2019. The site visit will begin at 10:00 a.m. (EDT) at Garrison Petawawa, 4 CDSG, 101 Menin Road, Building S-111, Room C-114.

Bidders must communicate with the Contracting Authority no later Tuesday, 8 October, 2019 at 14:00 p.m. (EDT) to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Financial Bid
Section II: Certifications

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

Section I: Financial Bid (1 hard copy)
Section II: Certifications (1 hard copy)

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

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

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.

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

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

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

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

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Section I: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the "Basis of Payment in Annex "C".

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

SACC Manual Clauses C3011T (2013-11-06), Exchange Rate Fluctuation

Section II: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Financial Evaluation

4.1.1.1 Mandatory Financial Criteria

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

- a) Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "C";
- b) Bidders must submit firm lot prices for all items for all years listed in Annex "C" Basis of Payment – Part I – Firm Lot Price;
- c) Bidders must submit firm hourly rates for all items for all years listed in Annex "C" Basis of Payment – Part II – DND 626 -Task Authorization; and
- d) Bidders must submit a mark-up percentage (%) for all items for all years listed in Annex "C" Basis of Payment Part III – Materials.

4.1.1.2 Financial Evaluation Criteria

Bids will be evaluated based on the prices detailed in Annex "C" – Basis of Payment.

The price used in the evaluation will be the Evaluated Price which is calculated as follows:

For Annex "C" Basis of Payment – Part I – Firm Lot Price - Firm Requirement - The extended price for each year will be calculated by multiplying the Firm Yearly Usage by the Bidder's corresponding Firm Lot Price.

For Annex "C" Basis of Payment – Part II – DND 626 -Task Authorization – "As and When Requested" Work - The extended price for each year will be calculated by multiplying the Yearly Estimated Hour Usage by the Bidder's corresponding Firm Hourly Rate.

For Annex "C" Basis of Payment – Part III – Materials - The extend price for each year will be calculated by multiplying the Yearly Estimated Value by the Bidder's Mark-up % and adding the value to the Yearly Estimated Value.

Example: $(\text{Mark-up \%} \times \text{Yearly Estimated Value}) + \text{Yearly Estimated Value}$

$$(5\% \times \$10,000.00) + \$10,000.00 = (\$500.00 + \$10,000.00) = \$10,500.00$$

The Evaluated Price of the bid will be the sum of the extended prices for all years from Annex "C" Basis of Payment – Parts I, Part II and Part III.

4.1.1.3 Evaluation of Price

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

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4.2 Basis of Selection

SACC Manual clause [A0069I](#) (2007-05-25), Basis of Selection

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

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5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Board of Directors Certification

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors as part of their bid. Bidders are requested to complete Annex "H" Additional Certification Information 1. Board of Directors.

5.2.3.2 Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) as part of their bid. Bidders are requested to complete Annex "H" Additional Certification Information 2. Procurement Business Number (PBN).

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

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

6.2 Insurance Requirements

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

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.

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

Task Authorization

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

Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization form specified in Annex "G".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$30,000.00. Applicable Taxes included, inclusive of any revisions.

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

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

SACC Manual Clause [B9031C](#) (2011-05-16) Canada's Obligation - Portion of the Work - Task Authorizations

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than fifteen (15) calendar days after the end of the reporting period.

Reporting Requirement

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

For each authorized task:

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

For all authorized tasks:

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

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by the Department of National Defence Garrison Petawawa, Real Property Operations (RP Ops) Petawawa, Project Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

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

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from 1 January 2020 to 31 December 2022 inclusive.

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Buyer ID - Id de l'acheteur
pet908
CCC No./N° CCC - FMS No./N° VME

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Sharon McCartney
Title: Supply Officer
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region/Petawawa Procurement
Address: Bldg. S-111, Rm C-114
101 Menin Rd. Garrison Petawawa
Petawawa, ON, K8H 2X3

Telephone: 613-545-8674
Facsimile: 613-545-8067
E-mail address: Sharon.McCartney@pwgsc-tpsgc.gc.ca

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

7.5.2 Project Authority

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

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

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

7.5.3 Contractor's Representative

Name and telephone number of the person responsible for: **(to be completed by the bidder)**

General Enquires:

Name: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

Delivery Follow-up:

Name: _____
Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment – Firm Lot Prices: Part I – Firm Requirement

For the work described in Section 4 Requirement, subsection b) Technical of the Statement of Work in Annex “A”.

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

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

7.7.2 Basis of Payment – Individual Task Authorization: Part II – DND 626 -Task Authorization – “As and When Requested” Work

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of Payment - Part II – DND 626 -Task Authorization - “As and When Requested” Work at Annex “C”.

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

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

7.7.3 Basis of Payment – Cost reimbursable – Limitation of Expenditure: Part III – Materials

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, and a profit, in accordance with the Basis of payment in Annex “C”, Part III – Materials, to a limitation of expenditure of \$_____ **(to be inserted at contract award)**. Customs duties are included and Applicable Taxes are extra.

7.7.4 Limitation of Price: Part I – Firm Requirement of Annex “C” Basis of Payment

SACC Manual clause C6000C (2017-08-17), Limitation of Price

7.7.5 Limitation of Expenditure - Cumulative Total of all Task Authorizations: Part II – DND 626 - Task Authorization – “As and When Requested” Work of Annex “C” Basis of Payment

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

7.7.6 Limitation of Expenditure: Part III – Materials of Annex “C” Basis of Payment

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ **(to be inserted at contract award)**. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work.
3. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.7 Single Payment

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

7.7.8 T1204 – Direct Request by Customer Department

SACC *Manual* Clause [A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Department

7.7.9 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s) **(to be updated at contract award)**:

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

7.7.10 Time and Contract Price Verification

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

7.8 Invoicing Instructions

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

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
 - b. a copy of the Inspection Checklist;
 - c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses; and
 - d. a copy of the Service Report.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ **(to be completed by the Bidder)**.

7.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions 2035 (2018-06-21), General Conditions - Higher Complexity – Services;
- c) Annex “A”, Statement of Work;
- d) Annex “C”, Basis of Payment;
- e) Annex “D”, Security Requirements Check List;
- f) Annex “F”, Insurance Requirements;
- g) the signed Task Authorizations (including all of its annexes, if any); and
- h) the Contractor's bid dated _____. **(to be inserted at contract award)**

7.12 Insurance – Specific Requirements

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

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

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

7.13 SACC Manual Clauses

SACC Manual clause A9062C (2011-05-16), Canadian Forces Site Regulations
SACC Manual clause B1501C (2018-06-21), Electrical equipment

ANNEX "A"

STATEMENT OF WORK

Specifications for Cleaning Kitchen Equipment Exhaust Systems

- 1) Identification
 - a) The requirement is to supply all supervision, labour, materials, tools, transportation and equipment required for the Cleaning of Commercial Kitchen Canopies and Exhaust Systems at Garrison Petawawa.
- 2) Standards
 - a) Canadian Standards Association (CSA)
 - b) National Fire Protection Association (NFPA)
 - c) National Fire Code (NFC)
 - d) Ontario Health and Safety Act (OHSA)
 - e) Contractor will have current certification/training in:
 - i) Fall arrest.
 - ii) Confined Space Entry.
 - iii) WHIMIS.
 - iv) First Aid.
 - v) Lock-out/tag out procedures.
- 3) Site Access
 - a) Access to Garrison Petawawa is subject to security restrictions, troop movements, and other regulations as directed by the Commander. All possible steps will be taken to provide the contractor or supplier with access to the delivery area at all times however Department of National Defence (DND) activity may require some closure of the areas at times.
- 4) Requirement
 - a) General
 - i) Scheduling must be arranged by the contractor to accommodate the building occupants as cleaning may be carried out during or outside of regular working hours.
 - ii) Mechanical drawings demonstrating configurations, layout and sizing of duct work, Air Handling Units (AHU), heat recovery systems, Air Processing Units (APU), and Kitchen Exhaust Hoods (KEH) will be available during site visit.

-
- iii) Cleaning must not be performed over preparation areas that may result in danger of food becoming contaminated. The contractor is responsible to ensure temporary coverings are in place over all equipment during cleaning operations.
 - iv) The Contractor must furnish and maintain all equipment, ladders, scaffolds and barriers, as may be required for the proper execution of work. Commercial kitchen equipment and appliances must not be used as work platforms.
 - v) Temporary structures erected by the Contractor remain their property and must be removed upon completion of the work.
 - vi) Daily, and upon completion of any works, all tools, equipment, surplus materials and debris must be removed from the work area and the site left in a clean and tidy condition.
 - vii) For sanitary reasons, clean headwear must be worn at all times within kitchen areas.
 - viii) The Contractor must not use harsh solutions or cleaning methods that may damage painted, stainless steel or other surfaces. Non-marring tools must be used to remove excess accumulations of grease and or other build-up.
 - ix) The contractor must coordinate with the Project Authority (PA) for the supply of new replacement filters to install in the APU's after each quarterly cleaning. The contractor is not responsible to supply or dispose of the filters.
 - x) Where work is required in restricted areas, the contractor may be required to sign in and out, carry approved photo identification and may be escorted.
 - xi) Under no circumstances during routine cleaning operations is the contractor permitted to move mobile gas-fired appliances that are not restrained by a tether strap.
- b) Technical
- i) Building G-104
 - (1) Kitchen Exhaust Hoods (KEH). Every two (2) weeks clean and wash with a degreasing detergent solution all KEH's #1 - #6; to include exterior of hoods, canopy interior, back splash, walls, spray nozzles, brackets, vents, light fixtures (inside and outside lenses) and their component parts. Remove and clean all baffles and filters. The mechanical wash system, gutter and drains of each canopy are to be thoroughly cleaned in order to provide free unobstructed operation. All equipment will be free of grease and foreign matter, rinsed with clean water, dried and polished. No odours from cleaning agents will be evident by 0500 hours on the morning following the cleaning.
 - (2) Hobart Dishwasher Venting. Every two (2) weeks clean the interior and exterior of the exhaust ducts attached to the FT900DBD Hobart dishwasher, located in area 301. Remove all top duct covers, clean inside the duct compartments proceeding from the unload end to the load end, use appropriate detergents as per manufactures specifications, warm water solution, brush or sponge as necessary, rinse with clean water. Remove, clean and replace air blower filter. Clean all sides and edges of each top cover or panel before replacement.

- (3) Hood Wash Systems. Every two (2) weeks, in addition to the bi-weekly canopy cleaning, check and verify proper operation of the canopy Wash Systems #1 - #4; to include the control panels, timers, hoses, solenoids, spray nozzles, proper spray pattern, clean and adjust as necessary, verify and adjust wash cycle times, chemical agent supply and concentration. Spray nozzles must be free of grease and lime build-up. Clean and service the pick up tube and strainers in each canopy spray Control Panel concentrate container.

Supply and install G-Wiz Exhaust Hood Cleaner Concentrate GW-52 (SC-1000tm Aqueous Cleaner Concentrate) GEM TEC Products or alternative as approved by the PA. Exhaust hood cleaner will be invoiced separately in accordance with pricing basis B.

- (4) Char broiler exhaust system. Quarterly cleaning of the Char Broiler exhaust system must be completed during the months of March, June, September and December. Includes all duct work and equipment from the KEH #4 through to, and including the roof top mounted exhaust fan; hood, vents, motor housings, grills, traps and roof top grease catch basin.
- (5) Air Processing Units (APU). Quarterly cleaning of the APU's #3, #4 and #5, located inside the main kitchen ceiling must be conducted during the months of March, June, September and December. All duct work from the KEH's through to the mechanical room AHU's will be cleaned. Filters will be replaced by the contractor as per 4(a)(ix).
- (6) Air Processing Units (APU). Annual cleaning of APU's # 1, #2, #6 and #7, located inside the main kitchen ceiling must be conducted during the month of December and coincide with the scheduled Military Christmas block leave period. All duct work, from the KEH's through to the mechanical room AHU's will be cleaned. Filters will be replaced by the contractor as per 4(a)(ix).
- (7) Air Handling Unit (AHU). Annual cleaning of the AHU #1 and #2 heat recovery units located in the main mechanical room will be conducted during the month of December and coincide with the scheduled Military Christmas block leave period. Heating coils and AHU interior will be thoroughly washed with a detergent solution and cleaned free of all grease and foreign matter, rinsed with clean water, dried and free of odours from cleaning agents by 0500 hours on the morning following the cleaning.

ii) Building CC-125

- (1) Kitchen Exhaust Hoods (KEH). Every two (2) weeks clean and wash with a degreasing detergent solution KEH's #1 and #2; to include exterior of hoods, canopy interior, back splash, walls, brackets, vents, light fixtures (inside and outside lenses) and their component parts. Remove and clean all baffles and filters. The condensate gutter and drain cocks of each canopy are to be thoroughly cleaned of all grease and foreign matter in order to provide free unobstructed operation. The re-usable filters must be cleaned of all grease and foreign matter. A slop sink next to the kitchen will be available for use. No odours from cleaning agents will be evident by 0500 hours on the morning following the cleaning.

-
- (2) Kitchen Exhaust System. Quarterly cleaning of the Kitchen Exhaust Systems #1 and #2, located within the mechanical room and terminates at the rooftop mounted fans, must be conducted during the months of March, June, September and December. All duct work, equipment and systems, will be cleaned from the KEH's through to the end, including exterior (outside) hoods, vents, motor housings, hood grills, traps and roof top catch basin. Equipment will be thoroughly washed with a detergent solution and cleaned free of all grease and foreign matter, rinsed with clean water and dried.

5) Deliverables

- a) Within one month of contract award the Contractor must deliver the following to the Contracting Authority and to the Project Authority:
- i. The Contractor must provide a copy of their current signed Health and Safety Plan (HASP) that meets the Occupational Safety and Health Administration (OSHA) as it relates to the required service(s); and
 - ii. The Contractor must provide copies of its workers current training and certification in:
 - a. Fall arrest.
 - b. Confined Space Entry.
 - c. WHIMIS training.
 - d. First aid and CPR.
 - e. Lock-out/tag-out procedures.

ANNEX "B"

INVENTORY & CLEANING SCHEDULE

Kitchen Exhaust Equipment Inventory							
Item	Bldg	Location	Biweekly	Monthly	Quarterly	Annual	SOW Clause
Kitchen Exhaust Hood #1	G-104	Bakery	X				kitchen exhaust hood 4.b.i.i.(1)
Kitchen Exhaust Hood #2	G-104	Serving line	X				kitchen exhaust hood 4.b.i.i.(1)
Kitchen Exhaust Hood #3	G-104	Serving Line	X				kitchen exhaust hood 4.b.i.i.(1)
Kitchen Exhaust Hood #4	G-104	Charbroiler	X				kitchen exhaust hood 4.b.i.i.(1)
Kitchen Exhaust Hood #5	G-104	Ovens/fryers/grilles	X				kitchen exhaust hood 4.b.i.i.(1)
Kitchen Exhaust Hood #6	G-104	Steam ovens/tilt kettles	X				kitchen exhaust hood 4.b.i.i.(1)
Hood Wash system #1	G-104	KEH #1	X				wash chemical added each service 4.b.i.i.(3)
Hood Wash system #2	G-104	KEH #5	X				wash chemical added each service 4.b.i.i.(3)
Hood Wash system #3	G-104	KEH #6	X				wash chemical added each service 4.b.i.i.(3)
Hood Wash system #4	G-104	KEH #2, 3 and 4	X				wash chemical added each service 4.b.i.i.(3)
Hobart Dishwasher	G-104	Dishwasher	X				Exhaust and cabinet ducting 4.b.i.i.(2)
Charbroiler	G-104	Serving line			X		Exhaust ducting KEH to roof mounted fan 4.b.i.i.(4)
Air Processing Unit #1	G-104	Bakery				X	inside ceiling above kitchen 4. b. i.i.(6)

Item	Bldg	Location	Biweekly	Monthly	Quarterly	Annual	Notes	SOW Clause
Air Processing Unit #2	G-104	Serving line				X	inside ceiling above kitchen	4. b. i.(6)
Air Processing Unit #3	G-104	Gas ovens			X		inside ceiling above kitchen	4. b. i.(5)
Air Processing Unit #4	G-104	Fryers			X		inside ceiling above kitchen	4. b. i.(5)
Air Processing Unit #5	G-104	Grilles			X		inside ceiling above kitchen	4. b. i.(5)
Air Processing Unit #6	G-104	Steamers				X	inside ceiling above kitchen	4. b. i.(6)
Air Processing Unit #7	G-104	Tilt Skillets				X	inside ceiling above kitchen	4. b. i.(6)
Air Handling Unit #1	G-104	2nd floor mech room				X	AHU and heat reclaim unit	4. b. i.(7)
Air Handling Unit #2	G-104	2nd floor mech room				X	AHU and heat reclaim unit	4. b. i.(7)
Kitchen Exhaust Hood #1	CC-125	main kitchen	X				kitchen exhaust hood	4. b. ii(1)
Kitchen Exhaust Hood #2	CC-125	main kitchen	X				kitchen exhaust hood	4. b. ii(1)
Kitchen Exhaust System #1	CC-125	exhaust ducting			X		ducting and roof fan	4. b. ii(2)
Kitchen Exhaust System #2	CC-125	exhaust ducting			X		ducting and roof fan	4. b. ii(2)

ANNEX "C"

BASIS OF PAYMENT

Year 1 – 01 January 2020 to 31 December 2020

Year 2 – 01 January 2021 to 31 December 2021

Year 3 – 01 January 2022 to 31 December 2022

Estimated Quantities: *The quantities as stated herein are an estimate of the requirement made in good faith. The Contract will be limited to the actual service and/or repair authorized and performed.*

Pricing Instructions: Prices must be quoted as per the unit of issue stated. Pricing provided must be all inclusive for the service listed. Pricing will include as a minimum: supervision, labour, material, tools, equipment, and overhead.

All prices are firm, all-inclusive, lot or hourly rate in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included. Applicable Taxes must be shown as a separate item on the invoices.

First Hour - Firm Hourly Rate: Is an all-inclusive hourly rate for all supervision, labour, material, tools, equipment, and overhead. **(It is only applied to the first hour labour.)**

Additional Hour(s) - Firm Hourly Rate: Is an all-inclusive hourly rate for all supervision, labour, material, tools, equipment, and overhead. **(It is only applied after the first hour of labour.)**

Materials: Materials must be charged at the Contractor's cost plus a markup percentage. The materials include all invoice costs, overhead costs, transportation costs, exchange charges, customs, duty, brokerage charges, and all other costs plus a mark-up excluding HST. **(Full price support upon request by the Project Authority (PA).)**

All information in Italics will be removed from any resultant contract.

Part I - Firm Requirement						
Item #	Description	Unit of Issue	Firm Yearly Usage	Year 1 Firm Lot Price	Year 2 Firm Lot Price	Year 3 Firm Lot Price
Annual cleaning during the month of December						
1.	G-104 - Annual cleaning of the Air Processing units (APU's) #1, #2, #6 and #7 and ductwork, completed during the month of December, in accordance with the Contract and specification, para 4(b)(i)(6).	Lot	1	\$ -	\$ -	\$ -
2.	G-104 - Annual cleaning of Air Handling Units (AHU's) # 1 and #2, completed during the month of December, in accordance with the Contract and specification, para 4(b)(i)(7).	Lot	1	\$ -	\$ -	\$ -

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File No. - N° du dossier
PET-9-51008

Buyer ID - Id de l'acheteur
pet908
CCC No./N° CCC - FMS No./N° VME

Part I - Firm Requirement						
Item #	Description	Unit of Issue	Firm Yearly Usage	Year 1 Firm Lot Price	Year 2 Firm Lot Price	Year 3 Firm Lot Price
Quarterly cleaning during the months of March, June, September and December						
3.	G-104 - Quarterly cleaning of charcoal broiler exhaust system to be completed during the months of March, June, September and December, in accordance with the Contract and specification, para 4(b)(i)(4).	Lot	4	\$ -	\$ -	\$ -
4.	G-104 - Quarterly cleaning of the Air Processing Units (APUs) # 3, #4 and #5 and ductwork, completed during the months of March, June, September and December, in accordance with the Contract and specification, para 4(b)(i)(5).	Lot	4	\$ -	\$ -	\$ -
5.	CC-125 - Quarterly cleaning of the kitchen exhaust duct systems, completed during the months of March, June, September and December, in accordance with the Contract and specification, para 4(b)(ii)(2).	Lot	4	\$ -	\$ -	\$ -
Bi-Weekly (every two weeks) cleaning						
6.	G-104 - Clean Kitchen Exhaust Hoods #1 through #6, and the Hobart Dishwasher venting, every two weeks, in accordance with the Contract and specification para 4(b)(i)(1&2).	Lot	26	\$ -	\$ -	\$ -
7.	G-104 - Inspect and service Hood Wash Systems #1 through #4 every two weeks, verify operation, supply and add chemical, in accordance with the Contract and specification, para 4(b)(i)(3). Hood wash cleaner concentrate to be invoiced separately in accordance with Part III - Materials - Item 1.	Lot	26	\$ -	\$ -	\$ -
8.	CC-125 - Clean Kitchen Exhaust Hoods #1 and #2, every two weeks, in accordance with the Contract and specification, para 4(b)(ii)(1).	Lot	26	\$ -	\$ -	\$ -

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Part II - DND 626 - Task Authorizations - "As and When Requested" Work						
Item	Task	Unit of Issue	Yearly Estimated Hour Usage	Year 1 Firm Hourly Rate	Year 2 Firm Hourly Rate	Year 3 Firm Hourly Rate
1.	First Hour - First hour to provide maintenance repairs and adjustments to chemical spray wash systems, timers and components, to include all overhead, administrative costs, travel to & from Garrison Petawawa (to be charged only once per call) and to include one hour of productive labour on site.	Hr	4	\$ -	\$ -	\$ -
2.	Additional Hour(s) - Additional hour(s) of labour for maintenance repairs and adjustments to chemical spray wash systems, timers and components in conjunction with Part II - DND 626 - Task Authorizations - "As and When Requested" Work - Item 1.	Hr	20	\$ -	\$ -	\$ -
3.	First Hour - First hour, to provide kitchen exhaust systems cleaning, as and when requested, for other systems not included in the Kitchen Exhaust Equipment Inventory. Must include all overhead, administrative costs, travel to & from Garrison Petawawa (to be charged only once per call) and to include one hour on-site productive labour.	Hr	5	\$ -	\$ -	\$ -
4.	Additional Hour(s) - Additional hour(s) for cleaning of kitchen exhaust systems in conjunction with Part II - DND 626 - Task Authorizations - "As and When Requested" Work - Item 3.	Hr	50	\$ -	\$ -	\$ -

Part III - Materials						
Item	Description	Unit of Issue	Yearly Estimated Value	Mark Up % Year 1	Mark Up % Year 2	Mark Up % Year 3
1.	Materials must be charged at the Contractor's cost to include all invoice costs, overhead costs, transportation costs, exchange charges, customs, duty, brokerage charges and all other costs plus a mark-up of _____% excluding HST. Full price support upon request by the Project Authority.	Percentage	\$10,000.00			

ANNEX "D"

SECURITY REQUIREMENTS CHECK LIST

 Government of Canada / Gouvernement du Canada		Contract Number / Numéro du contrat W6889-200066	
		Security Classification / Classification de sécurité Unclassified	
SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)			
PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DND		2. Branch or Directorate / Direction générale ou Direction RP Ops Det Petawawa	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Service Contract for the provision of kitchen exhaust systems cleaning services at various buildings throughout Garrison Petawawa. There is a security requirement for this work thus the need for an SRCL.			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>			
Restricted to: / Limité à: <input type="checkbox"/>		Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:		Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET COSMIC TOP SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	
SECRET SECRET <input type="checkbox"/>	COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>	
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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PART A (continued) / PARTIE A (suite)			
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
	Non		Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
	Non		Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)			
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis			
<input checked="" type="checkbox"/>	RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL
<input type="checkbox"/>	TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/>	SECRET SECRET
<input type="checkbox"/>	SITE ACCESS ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL
		<input type="checkbox"/>	NATO SECRET NATO SECRET
		<input type="checkbox"/>	TOP SECRET TRÈS SECRET
		<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET
Special comments: Commentaires spéciaux :			
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.			
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté? <i>On two premises, unscreened pers may only access public/reception zone</i>			
<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes
	Non		Oui
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
	Non		Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)			
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS			
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
	Non		Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
	Non		Oui
PRODUCTION			
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
	Non		Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)			
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
	Non		Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?			
<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Yes
	Non		Oui

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

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

☒ No
Non

☐ Yes
Oui

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

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

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

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

☒ No
Non

☐ Yes
Oui

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

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

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PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres moulées) J. E. Bye, Major		Title - Titre OC RP Ops Det Petawawa	Signature 
Telephone No. - N° de téléphone 613 687-5511 Ext 5080	Facsimile No. - N° de télécopieur 613 687-6291	E-mail address - Adresse courriel Joshua.Bye@forces.gc.ca	Date 24 Apr 17
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Christine Charette		Title - Titre A/Courtesy of the Government of Canada	Signature 
Telephone No. - N° de téléphone 613-992-0865	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel Christine.Charette@forces.gc.ca	Date 16-Mai-2016
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées) Sharon McCartney		Title - Titre PSPC Supply Officer	Signature McCartney, Sharon <small>Digital signed by Sharon McCartney, Sharon 2016.04.13 11:43:11 -0500</small>
Telephone No. - N° de téléphone 613-545-8674	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel sharon.mccartney@pwgsc.gc.ca	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Lyndsay Clark Contract Security Officer Lyndsay.clark@pwgsc-pwsc.gc.ca 613-957-9388		Title - Titre	Signature Clark, Lyndsay <small>Digital signed by Clark, Lyndsay 2016.04.13 11:43:11 -0500</small>
No. - N° de télécopieur		E-mail address - Adresse courriel	Date

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ANNEX “E”

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 "F"

INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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

- m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

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Instructions for completing DND 626 - Task Authorization

Contract no.
Enter the PWGSC contract number in full.

Task no.
Enter the sequential Task number.

Amendment no.
Enter the amendment number when the original Task is amended to change the scope or the value.

Increase/Decrease
Enter the increase or decrease total dollar amount including taxes.

Previous value
Enter the previous total dollar amount including taxes.

To
Name of the contractor.

Delivery location
Location where the work will be completed, if other than the contractor's location.

Delivery/Completion date
Completion date for the task.

for the Department of National Defense
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). Note: the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

Services
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/celling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

Cost
The cost of the Task broken out into the individual costed items in **Services**.

GST/HST
The GST/HST cost as appropriate.

Total
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

Applicable only to PWGSC contracts
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

Note:
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

N° du contrat
Inscrivez le numéro du contrat de TPSGC en entier.

N° de la tâche
Inscrivez le numéro de tâche séquentiel.

N° de la modification
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

Augmentation/Réduction
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

Valeur précédente
Inscrivez le montant total précédent, y compris les taxes.

A
Nom de l'entrepreneur.

Expédiez à
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

Date de livraison/d'achèvement
Date d'achèvement de la tâche.

pour le ministère de la Défense nationale
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). Note : la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

Services
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

Prix
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

TPS/TVH
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

Total
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

Ne s'applique qu'aux contrats de TPSGC
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrit dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

Note :
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

Solicitation No. - N° de l'invitation
W6889-200066/B
Client Ref. No. - N° de réf. du client
W6889-20-0066

Amd. No. - N° de la modif.
File No. - N° du dossier
PET-9-51008

Buyer ID - Id de l'acheteur
pet908
CCC No./N° CCC - FMS No./N° VME

ANNEX "H"

ADDITIONAL CERTIFICATION INFORMATION

1. Board of Directors

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

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

Director Name/Position - _____

2. Procurement Business Number (PBN)

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

Procurement Business Number - _____

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