



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

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

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Place du Portage , Phase III  
Core 0B2 / Noyau 0B2**

**Gatineau  
Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**Request For a Standing Offer  
Demande d'offre à commandes**

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and  
Government Services Canada, hereby requests a Standing Offer  
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et  
Services Gouvernementaux Canada, autorise par la présente,  
une offre à commandes au nom des utilisateurs identifiés  
énumérés ci-après.

**Comments - Commentaires**

**Vendor/Firm Name and Address  
Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Marine Machinery and Services / Machineries et services  
maritimes

11 Laurier St. / 11, rue Laurier  
6C2, Place du Portage

Gatineau  
Québec

K1A 0S5

<b>Title - Sujet</b> Electromechanical systems & repairs	
<b>Solicitation No. - N° de l'invitation</b> F2599-190131/A	<b>Date</b> 2019-09-26
<b>Client Reference No. - N° de référence du client</b> F2599-190131	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ML-058-27471
<b>File No. - N° de dossier</b> 058ml.F2599-190131	<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 2019-10-22</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>Delivery Required - Livraison exigée</b> See Herein	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Nemati, Saeed	<b>Buyer Id - Id de l'acheteur</b> 058ml
<b>Telephone No. - N° de téléphone</b> (873)469-3617 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> Fisheries and Oceans Canada / Pêches et Océans Canada Canadian Coast Guard / Garde côtière canadienne CCG/GCC	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

**TITLE - TROUBLESHOOTING AND REPAIR SERVICES IN RELATION TO THE ELECTRICAL AND/OR ELECTRONIC CONTROL SYSTEMS OF PROPULSION AND ANCILLARY SYSTEMS OF SHIPS**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Insurance Requirements; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
  - 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
  - 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, Insurance Requirements, the Reporting Requirement, the Evaluation Plan and any other annexes.

### **1.2 Summary**

The Department of Fisheries and Oceans - Canadian Coast Guard - Central & Arctic Region - West geographical area – Province of Ontario requires troubleshooting and repair services in relation to the electrical and/or electromechanical systems such as: electronic control systems for propulsion and ancillary systems of ships on an as-and-when-requested basis.

The Offeror's Mobile Repair parties must have experience working on marine vessels. The Offeror must possess the rolling stock and tools required to perform repairs to the electrical and/or electronic control systems of propulsion systems listed in paragraph 2.0 of Annex A. Each call-up requires the production of a short report for the Department of Fisheries and Oceans.

The term of the Standing Offer is for one (1) initial year with a maximum of two (2) one (1) year option periods.

The requirement is limited to Canadian services.

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

This RFSO allows offerors to use the epost Connect service provided by Canada Post Corporation to transmit their offers electronically. Offerors must refer to Part 2 of the RFSO entitled Offeror Instructions and Part 3 of the RFSO entitled Offer Preparation Instructions, for further information on using this method.

## LIST OF SYSTEMS AND EQUIPMENT

Department of Fisheries and Oceans ships are equipped with various propulsion and ancillary systems. The following list is a sample of the systems that the Offeror may have to repair, including examples of manufacturers, if available:

- a. Electrical motor start-up controls
  - (1) Conventional starter with switch (ABB, SquareD)
  - (2) A current-limiting electronic starter (Soft Start, ABB, Benshaw)
  - (3) Electronic speed controller (VFD, ABB, Reliance)
- b. Electro-hydraulic systems
  - (1) Rudder control (Wagner, Jastram, Kobelt Sperry)
  - (2) Deck crane control (Hawbolt)
  - (3) Fishing/scientific equipment control (Hawbolt)
- c. Automated control systems
  - (1) Tank drain system (specialized control using standard parts)
  - (2) Sanitation systems (specialized control using standard parts)
- d. Propulsion control systems
  - (1) Electric or wire-control clutch system (ZF, Microcommander, Kobelt)
  - (2) Wire-control or electro-hydraulic propeller control system (ZF, Twindisc)
  - (3) Electro-mechanical or electronic engine speed control system (ZF, Twindisc)
- e. Electrical distribution systems
  - (1) Installation or modification of electrical systems
  - (2) General circuit breakers and controls
  - (3) Insulation resistance testing / Report

## Geographic Region/Area

The West geographical area – Province of Ontario service areas covered under this Standing Offer extends from the western port of Kenora to the eastern port of Prescott.

Main areas of required service

- a. Principle service areas:
  - Port of Sarnia
  - Port of Burlington
  - Port of Prescott

- Port of Parry Sound

b. Other potential service areas are as follows:

Amherstburg, Ontario	Kenora, Ontario	Port Dover, Ontario	Thunder Bay, Ontario
Burlington, Ontario	Kingston, Ontario	Port Weller, Ontario	Tobermory, Ontario
Cobourg, Ontario	Meaford, Ontario	Prescott, Ontario	
Goderich, Ontario	Parry Sound, Ontario	Sault Ste. Marie, Ontario	

Service may be required for Canadian Coast Guard Vessels at other locations in the province of Ontario.

### 1.3 Security Requirements

There is no security requirement applicable to the Standing Offer.

### 1.4 Debriefings

Offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### 1.5 Anticipated migration to an e-Procurement Solution (EPS)

Canada is currently developing an online EPS for faster and more convenient ordering of goods and services. In support of the anticipated transition to this system and how it may impact any resulting Standing Offer that is issued under this solicitation, refer to 7.15 Transition to an e-Procurement Solution (EPS).

The Government of Canada's [press release](#) provides additional information.

## **PART 2 - OFFEROR INSTRUCTIONS**

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

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2019-03-04) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

#### **2.1.1 SACC Manual Clauses**

B1000T (2014-06-26) Condition of Material – Bid

### **2.2 Submission of Offers**

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

Note: For offerors choosing to submit using epost Connect for offers closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

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

Note: Offers 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 2006, or to send offers through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile 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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the offer non-responsive.

### **Definitions**

For the purposes of this clause,

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

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

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

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

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

As per the above definitions, is the Offeror a FPS in receipt of a pension? **YES** ( ) **NO** ( )

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

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

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

#### **Work Force Adjustment Directive**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** ( ) **NO** ( )

If so, the Offeror must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- 
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

#### **2.4 Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than Five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

#### **2.5 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

## PART 3 - OFFER PREPARATION INSTRUCTIONS

### 3.1 Offer Preparation Instructions

- If the Offeror chooses to submit its offer electronically, Canada requests that the Offeror submits its offer in accordance with section 08 of the 2006 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation. The offer must be gathered per section and separated as follows:

Section I: Technical Offer (1) soft copy  
Section II: Financial Offer (1) soft copy  
Section III: Certifications (1) soft copy

- If the Offeror chooses to submit its offer in hard copies, Canada requests that the Offeror provides its offer in separately bound sections as follows:

Section I: Technical Offer two (2) hard copies and one (1) soft copies on USB key.

Section II: Financial Offer One (1) hard copy and one (1) soft copies on USB key.

Section III: Certifications One (1) hard copy and one (1) soft copies on USB key.

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 Offeror is simultaneously providing copies of its offer 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 offer only. No prices must be indicated in any other section of the offer.

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

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

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, Offerors should:

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

## **Section I: Technical Offer**

In their technical offer, Offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work in accordance with Annex F, Evaluation Plan, paragraph 2 – Mandatory Evaluation Criteria.

## **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex F, Evaluation Plan, Paragraph 3 – Financial Evaluation. The total amount of Applicable Taxes must be shown separately.

### **3.1.1 Electronic Payment of Invoices - Offer**

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.

### **3.1.2 Exchange Rate Fluctuation**

SACC Manual Clause [C3011T \(2013-11-06\)](#), Exchange Rate Fluctuation

**Section III: Certifications** Offerors must submit the certifications and additional information required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

An offer must comply with the requirements of the Request for Standing Offer and meet all mandatory technical evaluation criteria to be declared responsive. The Offeror must submit the supporting documentation required in accordance with this requirement.

To be declared responsive, an offer must:

- a. Meet all mandatory technical criteria as described at Annex "F" - Evaluation Plan, paragraph 2.0 – Mandatory Technical Criteria.

#### **4.1.2 Financial Evaluation**

4.1.2.1 The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, Canadian customs duties and excise taxes included, including option periods.

4.1.2.2 The Offeror must complete one (1) financial offer.

- a. The Financial Evaluation criteria is described at Annex "F"- Evaluation Plan, paragraph 3.0 Financial Evaluation.

### **4.2 Basis of Selection**

**4.2.1** An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical and financial evaluation criteria to be declared responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

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

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a standing offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

### **5.1 Certifications Required with the Offer**

Offerors must submit the following duly completed certifications as part of their offer.

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

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

### **5.2 Certifications Precedent to the Issuance of a Standing Offer and Additional Information**

The certifications and additional information listed below should be submitted with the offer, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Standing Offer Authority will inform the Offeror of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the offer 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 property agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror 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 - Standing Offer Certification**

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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-Labour's](https://www.canada.ca/en/employment-social-development/canada-labour) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

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## **5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer**

### **5.2.3.1 Canadian Content Certification**

This procurement is limited to Canadian services.

The Offeror certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

### **5.2.3.2 SACC Manual clause [A3050T](#) (2018-12-06) Canadian Content Definition**

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File No. - N° du dossier  
058ml. F7044-190131

Buyer ID - Id de l'acheteur  
058ml  
CCC No./N° CCC - FMS No./N° VME

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## **PART 6 - INSURANCE REQUIREMENTS**

### **6.1 Insurance Requirements**

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

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

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **7.1 Offer**

7.1.1 The Offeror offers to perform the Work in accordance with the Statement of Work at Annex "A".

#### **7.2 Security Requirements**

7.2.1 There is no security requirement applicable to the Standing Offer.

#### **7.3 Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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.

##### **7.3.1 General Conditions**

[2005](#) (2017-06-21) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

##### **7.3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Standing Offer. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed in Annex "D". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a "nil" report.

The data must be submitted on a quarterly Basis to the Standing Offer Authority.

The quarterly reporting 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;
- 4th quarter: January 1 to March 31.

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

#### **7.4 Term of Standing Offer**

##### **7.4.1 Period of the Standing Offer**

The period for making call-ups against the Standing Offer is from 1 December 2019 to 30 November 2020. (One (1) year)

(The Standing Offer Authority will insert the dates at standing offer award)

#### 7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for two (2) additional one (1) year periods, under the same conditions and at the rates, prices specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

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

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users in the Central and Arctic Region, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the standing offer.

#### 7.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) within the Central and Arctic Region – West geographical area– Province of Ontario.

(The Standing Offer Authority will insert the geographic area at standing offer award)

### 7.5 Authorities

#### 7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name:..... Saeed Nemati  
Title: ..... Supply Team Leader  
Public Works and Government Services Canada, Defence and Marine Procurement Branch  
Address: ..... 11 rue Laurier, Place du Portage III, 8B3, Gatineau, QC K1A 0S5  
Telephone: ..... 873-469-3617 / BB :819-360-5758  
E-mail address: ..... [Saeed.Nemati@tpsgc-pwgsc.gc.ca](mailto:Saeed.Nemati@tpsgc-pwgsc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

#### 7.5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Solicitation No. - N° de l'invitation  
F7044-190131/ A  
Client Ref. No. - N° de réf. du client  
F7044-190131

Amd. No. - N° de la modif.  
File No. - N° du dossier  
058ml. F7044-190131

Buyer ID - Id de l'acheteur  
058ml  
CCC No./N° CCC - FMS No./N° VME

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

(The Standing Offer Authority will insert the Project authority information at standing offer award)

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.2.1 The Project Authority for the call-up against the Standing Offer

The Project Authority for the call-up against the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

### 7.5.3 Offeror's Representative

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

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

(The Standing Offer Authority will insert the Offeror's Representative's information at standing offer award)

## 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 Identified Users

The Identified User authorized to make call-ups against the standing offer for the Central and Arctic Region: --- Geographic Area are as follows:

- Superintendent of Marine Engineering, Integrated Technical Services Directorate, CCG;
- Deputy Superintendent Marine Engineering, Integrated Technical Service, CCG;
- Vessels Maintenance Manager, Marine Engineering, Integrated Technical Services Directorate, CCG;
- Chief Engineers of ships, Operational Services Directorate, CCGgeor
- Senior Marine engineer, Marine Engineering, Integrated Technical Services Directorate, CCG.

## 7.8 Call-up Procedures

The Identified Users responsible for the ship will supply a general description of the malfunction and request a quote for Travel and Living expenses, if applicable, and the estimated arrival time to the site

where the work is to be performed. The work will be authorized by the Identified Users by issuing a PWGSC-TPSGC 942 number.

## **7.9 Call-up Instrument**

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942, Call-up against a Standing Offer, or an electronic version.

## **7.10 Limitation of Call-ups**

### **7.10.1 For the Identified Users**

Individual call-ups against the Standing Offer must not exceed \$30,000.00 (Applicable Taxes included).

### **7.10.2 Standing Offer Authority**

Individual call-ups against the standing offer of more than \$30,000.00 (Applicable Taxes included) shall be authorized by the Standing Offer Authority.

## **7.11 Financial Limitation**

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$\_\_\_\_\_ Applicable Taxes excluded, unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

(The Standing Offer Authority will insert the sum at standing offer award)

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

## **7.12 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 call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services;
- d) the General Conditions 2029 (2016-04-04), General Conditions - Goods or Services (Low Dollar Value);
- e) Annex A, Statement of Work;
- f) Annex B, Basis of Payment;
- g) Annex C, Insurance Requirements;
- h) Annex D, Reporting Requirements;
- i) the Offeror's offer dated \_\_\_\_\_. (The Standing Offer Authority will insert the date of Offer as specified by the Offeror in his Offer).

## **7.13 Certifications and Additional Information**

### **7.13.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

### **7.13.2 Canadian Content Certification**

SACC Manual Clauses M3060C (2008-05-12) Canadian Content Certification

### **7.14 Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_.

(The Standing Offer Authority will insert the Province or territory as specified by the Offeror in his Offer).

### **7.15 Transition to an e-Procurement Solution (EPS)**

During the period of the Standing Offer, Canada may transition to an EPS for more efficient processing and management of individual call-ups for any or all of the SO's applicable goods and services. Canada reserves the right, at its sole discretion, to make the use of the new e-procurement solution mandatory.

Canada agrees to provide the Offeror with at least a three-month notice to allow for any measures necessary for the integration of the Offer into the EPS. The notice will include a detailed information package indicating the requirements, as well as any applicable guidance and support.

If the Offeror chooses not to offer their goods or services through the e-procurement solution, the Standing Offer may be set aside by Canada.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **7.1 Statement of Work**

The Contractor must perform the Work described in the call-up against the Standing Offer.

### **7.2 Standard Clauses and Conditions**

#### **7.2.1 General Conditions**

[2029](#) (2016-04-04), General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

(The Standing Offer Authority will insert the following clause if *payment by credit cards is accepted by the offeror*).

Section 12 Interest on Overdue Accounts, of 2029, General Conditions - Goods or Services (Low Dollar Value) will not apply to payments made by credit cards.

### **7.3 Term of Contract**

#### **7.3.1 Period of the Contract**

The Work is to be performed during the period of \_\_\_\_\_ to \_\_\_\_\_ .

(The Standing Offer Authority will insert the dates at standing offer award)

#### **7.3.2 Delivery Date**

Delivery must be completed in accordance with the call-up against the Standing Offer.

### **7.4 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.

### **7.5 Payment**

#### **7.5.1 Basis of Payment - Firm Unit Price(s) and Rate(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the approved call-up against the Standing Offer, the Contractor will be paid a firm unit price(s) and Rate(s), in accordance with the applicable provisions as set out in the Basis of Payment at Annex "B" as specified in the call up against Standing Offer. Customs duties are included and Applicable Taxes are extra.

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

### 7.5.2 Limitation of Price

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

### 7.5.3 Multiple Payments

SACC Manual Clauses H1001C (2008-05-12) Multiple Payments

### 7.5.4 Discretionary Audit

SACC Manual clause C0705C (2010-01-11) Discretionary Audit

### 7.5.5 Electronic Payment of Invoices – Call-up

(The Standing Offer Authority will insert the following text if the Offeror accepts electronic payment of invoices as specified by the Offeror in his Offer).

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); and
- d. Electronic Data Interchange (EDI);

### 7.6 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 the call up against the Standing Offer;
- b. a copy of time sheets to support the time claimed;
- c. a copy of the repair report and any other documents as specified in the Standing Offer or call-up; and
- d. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- e. a copy of the Repair/Maintenance Report.

2. Invoices are to be distributed as follows:

One (1) PDF copy must be forwarded to the following address for certification and payment.

- a. Invoice by email for payment by check to Fisheries and Oceans Canada – Canadian Coast Guard at: DFOinvoicing-MPOfacturation@dfo-mpo.gc.ca
- b. One (1) PDF copy of the invoice only must be forwarded to the Standing Offer Authority identified under the section entitled "Authorities" of the Standing Offer.  
Saeed.Nemati@tpsgc-pwgsc.gc.ca

- c. one (1) copy must be forwarded to the consignee.

## **7.7 Insurance Requirements**

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

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

## **7.8 SACC Manual Clauses**

A9019C (2011-05-16) Hazardous Waste Disposal  
B1501C (2018-06-21) Electrical Equipment  
B7500C (2006-06-16) Excess Goods

## **7.9 Condition of material**

Unless provided otherwise in the Call-up, material supplied must be new and conform to the latest issue of the applicable drawing, specifications and part number.

## **7.10 Working language**

### **7.10.1 West geographical area – Province of Ontario**

Unless otherwise specified in the call-up against standing Offer, the work will be conducted in English and deliverables will be presented in that language.

## **7.11 Inspection and Acceptance**

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

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## ANNEX "A"

### STATEMENT OF WORK

#### **TROUBLESHOOTING AND REPAIR SERVICES IN RELATION TO THE ELECTRICAL AND/OR ELECTRONIC CONTROL SYSTEMS FOR PROPULSION AND ANCILLARY SYSTEMS OF SHIPS**

##### 1.0 BACKGROUND

1.1 The Department of Fisheries and Oceans - Canadian Coast Guard - Central & Arctic Region, requires troubleshooting and repair services in relation to the electrical / electronic and electromechanical systems such as: electronic control systems for propulsion and ancillary systems of ships on an as-and-when-requested basis.

1.2 The Mobile Repair Parties must have experience working on marine vessels and possess the rolling stock and tools required to perform repairs to the electrical and/or electronic control systems of propulsion systems listed in paragraph 2.0 hereunder. Each call-up requires the production of a short report for the Department of Fisheries and Oceans.

##### 2.0 LIST OF SYSTEMS AND EQUIPMENT

Department of Fisheries and Oceans ships are equipped with various propulsion and ancillary systems. The following list is a sample of the systems that the Offeror may have to repair, including examples of manufacturers, if available:

###### a. Electrical motor start-up controls

- (1) Conventional starter with switch (ABB, SquareD)
- (2) A current-limiting electronic starter (Soft Start, ABB, Benshaw)
- (3) Electronic speed controller (VFD, ABB, Reliance)

###### b. Electro-hydraulic systems

- (1) Rudder control (Wagner, Jastram, Kobelt Sperry)
- (2) Deck crane control (Hawbolt)
- (3) Fishing/scientific equipment control (Hawbolt)

###### c. Automated control systems

- (1) Tank drain system (specialized control using standard parts)
- (2) Sanitation systems (specialized control using standard parts)

###### d. Propulsion control systems

- (1) Electric or wire-control clutch system (ZF, Microcommander, Kobelt)
- (2) Wire-control or electro-hydraulic propeller control system (ZF, Twindisc)
- (3) Electro-mechanical or electronic engine speed control system (ZF, Twindisc)

###### e. Electrical distribution systems

- (1) Installation or modification of electrical systems
- (2) General circuit breakers and controls
- (3) Insulation resistance testing / Report

During the period of the Standing Offer, systems or equipment may be added or removed.

### 3.0 Geographic Region/Area

The Arctic and Central Region, West geographical area – Province of Ontario service areas covered under this Standing Offer extends from the western port of Kenora in Ontario to the eastern port of Prescott in Ontario.

### 4.0 Service areas

#### a. Principle service areas:

Port of Sarnia  
Port of Burlington  
Port of Prescott  
Port of Parry Sound

#### b. Other potential service areas are as follows:

Amherstburg, Ontario	Kenora, Ontario	Port Dover, Ontario	Thunder Bay, Ontario
Burlington, Ontario	Kingston, Ontario	Port Weller, Ontario	Tobermory, Ontario
Cobourg, Ontario	Meaford, Ontario	Prescott, Ontario	
Goderich, Ontario	Parry Sound, Ontario	Sault Ste. Marie, Ontario	

Service may be required for Canadian Coast Guard Vessels at other locations in the province of Ontario.

### 5.0 Cost Estimate

5.1 An estimate of the cost shall be provided to the Canadian Coast Guard including: labour cost, travel & living expenses, cost of material, and other direct costs for approval.

5.2 The estimate must be approved by the Identified User of the Canadian Coast Guard, with the appropriate form, before material is purchased and work begins.

### 6.0 Designated users

The designated authorized users to place call-ups to the Standing Offer shall include:

Superintendent of Shipbuilding Engineering, Technical Services Directorate, CCG;  
Production manager, naval engineering, Technical Services Directorate, CCG;  
Vessels maintenance manager, Marine Engineering, Technical Services Directorate, CCG;  
Chief engineers of ships, Operational Services Directorate, CCG.

### 7.0 Project Officer

7.1 The project officer for the Standing Offer is identified in part A – paragraph 7.5.2 of the Standing Offer.

7.2 The project officer for the call-up against Standing Offer will be identified in the call-up.

### 8.0 Service Call

8.1 The mobile repair party – rolling stock – require tools must be available to commence work at a main areas of required service site (Port of Sarnia, Port of Burlington, Port of Prescott, and Port of Parry Sound) within six (6) hours, for an urgent service request. If an alternate response time is specified, the deadlines will be agreed between both parties in accordance with the nature of the request.

8.2 For installations with government supplied equipment, the mobile repair party must confirm the availability of government supplied equipment twenty-four (24) hours before the scheduled start date.

8.3 The mobile repair party must be available to work overtime outside regular working hours, Monday to Friday, as well as weekends and holidays.

9.0 Canadian Labor Code, Rules, Regulations and Standards

The Offeror and any Sub-Contractors has the responsibility to perform the work in accordance with the applicable standards, codes and regulations and in accordance with the Canadian Labor Code.

9.1 Other marine related Rules, Regulations and Standards

TCMS (Transport Canada Marine Safety) - Publications  
<http://www.tc.gc.ca/eng/marinesafety/tp-menu-515.htm>

IEEE Std 45 2002 Recommended Practice for Electrical Installations on Shipboard  
<https://standards.ieee.org/findstds/standard/45-2002.html>

10.0 Occupational Safety

10.1 Contractor's personnel may be required to move around the deck and the inside of the hull of Canadian Coast Guard vessels. They may be requirements to use the steep steps, and short ladders, move in cramped spaces that can normally be found on the same vessels. Contractor's personnel may be required to work in confined areas but not closed spaces.

10.2 The Contractor's personnel must be capable of undertaking work that may require significant physical effort and working in difficult climatic conditions.

10.3 The Contractor's personnel may be exposed to trace quantities of cleaning fluids, light oils, and fresh paint that can be expected to be found on a ship during normal dry docking and ship operation activities.

10.4 Before the beginning of service, a representative of the Canadian Coast Guard will provide a safety briefing detailing the procedures to be followed and potential hazards for the work site the Contractor's personnel will be using.

10.5 The Canadian Coast Guard requires the use of the "Lock-out Tag-out system" in order to isolate and render inoperative systems and machinery to be worked on.

11.0 Rolling stock and tools

The Offeror must have the rolling stock required to perform service calls with the necessary tools for delivering repair and maintenance services of marine vessel systems listed in paragraph 3 of this annex.

12.0 Hot work

12.1 Before performing any hot work on a ship, the Offeror must have a hot work permit for each hot work task.

12.2 The Offeror's work team leader must receive authorization from the officer in charge of the ship before undertaking hot work.

### 13.0 Repair Report

13.1 A repair report will be required for all work. The report must contain the following information:

- The date and time the repair request was made;
- The serial number and system description;
- The name of the person who made the call and his or her telephone number;
- The date and time of the start and the end of the work, as well as the number of hours for each working day;
- The description of the malfunction;
- The reasons for the defect or malfunction;
- The list of the materiel and of all parts replaced or installed;
- The name of the Contractor's Representative and the service desk where he or she works;
- The name (printed) and signature of the person in charge on the ship who certifies that the materiel appears to operate satisfactorily;
- The breakdown of labour and material costs if there are any supplements.

13.2 Two (2) copies of the report will be required and must be submitted to the Identified User.

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## ANNEX "B"

### BASIS OF PAYMENT

The Offeror should complete this pricing schedule and include it in its financial offer once completed. As a minimum, the Offeror must respond to this pricing schedule by including in its financial offer for each of the periods specified below.

During the period of Contract, for Work performed in accordance with the contract, the Contractor will be paid as specified below:

#### 1.0 Working Hours

The normal working hours per day for Contractor's personnel, shall be deemed to be eight (8) hours of any day during which they are actually engaged in the performance of the Services between 07:00 hrs and 17:00 hrs.

#### 1.1 Travel time and Kilometric charges

Travel time and mileage charges for a service call will be invoiced from the Contractor's service facility nearest to the Canadian Coast Guard place of work, as indicate in the offer, or the location of mobile repair unit, whichever is the shortest distance.

#### 1.2 Ferry charges

The Contractor will be reimbursed for the authorized ferry charges reasonably and properly incurred in the performance of the Work, at cost, without provisions for Administrative overhead or profit.

#### 1.3 Materials, replacement parts and spare parts

The Contractor will be paid the net laid-down cost of materials and replacement parts to which will be added a mark-up of 10 percent, plus Applicable Taxes.

#### 1.4 Travel and living expenses

There will be no travel time or travel and living expenses for services rendered within a radius of 20 kilometers from the Contractor's designated place of work as specified in Annex "A". For services rendered outside a 20 kilometer radius from the Contractor's designated place of work as specified in Annex "A", the contractor will be paid for the actual travel time in accordance with the hourly rates specified in this annex.

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 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 Project Authority for the Call up Against Standing Offer.

All payments are subject to verification by the government.

#### 1.5 Transportation costs

1.5.1 Transportation costs of components will be determined as follows:

a. For a pick-up size vehicle

The Contractor shall provide a fixed transportation rate, round trip, for the transport of components between the contractor's shop and ships.

b. Transportation costs for a vehicle bigger than a pick-up

For transportation cost for vehicles larger than a pick-up truck the Net laid-down cost of transport to which will be added a mark-up of 10 percent, plus Applicable Taxes.

1.5.2 The Project Authority may change the mode of transport at its discretion.

**2.0 Professional Fees**

2.1 The Contractor will be paid firm hourly rates and fixed rates as follows:

(The Standing Offer Authority will insert the Offeror's financial information as specified by the Offeror in his Offer, at standing offer award)

During normal working hours Monday to Friday			
Trade	Hourly rate		
	Initial Contract Period	Option Period 1	Option Period 2
Electro-mechanic			
Labourer			
Wait Time Hourly Rate Electro-mechanic			
Wait Time Hourly Rate Labourer			

Outside normal working hours, Monday to Friday			
Trade	Hourly rate		
	Initial Contract Period	Option Period 1	Option Period 2
Electro-mechanic			
Labourer			
Wait Time Hourly Rate Electro-mechanic			
Wait Time Hourly Rate Labourer			

Outside normal working hours, Saturday			
	Hourly rate		
Trade	Initial Contract Period	Option Period 1	Option Period 2
Electro-mechanic			
Labourer			
Wait Time Hourly Rate Electro-mechanic			
Wait Time Hourly Rate Labourer			

Outside normal working hours, Sundays and holidays			
	Hourly rate		
Trade	Initial Contract Period	Option Period 1	Option Period 2
Electro-mechanic			
Labourer			
Wait Time Hourly Rate Electro-mechanic			
Wait Time Hourly Rate Labourer			

## 2.2 Travel time and mileage charges

2.2.1 Travel time and mileage charges applicable outside a radius of 20 kilometers from the service center of the offeror:

(The Standing Offer Authority will insert the Offeror's financial information as specified by the Offeror in his Offer, at standing offer award)

Mobile Repair Unit Travel Time			
	Hourly rate - travel Time		
Trade	Initial Contract Period	Option Period 1	Option Period 2
Electro-mechanic			
Labourer			

(The Standing Offer Authority will insert the Offeror's financial information as specified by the Offeror in his Offer, at standing offer award)

Kilometric Rate – Mobile repair unit
--------------------------------------

Solicitation No. - N° de l'invitation  
 F7044-190131/ A  
 Client Ref. No. - N° de réf. du client  
 F7044-190131

Amd. No. - N° de la modif.  
 File No. - N° du dossier  
 058ml. F7044-190131

Buyer ID - Id de l'acheteur  
 058ml  
 CCC No./N° CCC - FMS No./N° VME

	Initial Contract Period	Option Period 1	Option Period 2
Rate per kilometer			

The only methods of transport authorized in this Standing Offer are automobiles (cars / trucks) or with a Canadian Coast Guard transportation vehicles.

### 3.0 Estimated travel time and distance:

The Contractor will be paid a minimum amount of a first half hour, calculated from the contractor's technician's arrival time on site. All additional chargeable time after the first half hour will be rounded to the nearest quarter hour.

#### West geographical area – Province of Ontario

(The Standing Offer Authority will insert the Offeror's financial information as specified by the Offeror in his Offer, at standing offer award)

A	B	C	D
Address of Supplier mobile repair unit base and Postal Code	Principle service areas	One way KM	One way travel time hours (estimated)
	Burlington, Ontario 867 Lakeshore Road, Burlington, ON L7S 1A1		
	Parry Sound, Ontario 28 Waubeek Street, Parry Sound, ON, P2A 1B9		
	Prescott, Ontario 401 King Street West, Prescott, ON, K0E 1T0		
	Sarnia, Canadian Coast Guard 520 Exmouth Street, Sarnia, ON N7T 8B1		
Other potential service areas			
	Amherstburg, Ontario 370 Dalhousie Street, Amherstburg, ON, N9V 1X3		
	Cobourg, Ontario 114 Division Street, Cobourg, ON K9A 3P3		
	Goderich, Ontario N. Harbour Road, Goderich, ON, N7A 3Z2		
	Kenora, Ontario Lakeside Beach, Kenora, ON, P9N 3X6		
	Kingston, Ontario Portsmouth Olympic Harbour, 53 Yonge Street, Kingston, ON, K7M 6G4		
	Meaford, Ontario		

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	128 Fuller Street, Meaford, ON, N4L 1B9		
	Port Dover, Ontario 55 Passmore Street, Port Dover, ON, N0A 1N0		
	Port Weller, Ontario St. Lawrence Seaway Authority, 508 Glendale Avenue, St. Catharines, ON, L2R 6V8		
	Sault Ste. Marie, Ontario 1 Canal Drive, Sault Ste. Marie, ON, P6A 6W4		
	Thunder Bay, Ontario Keefer Terminal, Suite 400, 100 Main Street, Box12, Thunder Bay, ON P7B 6R9		
	Tobermory, Ontario Canadian Coast Guard, Elgin Street, Tobermory, ON, N0H 1T0		
	Amherstburg, Ontario 370 Dalhousie Street, Amherstburg, ON, N9V 1X3		
	Cobourg, Ontario 114 Division Street, Cobourg, ON K9A 3P3		
	Goderich, Ontario N. Harbour Road, Goderich, ON, N7A 3Z2		

Billing mileage for a service call will either be from the address of the mobile repair unit base closest to the Canadian Coast Guard work site or the actual location of the mobile repair party vehicle, whichever is the closest of the place of work.

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**ANNEX "C"**

**INSURANCE REQUIREMENTS**

Ship Repairers' Liability Insurance

1. The Contractor must obtain Ship Repairer's 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 \$10,000,000 per accident or occurrence and in the annual aggregate.
2. The Ship Repairer's Liability insurance 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Minister of Fisheries and Oceans, Canadian Coast Guard and Public Works and Government Services Canada for any and all loss of or damage to the vessel, however caused.
  - c. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - d. 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.
  - 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.

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## **ANNEX "D"**

### **REPORTING REQUIREMENTS**

Suppliers must report on a quarterly basis on the call-up/contract activities. Such reports may contain, but are not limited to, the following information:

- i. the standing offer number;
- ii. the supplier name;
- iii. the reporting period;
- iv. the call-up/contract number for each call-up/contract, including amendments;
- v. the client department;
- vi. the contracting authority;
- vii. the date of the call-up/contract;
- viii. the call-up/contract period;
- ix. the line items acquired/services provided;
- x. the value of the call-up/contract, Goods or Services Tax/Harmonized Sales Tax included, as applicable.

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**ANNEX "E" to PART 3 OF THE REQUEST FOR STANDING OFFERS**  
**ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International); and
- Electronic Data Interchange (EDI);

## ANNEX "F" EVALUATION PLAN

### 1.0 Evaluation plan

The Offeror must complete one Mandatory Technical Criteria form and one Financial Evaluation form.

#### 1.1 Mandatory Technical Criteria

The Offeror must complete one (1) mandatory technical criteria offer presentation sheet. Mandatory technical criteria M.1 to M.4 must be addressed in order to be technically compliant. The Offeror must submit the supporting documentation required in accordance with this requirement.

The mandatory technical criteria are described at paragraph 2.0 of this annex.

#### 1.2 Financial Evaluation Criteria

The Offeror must complete one (1) financial offer presentation sheet. In order to be responsive all the boxes provided for rates or costs of the financial evaluation form must be properly filled in.

The financial evaluation criteria are described at paragraph 3.0 of this annex.

### 2.0 Mandatory Technical Criteria

In order to properly demonstrate compliance the Offeror must provide full details of where, when (month and year), the category of equipment, systems repaired (manufacturer and model) and provide a brief description of the work performed and include the information in their offer for evaluation.

The Offeror must complete the mandatory technical criteria in relation to Offeror's staff, rolling stock and tools that are based within the geographical area being offered. If the Offeror must use resources (personnel, equipment or tools) that are based outside of the geographic area for which he is offering to perform service calls on a regular basis; the Offeror must clearly identify in its offer the description of the resources, address where the resources are based and the frequency with which they are required.

#### 2.1 The mandatory technical criteria.

Mandatory Technical Criteria	
No.	Description of Criteria
M.1	The offeror must demonstrate that it employs on a permanent basis at least two (2) Electro-mechanics with at least two (2) years of experience each.
M.2	The offeror must demonstrate that it employs on a permanent basis at least two (2) labourers with at least two (2) years of experience each.
M.3	The offeror must demonstrate that it has the rolling stock required to perform service calls with the necessary tools for delivering troubleshooting and repair services in relation to the electrical and/or electronic control systems of propulsion systems listed in subsection 2.0 of Annex A.
M.4	The offeror must demonstrate that it has completed in the last seven (7) years at least one project in four (4) of the five (5) work categories for troubleshooting and repair services in relation to the electrical and/or electronic control systems of propulsion systems listed in subsection 2.0 of Annex A. The five categories are: a. Electrical motor start-up controls; b. Electro-hydraulic systems; c. Automated control systems; d. Propulsion control systems; and e. Electrical distribution systems

## Technical Validation

PWGSC and/or CCG retain the option of visiting the Offeror's facilities in order to validate that the equipment and rolling stock for the repair and maintenance of Canadian Coast Guard Vessels Fire Detection, Fire Suppression and Portable Firefighting Equipment Inspection and Servicing for the systems listed in subsection 3 of Annex A, are as indicated by the Offeror in its offer.

### 3.0 Financial Evaluation

#### Financial Evaluation Criteria

The Offeror must submit their hourly rates and firm prices for the initial 12 month period and option periods 1 and 2, each for a period of 12 months, in accordance with this Annex. The Standing Offer Authority will transfer the fixed rates and prices to Annex B, for the successful offer, at standing offer issue.

The "calculation area" for travel time and distance in kilometers are mandatory and must be addressed. The Google Map " Software" will be used to determine the travel time and distance in kilometers between the Offeror's Service Facilities to all ports where Canadian Coast Guard ships are located. It is acceptable to use the administration offices of the ports for Google Map calculations. An example of the calculation is available at Appendix 1 to Annex "F".

The Offeror must complete the financial evaluation criteria in relation to the Offeror's staff, rolling stock and tools based within the geographical area that the Offeror is submitting an offer. If the Offeror must use resources (personnel, equipment or tools) that are based outside of the geographic area for which he is making an offer in order to perform service calls on a regular basis, the Offeror must clearly identify, in his submission the: resource description, address where the resources are based and the frequency with which they are required. The evaluation of travel time and distance in kilometers for the Mobile repair unit with resources that are based outside of the geographical area must be represented in the calculation area of travel time and distance in kilometers.

#### Validation of the travel time and distance in kilometers from the Offeror's facilities to client's service site.

The validation tool for the travel time and distance in kilometers with Google Map. The address of the Offeror's Facilities to the service sites will be inserted in this Annex. Google Map's Automatic path will not be modified. The Google map data for travel time and kilometers from the offeror's mobile repair base / office to the ports will be inserted in paragraph 3.2. The travel time will be inserted in the column " AB " of the table for the corresponding line of the service destination, and the distance in kilometers will be recorded column " AA " of the table in the corresponding line for the service destination. The Standing Offer Authority reserves the right to verify the data at his discretion, but at least two trips per Offer will be validated.

#### Levels of Effort

These levels of effort are only estimations for the financial evaluation only and are not to be considered in any way as a commitment from Canada.

#### Responsive Financial Offer

In order to be responsive a financial offer must have hourly rates and prices properly inserted in all the appropriate boxes of the financial evaluation.

### 3.1 Financial Evaluation

#### Part 1

During Regular Working Hours (Monday to Friday)						
Trade	Hourly Rates			Evaluation Calculation		
	A	B	C	D	E	F
	Initial Period	Option Period 1	Option Period 2	Subtotal (A+B+C) /3	Multiplication factor	Subtotal (D * E)
Electro-mechanic					400	(1)
Labourer					300	(2)
Wait Time Hourly Rate Electro-mechanic					150	(3)
Wait Time Hourly Rate Labourer					150	(4)

Outside Regular Working Hours (Monday to Friday)						
Trade	Hourly Rates			Evaluation Calculation		
	G	H	I	J	K	L
	Initial Period	Option Period 1	Option Period 2	Subtotal (G+H+I) /3	Multiplication factor	Subtotal (J* K)
Electro-mechanic					100	(5)
Labourer					100	(6)
Wait Time Hourly Rate Electro-mechanic					40	(7)
Wait Time Hourly Rate Labourer					40	(8)

<b>Saturday</b>						
Trade	Hourly Rates			Evaluation Calculation		
	M	N	O	P	Q	R
	Initial Period	Option Period 1	Option Period 2	Subtotal (M+N+O) /3	Multiplication factor	Subtotal (P* Q)
Electro-mechanic					100	(9)
Labourer					50	(10)
Wait Time Hourly Rate Electro-mechanic					40	(11)
Wait Time Hourly Rate Labourer					40	(12)

<b>Sunday and Statutory Holidays</b>						
Trade	Hourly Rates			Evaluation Calculation		
	S	T	U	V	W	X
	Initial Period	Option Period 1	Option Period 2	Subtotal (S+T+U) /3	Multiplication factor	Subtotal (V * W)
Electro-mechanic					100	(13)
Labourer					50	(14)
Wait Time Hourly Rate Electro-mechanic					40	(15)
Wait Time Hourly Rate Labourer					40	(16)

Subtotal for Part 1 – Hourly Rates = (1)+(2)+(3)+(4)+(5)+(6)+(7)+(8)+(9)+(10)+(11)+(12)+(13)+(14)+(15)+(16)		(17)
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### 3.2 Travel cost calculation

Google map travel time and kilometers from offeror's mobile repair unit to ports.

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	<b>Y</b>	<b>Z</b>	<b>AA</b>	<b>AB</b>
	<b>Address of mobile repair unit and Postal Code</b>	<b>Principle service areas</b>	<b>One way KM</b>	<b>One way hours</b>
(1)		Burlington, Canadian Coast Guard, 867 Lakeshore Road, Burlington, ON L7S 1A1		
(2)		Parry Sound, Canadian Coast Guard, 28 Waubeek Street Parry Sound, ON P2A 1B9		
(3)		Prescott, Canadian Coast Guard 401 King Street West Prescott, ON K0E 1T0		
(4)		Sarnia, Canadian Coast Guard 520 Exmouth Street, Sarnia, ON N7T 8B1		
	<b>Other potential service areas</b>			
		Amherstburg, Canadian Coast Guard, 370 Dalhousie Street Amherstburg, ON N9V 1X3		
		Cobourg, Canadian Coast Guard, 114 Division Street, Cobourg, ON K9A 3P3		
		Goderich, Canadian Coast Guard, N. Harbour Road, Goderich, ON N7A 3Z2		
		Kenora, Canadian Coast Guard, Lakeside Beach, Kenora, ON P9N 3X6		
		Kingston, Canadian Coast Guard, Portsmouth Olympic Harbour, 53 Yonge Street, Kingston, ON K7M 6G4		
		Meaford, Canadian Coast Guard, 128 Fuller Street, Meaford, ON N4L 1B9		
		Port Dover, Canadian Coast Guard, 55 Passmore Street Port Dover, ON N0A 1N0		
		Port Weller, Canadian Coast Guard, St. Lawrence Seaway Authority, 508 Glendale Avenue St. Catharines, ON L2R 6V8		
		Sault Ste. Marie, Canadian Coast Guard, 1 Canal Drive Sault Ste. Marie, ON P6A 6W4		
		Thunder Bay, Canadian Coast Guard, Keefer Terminal, Suite 400, 100 Main Street, Box12 Thunder Bay, ON P7B 6R9		
		Tobermory, Canadian Coast Guard, Elgin Street Tobermory, ON N0H 1T0		

Travel- Mobile Repair Unit – Travel Hourly Rates part 2a – Hourly rates								
AC		AD	Travel Hourly Rates			Evaluation Calculation		
			AE	AF	AG	AH	AI	AJ
One way hours, Google Maps data, Offeror's facilities to service site -- From tab "AB"		Trade	Initial Period	Option Period 1	Option Period 2	Subtotal (AE-AF-AG)/3	Trips	Subtotal (AC*AH* AI)
(1)		Electro-mechanic					16	(18)
(1)		Labourer					16	(19)
(2)		Electro-mechanic					16	(20)
(2)		Labourer					16	(21)
(3)		Electro-mechanic					16	(22)
(3)		Labourer					16	(23)
(4)		Electro-mechanic					16	(24)
(4)		Labourer					16	(25)

Example: 3 h 30 min = 3.5 hrs, 3h 18 min = 3.3 hrs, 3 hrs 14 min = 3.23 hrs, 3H 02 min = 3.03 ( hrs + Xmin / 60)

Subtotal for Part 2a = (18)+(19)+(20)+(21)+(22) + (23)+(24)+(25)		(26)
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**Travel- Mobile Repair Unit - Kilometric Rate part 2b - Kilometric Rate**

AK	Kilometric Rate			AO	Evaluation Calculation	
	AL	AM	AN		AP	AQ
One way kilometers, Google Maps data, Offeror's facilities to service site From tab "AA"	Initial Period	Option Period 1	Option Period 2	Subtotal (AL+AM+AN) /3	Number of trips	Subtotal (AK*AO* AP)
(1)					16	(27)
(2)					16	(28)
(3)					16	(29)
(4)					16	(30)

Example: 312.01 to 312.50 km = 312 km 312.501 to 313.00 km = 313 km

Subtotal for Part #2b = (27)+(28)+(29)+(30)		(31)
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**3.3 Calculation of Total Financial Evaluation for the West geographical area – Province of Ontario:**

Subtotal for Travel- Mobile Repair Unit – Hourly Rates part 1 - West Geographic Area - Province of Ontario (17)		(32)
Subtotal for Travel- Mobile Repair Unit – Travel Hourly Rates part 2a - West Geographic Area - Province of Ontario (26)		(33)
Subtotal for Travel- Mobile Repair Unit – Kilometric Rate part 2b - West Geographic Area - Province of Ontario (31)		(34)
Total of the Financial Evaluation the West Geographic Area - Province of Ontario (32) + (33) + (34)		(35)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ .

Name:  
Name of company:  
Telephone:  
Email: