



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

Bid Receiving/Réception des soumissions

Email - courriel: [DFOtenders-soumissionsMPO@dfompo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfompo.gc.ca) & [Stephane.Julien2@dfo-mpo.gc.ca](mailto:Stephane.Julien2@dfo-mpo.gc.ca)

**REQUEST FOR PROPOSAL**

**DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

<b>Title – Sujet</b> Buoy maintenance Îles de la madeleine		<b>Date</b> November 25, 2019
<b>Solicitation No. – N° de l’invitation</b> FP802-190185A		
<b>Client Reference No. - No. de référence du client</b> FP802-190185A		
<b>Solicitation Closes – L’invitation prend fin</b> <b>At /à :</b> 2:00 PM, Eastern Standard Time (EDT)  <b>On / le :</b> December 20, 2019		
<b>F.O.B. – F.A.B</b> Destination	<b>GST – TPS</b> See herein — Voir ci-inclus	<b>Duty – Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services – Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to – Adresser toute demande de renseignements à</b> Stephane Julien <b>Email – courriel:</b> <a href="mailto:Stephane.Julien2@dfo-mpo.gc.ca">Stephane.Julien2@dfo-mpo.gc.ca</a>		
<b>Delivery Required – Livraison exigée</b> See herein — Voir ci-inclus	<b>Delivery Offered – Livraison proposée</b>	
<b>Vendor Name, Address and Representative – Nom du vendeur, adresse et représentant du fournisseur/de l’entrepreneur:</b>		
<b>Telephone No. – No. de téléphone</b>	<b>Facsimile No. – No. de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) – Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d’imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



**May 2018 Medium Complexity Bid Solicitation and Resulting Contract Template (MC)**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There are no security clearances requirements , but there are security requirements indicated in Section 6.1 for this requirement.

### **1.2 Statement of Work**

The Work to be performed is detailed under the Statement of Work at Annex "A".

### **1.3 Debriefings**

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

### **1.4 Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement; Canada-Chile Free Trade Agreement; Canada-Colombia Free Trade Agreement; , Canada-Honduras Free Trade Agreement; Canada-Korea Free Trade Agreement; North American Free Trade Agreement; Canada Panama Free Trade Agreement and the Canada-Peru Free Trade Agreement.

### **1.5 Procurement Ombudsman**

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca) . You can also obtain more information on the OPO services available to you at their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).



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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual \(SACC\)](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.

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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: 120 days

### 2.2 Submission of Bids

Bids must be submitted only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

### 2.3 Former Public Servant

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

#### Definitions

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

- a. an individual;



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

"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 ten (10) 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 Quebec.

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.



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

### **3.1 Bid Preparation Instructions**

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

**Section I: Technical Bid** (1) one soft copy in PDF format by email

**Section II: Financial Bid** (1) one soft copy in PDF format by email

**Section III: Certifications** (1) one soft copy in PDF format by email

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

Bidders must submit their financial bid in accordance with the Basis of Payment (Annex B).

##### **3.1.1 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.

##### **3.1.2 SACC Manual Clauses**

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

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



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

**4.1 Evaluation Procedures**

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

**4.1.1 Technical Evaluation**

**4.1.1.1 Mandatory Technical Criteria**

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

The Crown reserves the right to validate all information provided in the bid.

**The Bidder must include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.**

**The Bidder must provide in their bid the evidence that he or she meets each criterion mandatory mentioned below.**

The following mandatory criteria will be assessed:

No.	Mandatory Requirement	Criteria Met (✓)	Proposal Cross-reference Page
<b>M1</b>	The bidder must provide with their submissions the technical sheets of the paintings that he will use ( two component epoxy for summer buoys and alkyd resin for winter buoys) for work.		
<b>M2</b>	The bidder must have a minimum of 24 months of experience in the marine buoy maintenance industry in the last (7) years from the date of closure of the Solicitation. The bidder must indicate the following items for each of the projects :  1. project name 2. Start date and End date in the following format: Year-Month- Day 3. Work description 4. Name and email of project manager		





#### **4.1.2 Financial Evaluation**

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

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

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

##### **4.2.1 Basis of Selection - Mandatory Technical Criteria**

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



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

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

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

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

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

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

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

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

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

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

#### **5.2.1 Integrity Provisions – Required Documentation**

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

#### **5.2.2 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](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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



**5.2.3 Additional Certifications Precedent to Contract Award**

**5.2.3.1 Contractor's Representative**

The Contractor's Representative for the Contract is:

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

**5.2.3.5 Supplementary Contractor Information**

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:  
 \_\_\_\_\_
- b) The status of the contractor (individual, unincorporated business, corporation or partnership:  
 \_\_\_\_\_
- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:  
 \_\_\_\_\_
- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:  
 \_\_\_\_\_

**The following certification signed by the contractor or an authorized officer:**

"I certify that I have examined the information provided above and that it is correct and complete"

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Print Name of Signatory



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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

- 6.1.1 The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have access to PROTECTED or CLASSIFIED information/assets.
- 6.1.2 The supplier and all individuals assigned to work on the contract or arrangement MUST NOT have unescorted access to restricted access areas of Fisheries and Oceans Canada facilities, or Canadian Coast Guard vessels.
- 6.1.3 The supplier and all individuals assigned to work on the contract or arrangement MUST NOT remove any PROTECTED or CLASSIFIED information/assets from DFO site(s).
- 6.1.4 Subcontracts or arrangements with a third party are not to be awarded without the prior written permission of the Contracting Authority (i.e. a new SRCL must be submitted and processed following the same procedure as for the initial contract).

### 6.2 Statement of Work

The Contractor must perform the work detailed under Annex "A" Statement of Work.

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

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

**6.3.2 Subsection 10 of 2010B** (2018-06-21), General Conditions - Professional Services (Medium Complexity) – Invoice submission, is amended as follows:

**Delete:** **2010B 10** (2013-03-21) Invoice submission

**Insert: Invoice submission**

1. Invoices must be submitted in the Contractor's name to [DFO.invoicing-facturation.MPO@canada.ca](mailto:DFO.invoicing-facturation.MPO@canada.ca). The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
  - a. Contractor's Name and remittance physical address;
  - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
  - c. Invoice Date;
  - d. Invoice Number;



- e. Invoice Amount (broken down into item and tax amounts);
  - f. Invoice Currency (if not in Canadian dollars);
  - g. DFO Reference Number (PO Number or other valid reference number);
  - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
  - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - j. deduction for holdback, if applicable;
  - k. the extension of the totals, if applicable; and
  - l. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
  4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from date of Contract award to September 30, 2020 inclusive

### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Stephane Julien  
Title: Senior Contracting Officer  
Fisheries and Oceans Canada  
Directorate: Materiel and Procurement Services  
Address: 200 Kent Street, (9E0254)  
Ottawa, ON K1A 0E6  
Telephone: 343-548-5181  
E-mail address: [stephane.julien2@dfo-mpo.gc.ca](mailto:stephane.julien2@dfo-mpo.gc.ca)



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

### 6.5.2 Project Authority

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

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

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

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

### 6.5.3 Contractor's Representative - *(to be provided at the time of contract award)*

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment

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

6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.



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## 6.7.2 Limitation of price

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

## 6.7.3 Method of Payment – Milestone Payments

Canada will make milestone payments in accordance with the Schedule of Milestones detailed below if:

- a. an accurate and complete claim for payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

## 6.7.4 Electronic Payment of Invoices – Contract

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

- a. MasterCard Acquisition Card;
- b. Direct Deposit (Domestic and International);
- c. Wire Transfer (international only)

## 6.8 Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with subsection 6.3.2 entitled “Invoice Submission” above. 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 release document and any other documents as specified in the Contract;
- c. a copy of the required reports (if applicable)

6.8.2 Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at [DFO.invoicing-facturation.MPO@canada.ca](mailto:DFO.invoicing-facturation.MPO@canada.ca) & and provides the required information as stated in subsection 6.8.1 above.

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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



## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2018-06-21) - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) the Contractor's bid dated \_\_\_\_\_ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on \_\_\_\_\_” or “, as amended on \_\_\_\_\_” and insert date(s) of clarification(s) or amendment(s)*).

## 6.12 Procurement Ombudsman

6.12.1 The Contractor confirms that it has read the Code of Conduct for Procurement and agrees to be bound by its terms.

6.12.2 The office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000.00 for Goods and under \$100,000.00 for Services. You have the option of raising issues or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at [opo-boa@opo-boa.gc.ca](mailto:opo-boa@opo-boa.gc.ca). You can also obtain more information on OPO services available to you on their website at [www.opo-boa.gc.ca](http://www.opo-boa.gc.ca).

6.12.3 For further information, the Contractor may refer to the following PWGSC site:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/contexte-context-eng.html>

## 6.13 Insurance G1005C - No Specific Requirement

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





## **ANNEX «A » -statement of work**

### **1.0 TITLE**

Maintenance of buoys and their accessories

### **2.0 INTRODUCTION**

The Canadian Coast Guard has buoys in the region of Îles de la Madeleine.

It must ensure a safe navigation.

### **3.0 OBJECTIVE**

Maintain aids to navigation in good condition to extend their useful life and deliver service to users.

### **4.0 TASK , DELIVERABLE**

Stages of work

- 4.1 The contractor must provide the labor, materials and equipment required to handle and transport the buoys from the Magdalen island transfer dock to the work site.
- 4.2 Collaborate in the loading/unloading scheduling of buoys and equipment.
- 4.3 Complete cleaning of all buoys.
- 4.4 Pressure test.
- 4.5 Produce a written report 21 days after the landing of the buoys.
- 4.6 Purge the buoys
- 4.7 Check the accessories.
- 4.8 Paint buoys according to the quote.
- 4.9 The buoys must be ready for launch on the dates given by the Canadian Coast Guard.

### **5.0 SPECIFICATIONS AND STANDARDS**



All work must be done to the specifications of the manufacturer and the Canadian welding office

**6.0    WORK LANGUAGE**

The works will be executed in French

**7.0    WORK LOCATION**

All work will be performed at the suppliers business place

**8.0    TRAVEL EXPENSES**

There are no travel requirements associated with this contract



# **SPECIFICATIONS BUOYS MAINTENANCE ILES DE LA MADELEINE**

Revised August 2019



## 1.0 GENERAL

- 1.1 The Canadian Coast Guard seeks to award a contract for the tending and secure storage of summer and winter buoys (a total of up to 70) and their accessories. The buoys in question are located in the area from the Magdalen Islands sector.
- 1.2 The contractor shall agree with the Canadian Coast Guard representative on a dock (in the Magdalen Islands) acceptable to both parties for buoy delivery/removal according to the dates established by the Canadian Coast Guard's buoy placement program.

## 2.0 SCHEDULE

- 2.1 The planned loading/unloading dates will be established by the Canadian Coast Guard's placement/removal program and communicated to the Contractor, and will remain subject to change.
- 2.2 The contractor will maintain the buoys and their accessories and ensure that the buoys will be operational for placement in the water. All buoys and accessories under this contract **will be deliverable** to the ports agreed on by the two parties, starting **April 1 of each year for summer buoys and October 1 of each year for winter spar buoys**.
- 2.3 The Canadian Coast Guard's acceptance of the contractor's work will take place at the contractor's place of business one (1) month before the placement program's start date.
- 2.4 If the contractor must redo its work on the buoys and accessories after the Canadian Coast Guard representative's acceptance inspection, the costs of the second inspection will be assumed by the contractor.

## 3.0 CANADIAN COAST GUARD RESPONSIBILITIES

- 3.1 Provide the contractor with a list of parts supplied and likely to be replaced on a buoy, including its accessories. **(See Appendix J)**.
- 3.2 Supply and deliver to the contractor all the parts to be replaced that were identified based on that list and the stipulated conditions **(See Appendix J)**.
- 3.3 Provide the contractor with other spare parts in addition to those set out in 3.1, subject to agreement with the Canadian Coast Guard representative, in order to prepare for any eventuality during the term of the contract.
- 3.4 Provide the contractor with the template for measuring wear on buoy chains and bridles.
- 3.5 Provide the contractor with any additional information necessary to understand the contract.
- 3.6 Provide the contractor with training on the equipment to be maintained. This training will be provided to the contractor **at the beginning of the contract and annually if the Contractor so requests**.
- 3.7 Provide the contractor with any hazard and/or safety advisories issued by the Canadian Coast Guard regarding the equipment being maintained.
- 3.8 When the Canadian Coast Guard unloads buoys (If applicable), the vessel will provide a cargo manifest to the contractor.



#### **4.0 CONTRACTOR RESPONSIBILITIES**

- 4.1 The contractor must provide appropriate facilities to meet the technical requirements in these specifications (warehouses, hangars and heated and ventilated, area workshops etc.).
- 4.2 The contractor must provide the tools and qualified personnel required to meet the technical and legal requirements in these specifications.
- 4.3 The contractor must provide the Canadian Coast Guard representative with its written work procedure for handling and storing summer and winter buoys. This procedure must meet all the Canadian Coast Guard's workplace health and safety requirements.
- 4.4 The contractor must take into account all hazard and/or safety advisories issued by the Canadian Coast Guard concerning the equipment in its possession. These advisories will be provided by the Canadian Coast Guard when applicable.
- 4.5 Within twenty-one (21) days after unloading the buoys, the contractor is required to have inspected the buoys and equipment and must be able to provide the Canadian Coast Guard with a written list of electrical, electronic or mechanical parts that need to be replaced (see 7.2).
- 4.6 The contractor must ensure that buoy tending sheets (provided by the Canadian Coast Guard) are kept up to date and submit a copy to the Canadian Coast Guard representative when the buoys are inspected after maintenance.
- 4.7 The Canadian Coast Guard reserves the right to visit work and storage sites without prior notice to check on the quality and progress of the work.
- 4.8 The contractor will make any adjustments deemed necessary by the Canadian Coast Guard, at its own expense, to meet the requirements in these specifications.
- 4.9 The contractor will be required to maintain and report on the inventory of spare parts made available to the Canadian Coast Guard when requested by the Canadian Coast Guard.
- 4.10 The contractor will ensure that its workplace complies with all requirements, acts and regulations concerning health and safety and protection of the environment. It must ensure that it holds any licences required for its operations.
- 4.11 At the end of the contract, the contractor must return to the Canadian Coast Guard the spare parts (inventory) that it has on hand.

#### **5.0 SCOPE OF WORK**

- 5.1 The contractor will provide the labour, materials and equipment required to handle the buoys and transport them from the chosen transshipment dock to its workplace. The buoys will be moved to the dock as they are placed/removed by the Canadian Coast Guard vessel. The contractor must also provide the labour, materials and equipment necessary to handle buoys and equipment and transport them from its workplace to the transshipment dock. The buoys and equipment must gradually be moved as they are loaded according to the manifest and in the order provided by the vessel.
- 5.2 The contractor will collaborate in the unloading/loading/scheduling of buoys and equipment. It will then remove them from the unloading/loading area to avoid hindering traffic and other activities on the dock.



- 5.3 The contractor's equipment must be able to safely maneuver one or more loads of up to 5,500 kg and allow for loading on a transport platform. Some buoys can reach 10 metres in length and also, 3 metres in diameter.
- 5.4 Transportation of buoys and equipment to the storage location must take place within 48 hours.
- 5.5 Transportation must comply with all provincial and municipal acts and regulations (weight, width, height).

## 6.0 Clean-up

- 6.1 Before carrying out the inspection, the contractor will clean the buoys and equipment using brushes and/or water pressure to remove any build-up of marine growth, paying special attention to sensors and lanterns to avoid damage.
- 6.2 This step will facilitate the maintenance operations described in this estimate.

## 7.0 Inspection and Reporting

- 7.1 The contractor must inspect the buoys and equipment within twenty-one (21) days after they are unloaded to assess the work to be done.
- 7.2 The contractor will complete a written inspection report and submit it to the Canadian Coast Guard representative within five (5) days after inspection, for validation purposes. This report will identify the maintenance and work required for the buoys to meet the requirements in this contract and will also assess any materials and adjustments required that are not included in this contract. The contractor will also provide a schedule for completion of work at the same time.
- 7.3 The tending sheet for each buoy (**Appendix I**) must identify all the work performed on the buoys and equipment and be returned each year to the Canadian Coast Guard representative as soon as the work is completed.

## 8.0 Mechanical Maintenance

- 8.1 Purging metal buoys is crucial before beginning maintenance, welding and other types of work, since it has been shown that the buoy's hull can contain combustible gases that could endanger the lives of workers. The contractor must carefully follow the instructions found in **Appendix A**.
- 8.2 The watertightness of metal buoys must be confirmed by checking for water inside the buoy's hull with a rod. If water is present, pump it out. Then apply air pressure at 5 lb/in<sup>2</sup>. Maintain this pressure (check valve) for 30 minutes to detect any possible leaks. Use a solution of soap and water to locate any such leaks. Pay close attention to welding joints. Each buoy is built with the openings required to perform these tests. There is no work to be done inside the buoys except the purging described in 8.1. Repair any leaks detected in the buoys.
- 8.3 The watertightness of plastic buoys must be confirmed by checking for water inside the buoy's hull. If there water, it should be removed. If a major fault is found, the contractor have to change the buoy completely.



- 8.4 Buoy hoisting eyes (approximately 250) must be checked visually for cracks and strain (about 2% of total). A strike with a 4 lbs hammer must be applied to their sides to detect any abnormal vibrations or sounds. If needed, remove paint using a blowtorch to better see the metal. Since the paint may contain lead, an appropriate mask is required. Pay close attention to avoid overheating the metal. If repairs are necessary, contact the Canadian Coast Guard representative
- 8.5 For buoys with plastic lifting rings, the contractor will have to change the entire buoy if he notices the presence of anomalies.
- 8.6 The buoy's mooring rings (approximately 125) must be checked visually for cracks and deformations. Repair defective rings (about 2% of total).
- 8.7 For buoys with plastic mooring rings, the contractor will need to change the entire buoy if he notices the presence of anomalies.
- 8.8 Check and replace anodes (provided by CCG) on plastic buoys as needed and check the strength of their fasteners.
- 8.9 Ensure that the counterweight is properly secured by checking the bolts and brackets. Change the bolts and brackets if necessary (materials supplied by the contractor).
- 8.10 The buoy's skeletal structure must not have any deformations or any other defects that could affect its visual and mechanical performance. The bell-clappers (4) and the bell must be present and must not display any deformations or damage. Carry out the necessary repairs and, as needed, repaint the parts of the structure that have been repaired. Since the paint may contain lead, an appropriate mask is required.
- 8.11 Ensure that the counterweight is properly secured by checking the bolts and brackets. Change the bolts and brackets if necessary (materials supplied by the contractor).
- 8.12 For plastic buoys, the contractor will have to replace them if they observe anomalies that may affect their visual performance or their ability to float.
- 8.13 The buoy's identification plate must be well secured using pop rivets, and the lettering must be in good enough condition to prevent any confusion. If the lettering is damaged, the plate must be removed and submitted to the Canadian Coast Guard for repairs. Install the repaired plate on the buoy using rivets. The retroreflective material covering the identification plate must be in good condition. If it is damaged and not clearly visible, remove the plate and submit it to the Canadian Coast Guard for repairs. Install the repaired plate on the buoy using rivets.
- 8.14 Chains and bridles must be checked visually and measured using a template and must comply with the table of measurements provided by the Canadian Coast Guard (**Appendix B**).
- 8.15 Damaged or overly worn chains and bridles will be replaced by the Canadian Coast Guard, and the contractor will hold them for later inspection and recovery by the Canadian Coast Guard.
- 8.16 Sinker hoisting eyes must be checked against the table of measurements in **Appendix C**. A strike with a hammer can be applied to the side of the eye to check for abnormal vibrations. If repairs are necessary, contact the Canadian Coast Guard representative.



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- 8.17 Shackles and swivels must be free of deformations and their components must work freely and without excessive wear (**Appendix D**). Defective components will be replaced by the Canadian Coast Guard and held by the contractor for later inspection and recovery by the Canadian Coast Guard.
  - 8.18 Shackle slit pins must be replaced annually (materials provided by the Canadian Coast Guard).
  - 8.19 When the inspection and mechanical maintenance work is completed, attach labels to all equipment using nylon or steel ties (ties for potato sacks) to indicate that it is compliant. Label each sinker, chain and buoy. These labels, provided by the contractor, must be made of weatherproof material. They must indicate the performance date and the inspector's name.
  - 8.20 At no time, chains and crow's feet that no longer meet the requirements of the Canadian Coast Guard will not be used for any other purpose.

## 9.0 Electrical Maintenance

- 9.1 Lanterns should NEVER be opened.
- 9.2 Carmanah M850 / M860 lanterns must be returned in the container provided by Canadian Coast Guard and will be completely dark and will not see the light again. Canadian Coast Guard will pick them up before winter.
- 9.3 Before they are put back in place, self-contained lanterns must be reactivated by exposing them to sunlight for about 5 minutes. Return the lantern to darkness for 3 to 4 minutes to ensure that it is functioning according to the indicated characters. Reinstall the lantern.
- 9.4 Coast Guard will provide 4 spare M860 lanterns in case of breakdown or breakage. Two red lanterns, on FI (4s), one q (1s) and two green F1 (4s) and one Q (1s). If one or these lanterns is used, the marine signals workshop must be informed (418-648-4821) regardless of the situation. The defective lantern must be returned immediately to the CCG at the expense of the latter, to Signaux maritimes, 101 Boulevard Champlain Québec, QC G1K 7Y7. Upon receipt, a replacement lantern will be returned immediately to meet future demand.

## 10 PAINTING

- 10.1 All painting materials (paint, solvent, rollers, brushes, paint guns, etc.) will be provided by the contractor. On even-numbered years (e.g. 2008, 2010) all starboard hand lateral buoys (red) are to be completely repainted. On odd-numbered years (e.g. 2011, 2013) all port hand lateral buoys (green) are to be completely repainted. All other non-lateral buoys which have names consisting of alphanumeric characters and are painted in two colours (red, green, yellow, white, black and orange), and winter spar buoys are to be completely repainted every year.
- 10.2 Any breaks in the surface greater than 12 square inches are to be repaired to prevent premature degradation of buoys that are not designated for complete repainting. Prepare the surface to be painted with a brush, mechanical or otherwise, to remove salt and rust. The parts to be repainted must also be washed with a solvent that promotes better paint adhesion.





- 10.3 The paint to be used for **summer buoys is a two-part epoxy**. The paint to be used for **winter buoys is an alkyd resin**. Before beginning the painting process, the contractor will inform the Canadian Coast Guard representative as to the paint manufacturer and product types in order to receive authorization from the Canadian Coast Guard representative to use those products.
- 10.4 The colours must comply with Canadian Coast Guard standards and U.S. Federal Standard 595B (FED-STD-595B).

<u>Colour</u>	<u>U.S. Federal Standard 595B*</u>
Red	11350
Green	14193
Yellow	13655
Black	17038
White	17925
Orange	22510

\* U.S. Federal Standard 595B colours are available on the [www.colorsserver.net](http://www.colorsserver.net) Website and from IHS Canada, 1-800-567-1914.

- 10.5 Painting work must comply with, but is not limited to, the manufacturer's standards (data sheet), meaning appropriate ventilation, temperature, humidity level and drying time. Consult the relevant manufacturer data sheets.
- 10.6 As needed, the Canadian Coast Guard will determine whether it is necessary to apply or reapply the high-performance coating to one or more buoys. Such work does not fall under these specifications and will be part of a separate contract.

## 11 STORAGE

- 11.1 The storage area must be accessible and permit the use of handling machinery at all times for maintaining and inspecting equipment. Arrange buoys in a way that allows the maximum amount of light to supply their solar collectors, meaning one of the collectors must face south. Store buoys and equipment on a smooth, well-drained surface (concrete, asphalt, gravel) to slow equipment degradation.
- 11.2 The equipment must be placed in a secure location that is dry and easily accessible. Both interior (lanterns, batteries) and exterior (chains, sinkers, shackles) storage spaces must be provided.
- 11.3 The buoys must be stored in a secure location to reduce the risk of equipment vandalism and theft.

## 12 CANADIAN COAST GUARD INSPECTION AND ACCEPTANCE

- 12.1 As often as deemed necessary and with prior notice, the Canadian Coast Guard representative will inspect the buoys and equipment to ensure that they are being maintained in compliance with these specifications.



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- 12.2 The contractor will accompany the Canadian Coast Guard representative on request.
  - 12.3 When the work has been completed, an acceptance is required to confirm that the work was performed according to Canadian Coast Guard requirements.

### 13 QUALIFICATIONS

- 13.1 Welding work must be performed by qualified personnel who are certified to work with steel and aluminum (CSA welding certification standard W47.1 division 2 and W47.2 division 2.1).
- 13.2 Electrical work must be performed by qualified, experienced personnel who comply with all laws and codes in force. **The contractor must demonstrate the qualification of his staff with the Canadian Coast Guard.**

### 14 HEALTH AND SAFETY

- 14.1 No welding work is permitted on the buoy's hull without previously checking for combustible gases (**Appendix A**). To do so, the contractor must use an MSA model 2A explosimeter or equivalent. The Canadian Coast Guard will not provide this device.
- 14.2 Personnel must obtain from the manufacturers the material safety data sheets for the various products used. These products must be used according to the manufacturer's recommendations and disposed of in compliance with environmental legislation.
- 14.3 Personnel assigned to these tasks must be informed on how to handle measuring instruments, how to use equipment and tools, and how to properly wear personal protective equipment.
- 14.4 The contractor must comply with any hazard and/or safety advisories issued by the Canadian Coast Guard concerning the equipment under its care for maintenance or repairs.

### 15 DESCRIPTION OF BUOYS AND ACCESSORIES

- 15.1 **Appendix E** describes the procedure for inspecting the electrical system.
- 15.2 **Appendix F** describes the characteristics of buoys and accessories that fall under these tending specifications. This table allows the contractor to assess the scope of the work to be done.
- 15.3 **Appendix G** presents the different types of buoys that the contractor will have to maintain.
- 15.4 **Appendix H** contains drawings of buoy accessories that the contractor will have to inspect and replace each year as needed.
- 15.5 **Appendix I** is a typical buoy tending sheet that the contractor will have to complete for each buoy.
- 15.6 **Appendix J** contains a list of parts provided by the Canadian Coast Guard.
- 15.7 **Appendix K** Describes the method of replacing the eye of lifting sinker.



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## **APPENDIX A**

### **BUOY PURGING**

#### **1.0 SCOPE**

This directive details the principles, responsibilities and procedures governing the maintenance and repair of buoys that contain or might contain combustible gases.

This directive governs the welding and cutting of buoys with metallic hulls and battery compartments; welding and cutting foam-filled buoys with a blowtorch; and opening battery compartments (e.g. to replace the batteries).

The purpose of this directive is to establish safety standards for personnel from the contractor and its successful tenderers, to be followed when performing buoy maintenance and/or repair work.

#### **2.0 FRAMEWORK**

The buoy's enclosed spaces (e.g. the hull and battery compartments) can contain combustible gases. Strong explosions and serious fires can result from the use of welding machines, cutting torches, or other sources of ignition (sparks) or occur when work is performed on these buoys. However, the danger that enclosed spaces represent can be mitigated if the necessary steps and precautions are taken. Toxic vapours can be produced by degrading polystyrene or polyurethane due to the heat produced when using a blowtorch to do welding or cutting work on a foam-filled buoy. The vapours and flammable or explosive gases below may form or be found in buoys:

- a) Alcohols or combustible aliphatic esters may form within buoys with inner painted surfaces;
- b) Combustible vapours may be present in buoys with inner surfaces treated with anti-rust coatings or solvents;
- c) Combustible vapours may be formed during torch welding or cutting operations on buoys with inner surfaces treated with linseed oil or other low-volatility products;
- d) Acetylene may be present or enclosed in buoys previously equipped with gas lanterns;
- e) Hydrogen may be present in buoys because of battery leaks and/or seawater electrolysis.

#### **3.0 PRINCIPLES**

##### **3.1 Checking for combustible gases**

No buoy should be presumed clean or safe until all enclosed spaces (e.g. hull and battery compartments) are proven so by proper testing. Tests of the buoy's atmosphere must comply with the testing procedures outlined in this directive.



### 3.2 Buoy purging

Buoys containing flammable/explosive vapours or gases must be purged in compliance with the procedures in this directive. There are several methods of preparing a buoy for safe work. They range from complete decontamination (i.e. water flushing, steaming, chemical cleaning and air purging) to blanketing with inert gases. In general, purging methods that consist of replacing flammable vapours with outside air or blanketing with inert gases are appropriate.

## 4.0 RESPONSIBILITIES

### 4.1 Contractor

The contractor must:

a) be knowledgeable about the following regulations and standards:

- Canada Confined Spaces Regulations;
- Canada Occupational Health and Safety Regulations
- CSA standard W117.2-2012
- Standard ANSI/AWS F4.1
- Standard NFPA 327

b) ensure that employees understand and comply with all applicable safety procedures;

c) ensure that employee health and safety regulations are enforced;

d) ensure that appropriate safety equipment is available and used properly.

### 4.2 Canadian Coast Guard

The Canadian Coast Guard representative will provide the contractor with all relevant information on this subject.

## 5.0 PROCEDURES

### 5.1 Preliminary activities

Prior to any work on or servicing of buoys, it is necessary to be aware of and to be able to identify any hazards that may exist. Knowledge of the various regulations and standards is necessary to safely mitigate these hazards.

### 5.2 Controlling sources of ignition

When a buoy might contain hazardous substances, the contractor must ensure that there are no sources of ignition (smoking, welding, grinding, running compressor, etc.) within a radius of at least 6 metres from the buoy. It is easier to remove ignition sources by placing the buoy outdoors.

### 5.3 Buoy preparation



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A combustible gas detector must be used to check for explosive gases within the buoy's compartments. If explosive gases are found, these compartments must be ventilated, i.e. the gas must be flushed out using compressed air until the detector indicates that the percentage of explosive gases is zero.

#### 5.4 Welding, cutting and drilling on metal buoys

##### 5.4.1 Welding and cutting buoys filled with foam.

Welding or torch cutting of buoys filled with foam should never be allowed. See Article 3.1 of this annex

##### 5.4.2 Preliminary activities and buoy preparation

Before blowtorch welding or cutting and/or drilling on metal buoys, compliance must be ensured with the procedures above in 5.2 Controlling sources of ignition and 5.3 Buoy preparation.

##### 5.4.3 Welding, cutting and/or other hot work on external surfaces

Before welding or cutting with a blowtorch or performing any other hot work on a compartment's external surfaces, check for the presence of explosive gases within the compartments. If the detector indicates the formation of a hazardous amount of combustible gas, cease the activity and purge the compartment until the detector indicates a non-hazardous amount of gas.

If a hazardous quantity of combustible gas forms again after activity resumes, the compartment must be blanketed with inert gas.

##### 5.4.4 Welding, cutting and/or other hot work on internal surfaces.

Under this mandate there is no work to be done inside the buoys except for the purge. However, if the condition of a buoy recommends the opening of a manhole cover plate, the contractor must then obtain from Canadian Coast Guard the instruction to be followed for this purpose.

## 6.0 NEUTRALIZATION

6.1 Completely purging a container (buoy compartment) is still the most reliable way to prepare for performing hot work. However, some containers are very difficult to completely decontaminate. In these cases, if the hot work is limited to external surfaces, neutralization can make the container safe for work. Neutralization (or inerting) involves replacing the air and hazardous gases in the container with an inert gas and maintaining an inert atmosphere during hot work.

6.2 Steam, nitrogen gas or carbon dioxide can be circulated in the container to neutralize the atmosphere while performing hot work. Solid carbon dioxide in the form of dry ice can also be used. If dry ice is used, a special check valve is required to maintain an inert atmosphere in the container and regulate the increased pressure from the gas's expansion.



## **7.0 SAFETY MEASURES**

- 7.1 Any personnel who use the neutralization procedure must comply with the standards in effect. All staff using the neutralization process should be familiarize with the Ministry of Labor reference document, PURGING Vessels which have been contaminated by hazardous substance.
- 7.2 Neutralization requires a well-ventilated location where it is unlikely that there will be a lack of oxygen and worker exposure to the inert gas can be controlled and kept to a minimum. To prevent the generation of static electricity, connect the container to the tubing for the inert gas and ground the container. Dry ice used to create an inert atmosphere can cause burns from the cold, and gloves are required to handle it.

## **8.0 REFERENCES**

- 8.1 TP1526. Transport Canada. Aids and Waterways policy item. A28, dated December 22, 1982. "Buoy Servicing – Purging of Hazardous Combustible Gases."



**APPENDIX B**

**Minimum acceptable diameters for common links, end links,  
rings, eyes, collars, bridles and swivels**

<b>Nominal diameter for the chain, bridle and swivel</b>	<b>Minimum diameter for common links</b>		<b>Minimum diameter for end links, rings, eyes and collars</b>	
	<b>(in.)</b>	<b>(mm)</b>	<b>(in.)</b>	<b>(mm)</b>
1 / 2	13 / 32	10	1 / 2	13
3 / 4	14 / 32	15	23 / 32	18
1- 1 / 8	15 / 16	24	1	25
1- 1 / 2	1- 7 / 32	31	1- 17 / 32	39



**APPENDIX C**

**Minimum acceptable diameters for anchor and sinker hoisting eyes**

<b>Nominal mass of anchor or sinker</b>	<b>Minimum diameter of hoisting eye</b>	
	<b>(lbs)</b>	<b>(in.)</b>
8,000	1- 1 / 16	27
6,500	15 / 16	24
6,000	29 / 32	23
5,000	27 / 32	21
4,500	25 / 32	20
4,000	3 / 4	19
3,500	11 / 16	18
3,000	5 / 8	16
2,500	19 / 32	15
2,000	17 / 32	14
1,800	1 / 2	13
1,500	15 / 32	12
1,200	13 / 32	10
1,000	13 / 32	10
800	11 / 32	9
500	9 / 32	7
300	1 / 4	6





**APPENDIX D**

**Minimum acceptable diameters for shackle pins**

<b>Nominal diameter</b>	<b><u>Bridle shackle</u></b> <b>(not applicable)</b>		<b><u>Bow shackle</u></b>	
	<b>(in.)</b>	<b>(mm)</b>	<b>(in.)</b>	<b>(mm)</b>
5 / 8	5 / 8	16	9 / 16	14
3 / 4	21 / 32	17	21 / 32	17
7 / 8	13 / 16	21	-	-
1	31 / 32	25	7 / 8	22
1-1 / 4	1-3 / 16	30	1- 1 / 16	26
1-1 / 2	1-3 / 8	35	1- 11 / 32	34
1-3 / 4	-	-	1- 11 / 16	43
2	-	-	1- 3 / 4	44



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**APPENDIX E**

**ELECTRICAL SYSTEM INSPECTION PROCEDURE**

Characters used by the CCG:

- FL 4S (0.50sec ON, 3.50sec OFF)
- Q 1S (0.30sec ON, 0.70sec OFF)



**APPENDIX F**

**TABLE OF BUOYS AND ACCESSORIES**

Code	Note	Buoy colour and function	Type of aid	Sinker	Buoy line (chain)	Light	Lantern (type)
YC4		Starboard / R	Jet 1400	Cast iron 6500	Chain – 3/4 50 ft	Q 1S	Carmanah M860
YC4		Starboard / R	Spar 0.6m conical	Cast iron 6500	Chain – 3/4 50 ft		
YC5		Port / G	1.2m BC-1241	Cast iron 4000	Chain – 3/4 50 ft	FL 4S	Carmanah M860
YC5		Port / G	Spar 0.6m flat	Cast iron 6500	Chain – 3/4 50 ft		
YC9		Port / G	1.2m BC-1241	Cast iron 6500	Chain – 3/4 50 ft	FL 4S	Carmanah M860
YC9		Port / G	Spar 0.6m flat	Cast iron 6500	Chain – 3/4 50 ft		
YC10		Starboard / R	1.2m BC-1241	Cast iron 6500	Chain – 3/4 50 ft	FL 4S	Carmanah M860
YC10		Starboard / R	Spar 0.6m conical	Cast iron 6500	Chain – 3/4 50 ft		
YC11		Port / G	1.2m BC-1241	Cast iron 6500	Chain – 3/4 50 ft	FL 4S	Carmanah M860
YC11		Port / G	Spar 0.6m flat	Cast iron 6500	Chain – 3/4 50 ft		
YC12		Starboard / R	1.2m BC-1241	Cast iron 4000	Chain – 3/4 50 pi	FL 4S	Carmanah M860
YC12		Starboard / R	Spar 0.6m conical	Cast iron 4000	Chain – 3/4 50 pi		
YC14		Starboard / R	1.2m BC-1241	Cast iron 6500	Chain – 3/4 50 ft	FL 4S	Carmanah M860
YC14		Starboard / R	Spar 0.6m conical	Cast iron 6500	Chain – 3/4 50 ft		
YC15	Ball 50 pds	Port / G	1.0m SB-101	Cast iron 500	Chain - 1/2 25 ft	Q 1S	Carmanah M850
YD4	Ball 50 pds	Starboard / R	1.0m SB-101	Concrete 800	Chain - 1/2 30 ft	FL 4S	Carmanah M850
YE2		Starboard / R	1.2 m BC-1241	Concrete 2000	Chain - 3/4 45 ft	FL 4S	Carmanah M850
YE4	Ball 50 pds	Starboard / R	1.0m SB-101	Concrete 800	Chain - 1/2 25 ft	FL 4S	Carmanah M850
YE6	Ball 50 pds	Starboard / R	1.0m SB-101	Concrete 800	Chain - 1/2 25 ft	FL 4S	Carmanah M850
YE8	Ball 50 pds	Starboard / R	1.0m SB-101	Concrete 800	Chain - 1/2 25 ft	FL 4S	Carmanah M850
YE9	Ball 50 pds	Port / G	1.0m SB-101	Concrete 800	Chain - 1/2 25 ft	FL 4S	Carmanah M850
YE10	Ball 50 pds	Starboard / R	1.0m SB-101	Concrete 800	Chain - 1/2 25 ft	FL 4S	Carmanah M850
YE12	Ball 50 pds	Starboard / R	1.0m SB-101	Concrete 800	Chain - 1/2 25 ft	FL 4S	Carmanah M850



YE14	Ball 50 pds	Starboard / R	1.0m SB-101	Concrete 800	Chain - 1/2 25 ft	FL 4S	Carmanah M850
YE21	chain 15 ft	Port / G	0.4m SB-40 flat	Concrete 200	Poly 1/2 / 10 ft		
<b>Code</b>	<b>Note</b>	<b>Buoy colour and function</b>	<b>Type of aid</b>	<b>Sinker</b>	<b>Buoy line (chain)</b>	<b>Light</b>	<b>Lantern (type)</b>
YE22	chain 15 ft	Starboard / R	0.4m SB-40 conical	Concrete 200	Poly 1/2 / 10 ft		
YE23	chain 15 ft	Port / G	0.4m SB-40 flat	Concrete 200	Poly 1/2 / 10 ft		
YE24	chain 15 ft	Starboard / R	0.4m SB-40 conical	Concrete 200	Poly 1/2 / 10 ft		
YE25	chain 15 ft	Port / G	0.4m SB-40 flat	Concrete 200	Poly 1/2 / 10 ft		
YE26	chain 15 ft	Starboard / R	0.4m SB-40 conical	Concrete 200	Poly 1/2 / 10 ft		
YE27	chain 15 ft	Port / G	0.4m SB-40 flat	Concrete 200	Poly 1/2 / 10 ft		
YE28	chain 15 ft	Starboard / R	0.4m SB-40 conical	Concrete 200	Poly 1/2 / 10 ft		
YE29	chain 15 ft	Port / G	0.4m SB-40 flat	Concrete 200	Poly 1/2 / 10 ft		
YE31	chain 15 ft	Port / G	0.4m SB-40 flat	Concrete 200	Poly 1/2 / 10 ft		
YE32	chain 15 ft	Starboard / R	0.4m SB-40 conical	Concrete 200	Poly 1/2 / 10 ft		
YE34	chain 15 ft	Starboard / R	0.4m SB-40 conical	Concrete 200	Poly 1/2 / 10 ft		
YE35	chain 15 ft	Port/ G	0.4m SB-40 flat	Concrete 200	Poly 3/4 / 10 ft		
YK1		Port / G	1.2 m BC-1241	Concrete 4000	Chain - 3/4 90 ft	FL 4S	Carmanah series 860
YK5		Port / G	Spar 0.6m flat	Cast iron 2000	Chain- 3/4 30 ft	Q 1S	Carmanah series 850
YK5	Ball 75 pds	Port / G	1.0m SB-101	Concrete 600	Chain – 1/2 30 ft		
YK12		Starboard / R	1.0m SB-101	Concrete 800	Chain – 1/2 30 ft	FL 4S	Carmanah series 860
YK12	Ball 75 pds	Starboard / R	0.6 spar conical	Concrete 800	Chain – 1/2 30 ft		
YK13		Port / G	0.3 spar ORT	Concrete 500	Chain - 3/4 30 ft		
YK23		Port / G	Spar 0.6m flat	Cast iron 2000	Chain- 3/4 30 ft		
YK23		Port / G	0.3 spar ORT	Concrete 500	Chain- 3/4 30 ft		
YM1		Port / G	Jet 9000	Cast iron 6000	Chain - 1 1/8 90 ft	FL 4S	Carmanah series 860
YM4		Starboard / R	1.2 m MOBILIS BC-1241	Concrete 4000	Chain - 3/4 60 ft	FL 4S	Carmanah series 860
YM7		Port / G	1.2 m MOBILIS BC-1241	Cast iron 4000	Chain - 1 60 ft	FL 4S	Carmanah series 860



<b>YM9</b>	Ball 330 pds	Port / G	1.2 m MOBILIS BC-1241	Cast iron 4000	Chain - 3/4 60 ft	FL 4S	Carmanah series 860
<b>YM11</b>		Port / G	1.2 m MOBILIS BC-1241	Cast iron 4000	Chain - 3/4 90 ft	Q 1S	Carmanah series 860
<b>YM12</b>		Starboard / R	Jet 5000	Cast iron 5000	Chain - 1 1/8 90 ft	FL 4S	Carmanah series 860
<b>YM12</b>		Starboard / R	0.6 spar conical	Cast iron 5000	Chain - 1 1/8 90 ft		

Code	Note	Fonction Couleur	Type d'aide	Crapaud (lbs)	Orin (chaîne)	Lights	Lanterne (type)
<b>YS3</b>	Ball 50 lbs	Port / G	1.0m SB-101	Cast iron 4000	Chain - 3/4 90 pi	FL 4S	Carmanah series 860
<b>YS4</b>	Ball 50 lbs	Starboard / R	1.0m SB-101	Cast iron 4000	Chain - 3/4 90 pi	FL 4S	Carmanah series 860
<b>YS5</b>	Ball 50 lbs	Port / G	1.0m SB-101	Cast iron 4000	Chain - 3/4 60 pi	FL 4S	Carmanah series 860
<b>YS9</b>	Ball 50 lbs	Port / G	1.0m SB-101	Cast iron 4000	Chain - 3/4 60 pi	FL 4S	Carmanah series 860
<b>YS10</b>		Starboard / R	1.0m SB-101	Cast iron 4000	Chain - 3/4 60 pi	FL 4S	Carmanah series 860

Caractéristiques

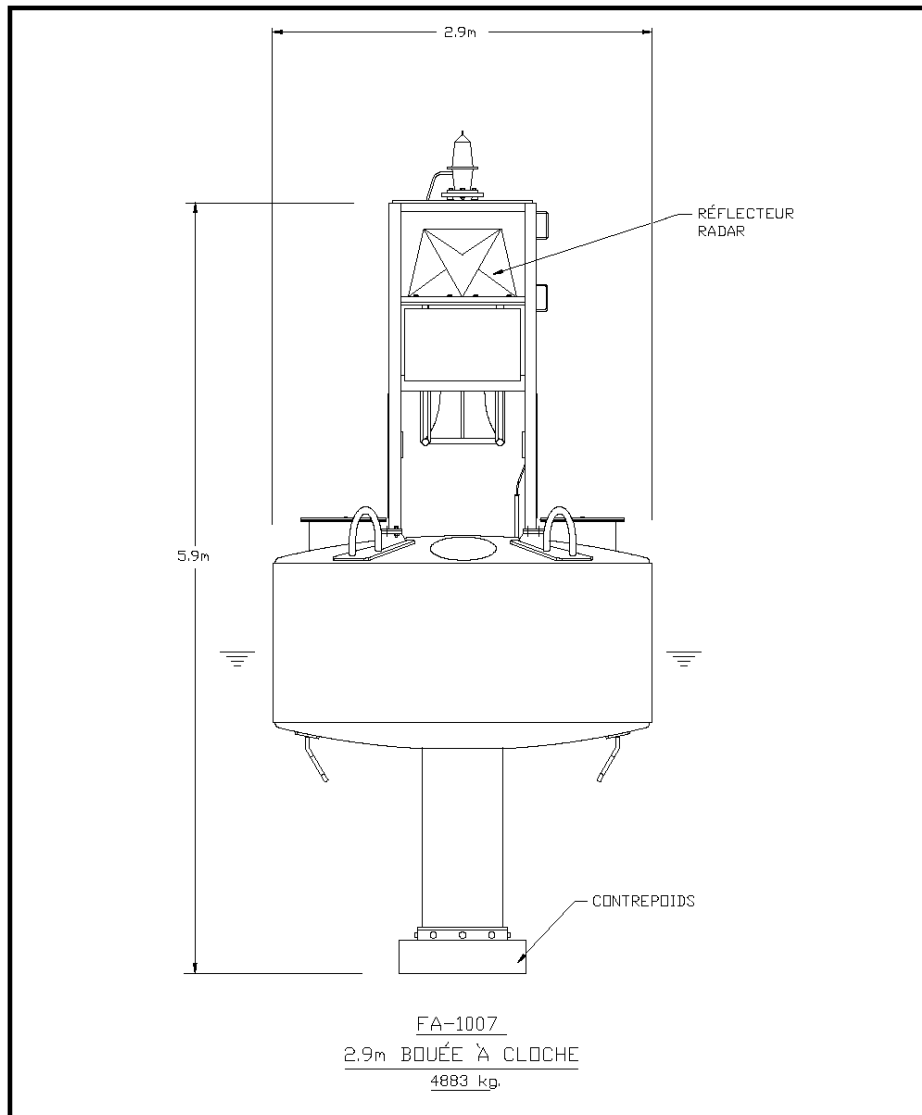
PL4s=5secobs. 3.5sec  
Q is = 5,3s obs. 0,7sec.

- 1) Winter spar buoys. The Contractor will **only** check the sinker and buoy line for this buoy every two years.

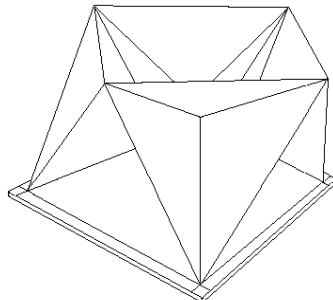


**APPENDIX G**

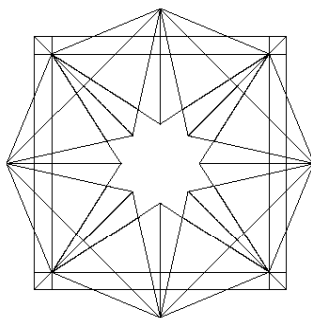
**BUOY DRAWINGS**



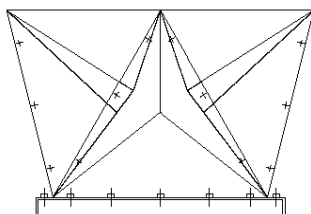
<p>Pêches et Océans Canada Garde côtière</p>	<p><b>RÉGION DU QUÉBEC</b> BOUÉE 2,9 M</p>			
	Titre: CONTRAT D'ENTRETIEN		Révision: 0	Date: 03-06-19
<p>Services techniques, Systèmes électroniques et informatiques Informations techniques et graphiques</p>	Dossier:	Dessin: 08738	Conçu:	Vérifié:
	Ech: Aucune	Feuille: 1/3	Dessiné: R. P.	Appr.:
	Toute modification doit être rapportée à: Garde côtière, services techniques			



VUE PERSPECTIVE



VUE EN PLAN



VUE EN ÉLEVATION



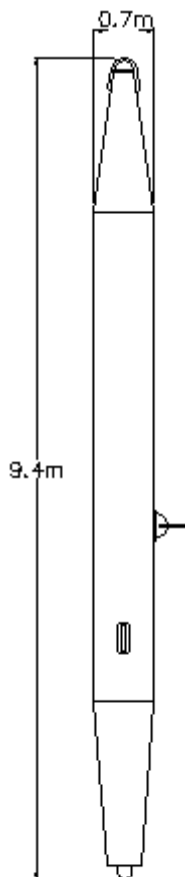
Pêches et Océans / Fisheries and Oceans  
Canada / Canada  
Garde côtière / Coast Guard

RÉGION DU QUÉBEC  
RÉFLECTEUR RADAR

Titre: CONTRAT D'ENTRETIEN		Révision: 0	Date: 03-06-19
Dossier:	Dessin: 08738	Conçu:	Vérifié:
Ech: Aucune	Feuille: 2/3	Dessiné: R. P.	Appr.:
Toute modification doit être rapportée à: Garde côtière, services techniques			Informations Techniques et Graphiques



**BUOY DRAWINGS  
TYPES**



FA-3004  
0.7m ICE BUOY  
CONICAL VERSION  
0.7m BOUÉE D'HIVER  
VERSION CONIQUE  
1946 kg





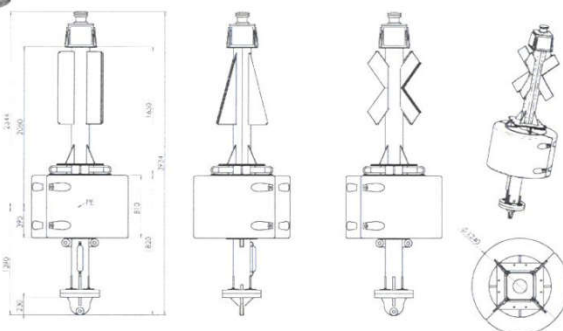
### BUOY DRAWINGS TYPES

## BC1241 & BC1242



### MOBILIS

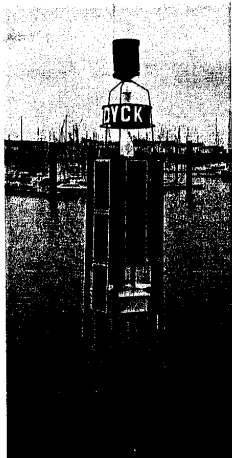
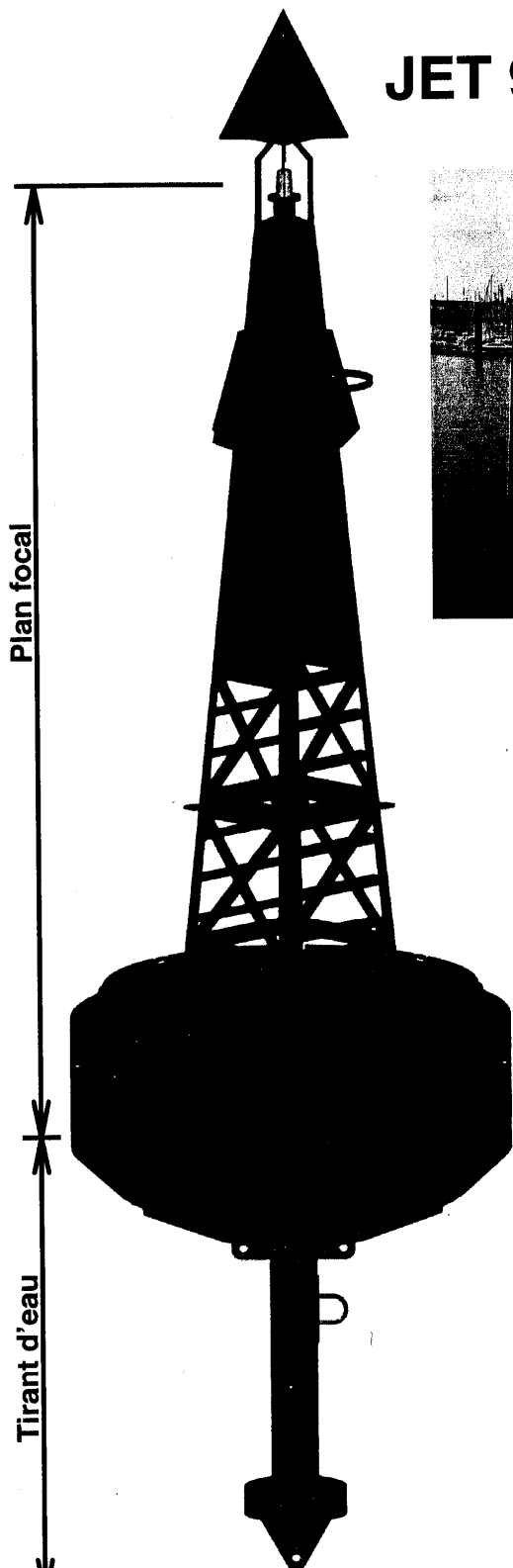
L'Équipement Maritime et Fluvial



Spécifications	BC1241	BC1242
Application	Haute mer, Côtier	Haute mer, Côtier
Matériaux	polyéthylène, Aluminium et Acier	polyéthylène, Aluminium et Acier
Marques	Lat., St-André	Lat., St-André
Diamètre	1,24 m	1,24 m
Hauteur	3,9 m	3,9 m
tirant d'eau	1,7 m	1,4 m
Plan focal	2,2-1,9 m	2,5-2,2 m
Période de roulis	environs 7 s	environs 7 s
Poids Bouée	360 kg sans ballast	380 kg sans ballast
Poids Ballast	100 kg	100 kg



# JET 9000 QI PF6



## MOBILIS

L'Équipement Maritime et Fluvial

### Spécifications

Application	Haute mer, Côtier
Matériaux	polyéthylène, Aluminium et Acier
Marques	Lat., St-André, Card., Danger etc.
Diamètre	3.0 m
Hauteur	10.5 m
tirant d'eau	4.3 m
Plan focal	6 - 7 m
Période de rouls	environs 5 s
Poids Bouée	2000 kg sans ballast
Poids Ballast	500 kg



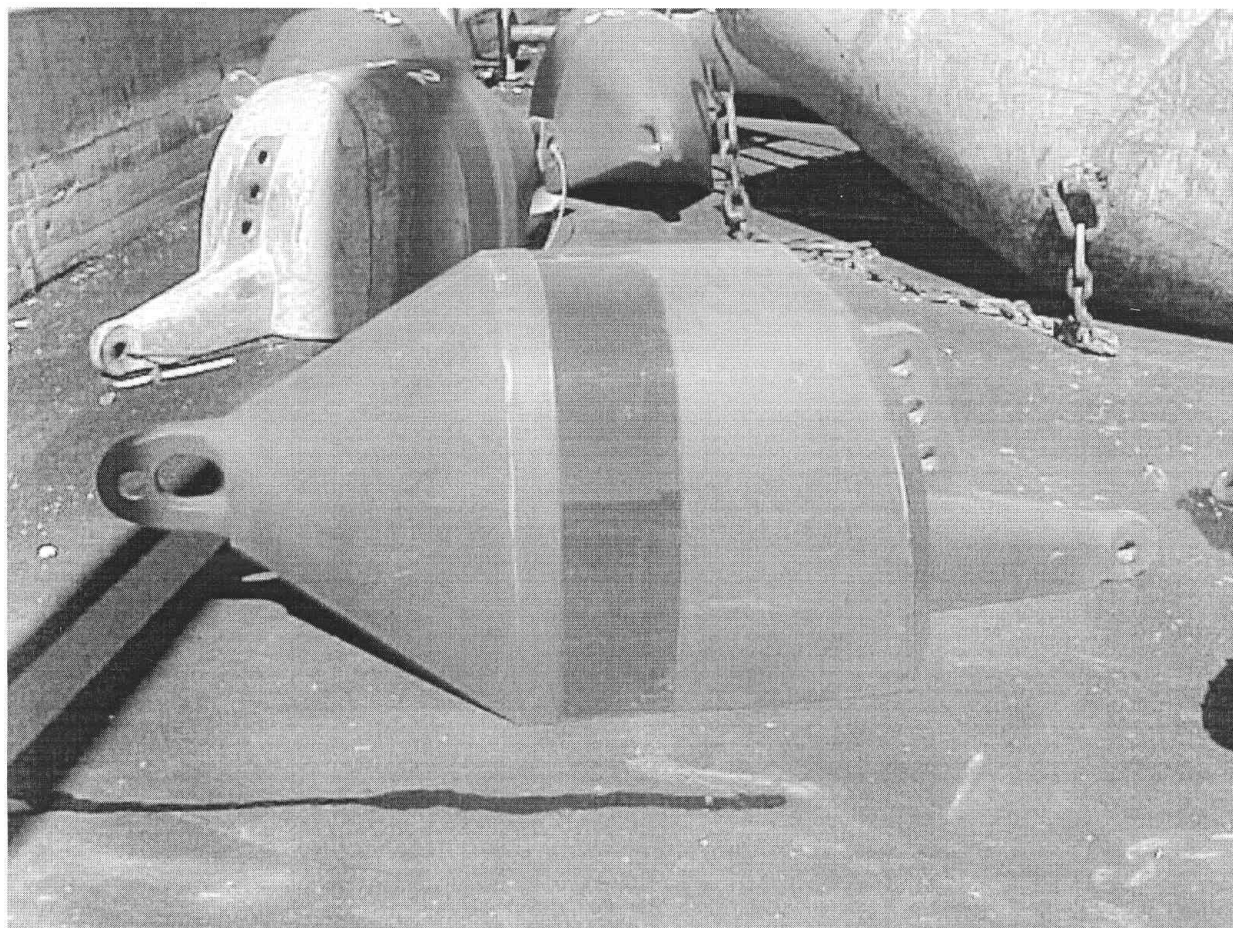
SB-40



SB-1400

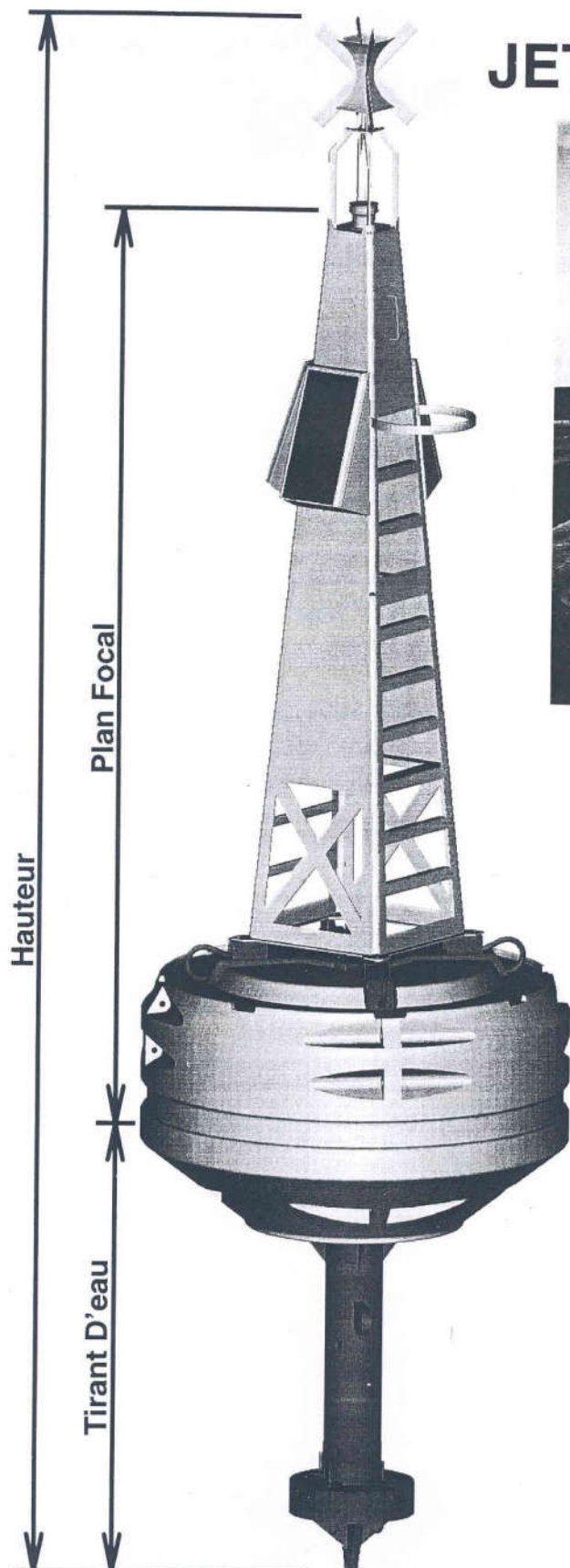


SB-101





# JET 5000 QI PF5



## MOBILIS

Equipement Maritime et Fluvial

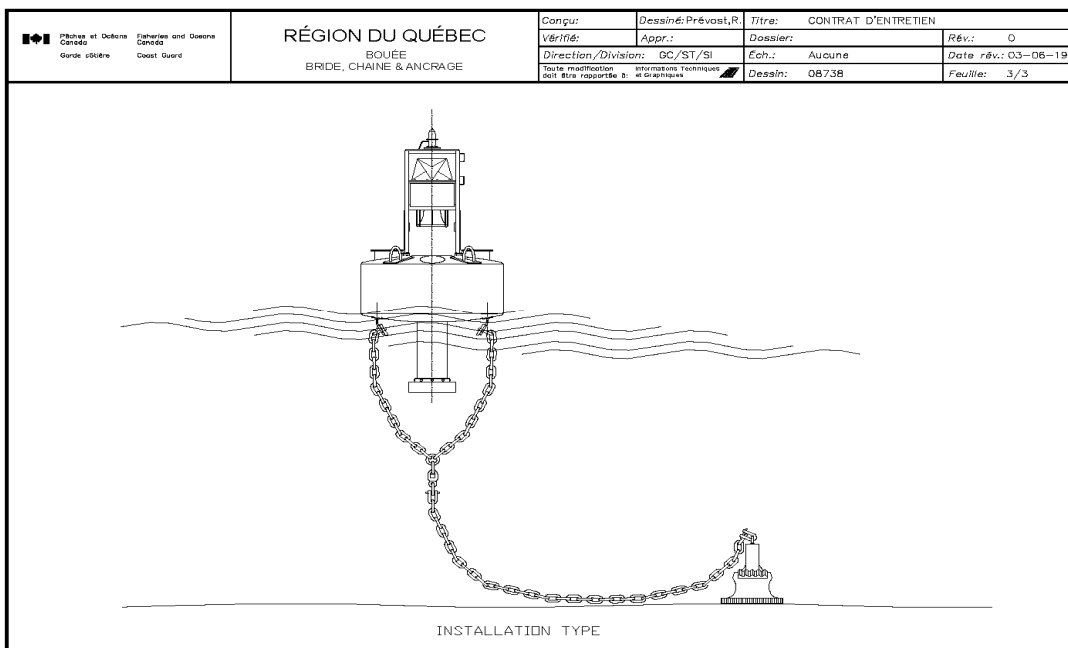
### Spécifications JET5000 QI PF5

Spécifications	JET5000 QI PF5
Application	Haute mer, Côtier
Matériaux	Polyéthylène, Aluminium et Acier
Marques	Lat., St-André, Card., Danger etc.
Diamètre	2,4 m
Hauteur	8,9 m
Tirant d'eau	2,7 m
Plan focal	5 m
Poids Bouée	1500 kg sans ballast
Poids Ballast	400 kg
Période de roulie	environ 4 s



### APPENDIX H

#### (Overview)



**Remark 1:**

The diameter of the steel rod must be at least equal to the initial lifting diameter, as detailed in APPENDIX C.



**Remark 2:**

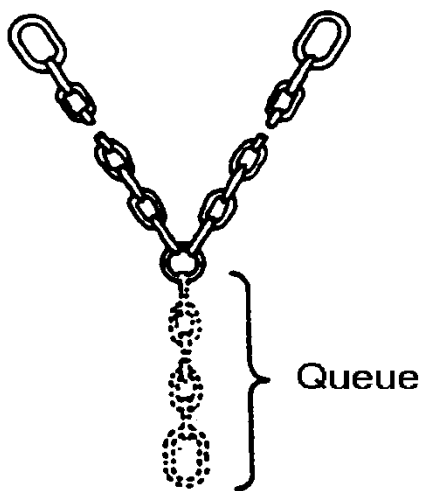
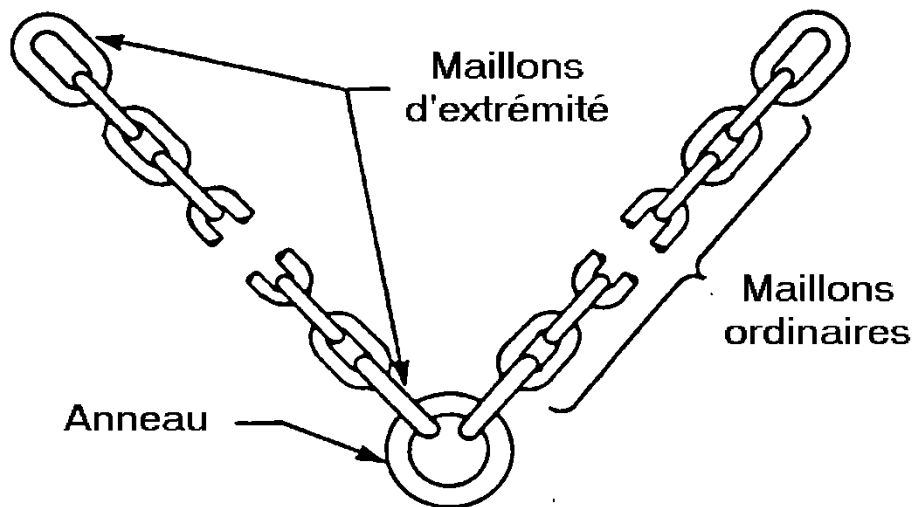
The contractor must procure the washers on the market or cut them out of steel sheets. Their thickness must be of at least three eights ( $3/8^{\text{th}}$ ) that of the steel rod and their diameter must be equal to two (2) times that of that same steel rod.

**Remark 3:**

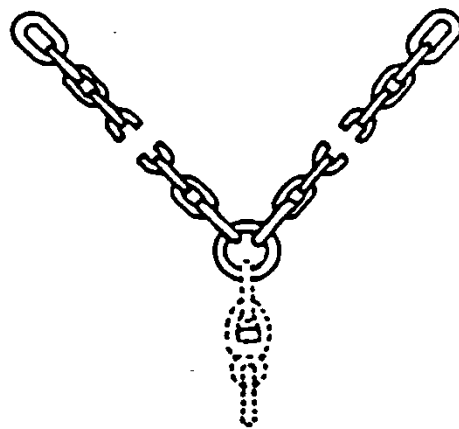
The steel sheets must be cut in a sheet of which the thickness is of at least three eights ( $3/8^{\text{th}}$ ) the diameter of the steel rod. They must be at least four (4) times larger and at least six (6) times longer than the diameter of the steel rod.



**ACCESSORY DRAWINGS**



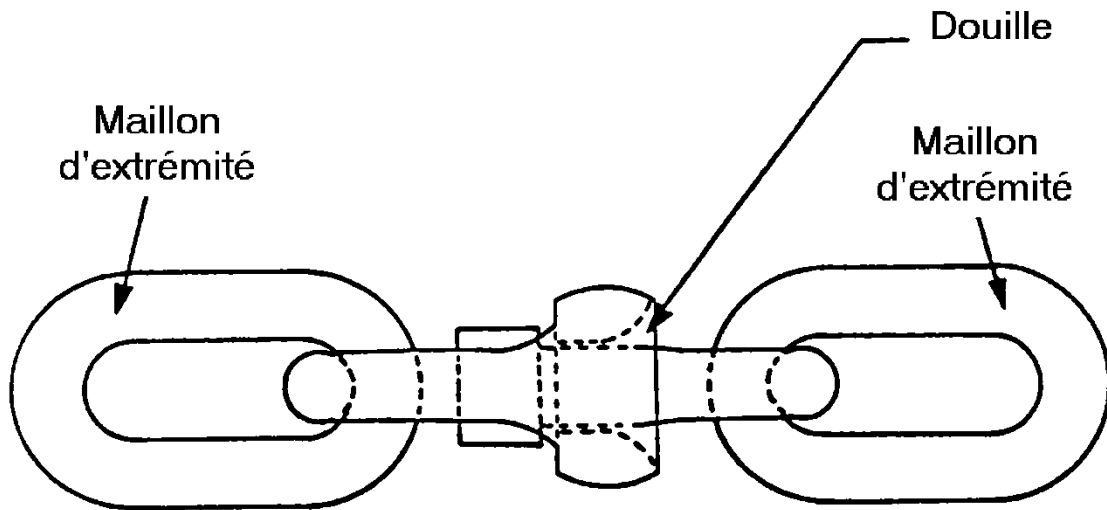
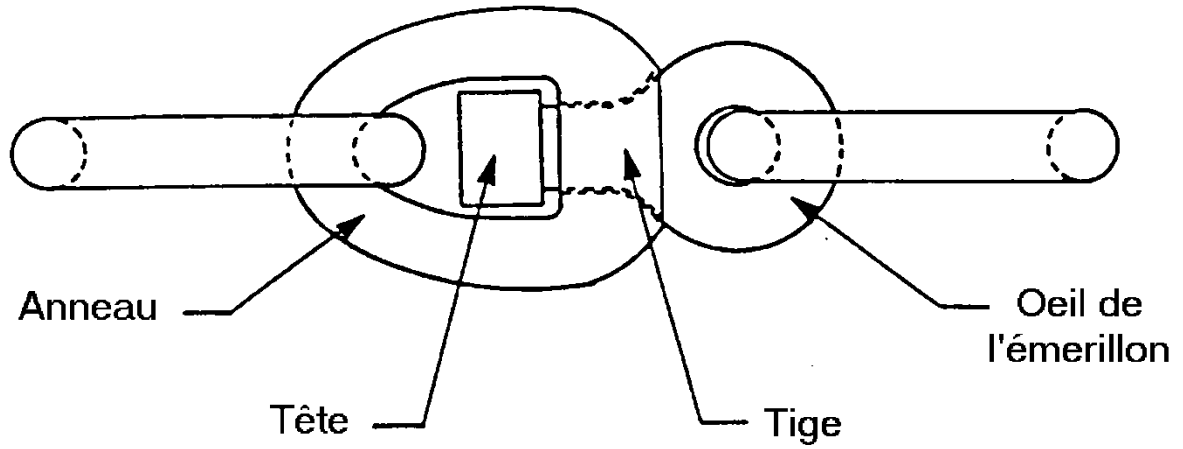
Pattes d'oie en Y





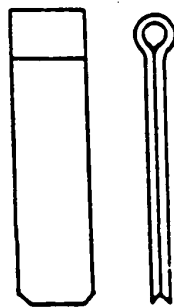
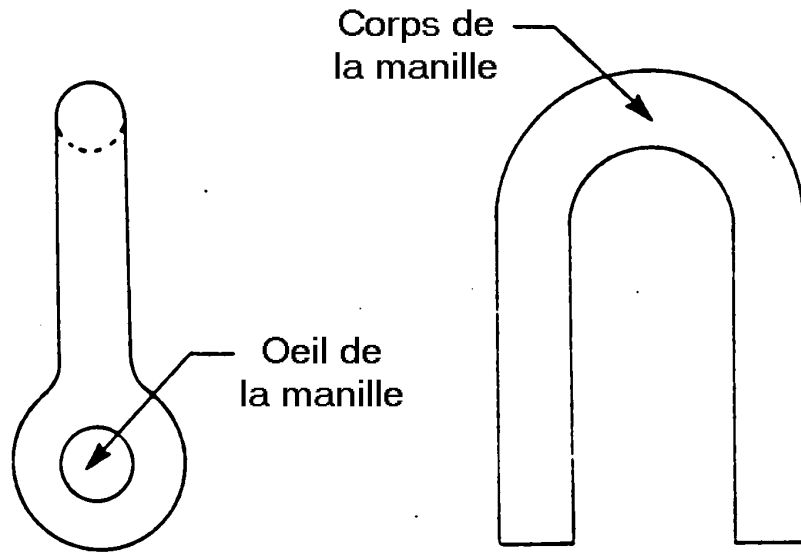


**ACCESSORY DRAWINGS**

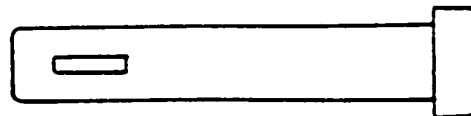
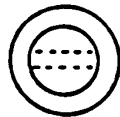




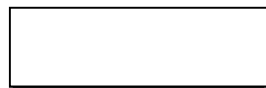
ACCESSORY DRAWINGS



Clavette fendue



Goupille





**APPENDIX I**

**BUOY TENDING SHEET**

PLANNED MAINTENANCE   
UNPLANNED MAINTENANCE

POSITION: _____ SERIAL NO: _____ COLOUR: _____ TYPE: _____	<b>HULL</b>	<b>BRIDLE</b>	
	<input type="checkbox"/> COUNTERWEIGHT <input type="checkbox"/> LOWER CYLINDER <input type="checkbox"/> UPPER HULL <input type="checkbox"/> HOISTING EYE <input type="checkbox"/> BRIDLE RING	<input type="checkbox"/> SWIVEL <input type="checkbox"/> SHACKLE <input type="checkbox"/> CHAIN LINK <input type="checkbox"/> ASSEMBLY LINK <input type="checkbox"/> END LINK <input type="checkbox"/> RING	
<b>STRUCTURE</b>	<b>ELECTRICITY</b>	<b>PAINT</b>	
<input type="checkbox"/> RADAR REFLECTOR <input type="checkbox"/> BELL <input type="checkbox"/> ANGLE IRON <input type="checkbox"/> IDENTIFICATION PLATE <input type="checkbox"/> LANTERN PLATE <input type="checkbox"/> FOOT	<input type="checkbox"/> LANTERN <input type="checkbox"/> SOLAR COLLECTOR <input type="checkbox"/> CONDUIT <input type="checkbox"/> WIRING <input type="checkbox"/> CONNECTOR <input type="checkbox"/> VOLTAGE _____	<input type="checkbox"/> SANDING <input type="checkbox"/> PRIMER <input type="checkbox"/> FINISH <input type="checkbox"/> LETTERING	

NOTES
GAS TEST
RING TEST
PRESSURE TEST

COST			
	LABOUR	MATERIALS	PAY / HR
WELDING			
ELECTRICITY			
PAINTING			
OTHERS			
<b>TOTAL</b>			

SIGNATURE	DATE
WELDING	
ELECTRICITY	
PAINTING	



---

## **APPENDIX J**

### **List of parts provided by the Canadian Coast Guard**

List of parts and equipment provided to the Contractor after the equipment inspection mentioned in 3.1 and 4.5 of these specifications.

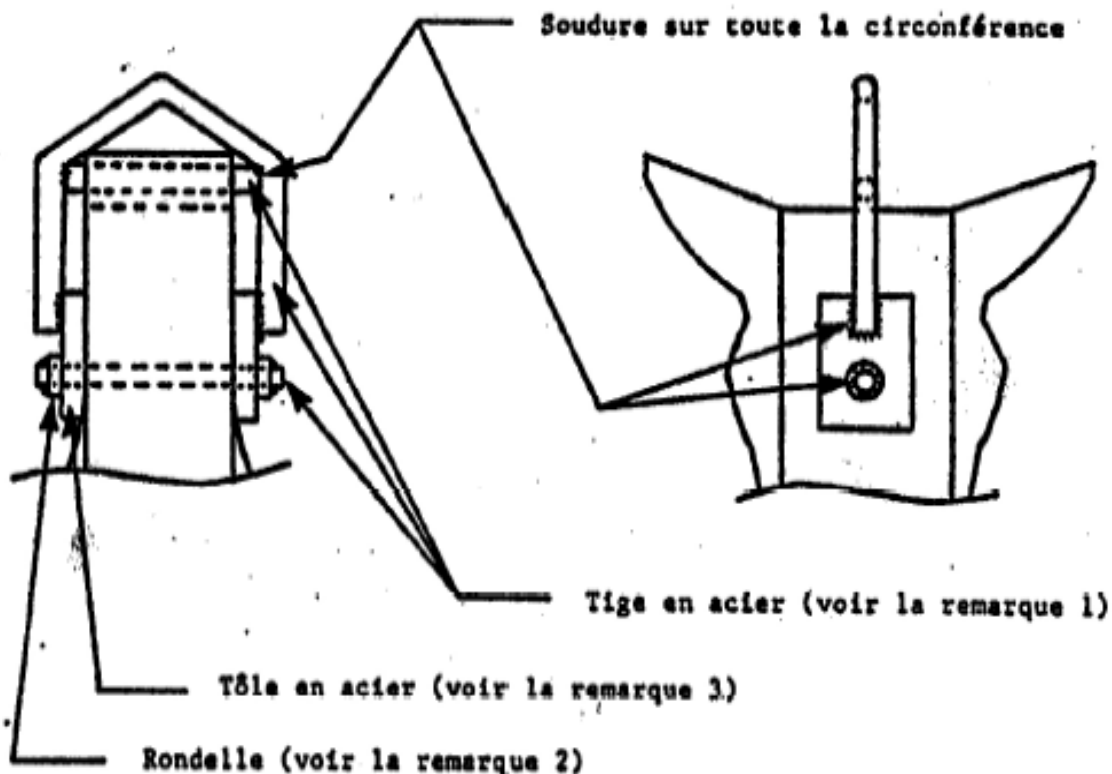
These parts will be provided when the contract is awarded and on request, and changed parts must be kept and returned to the Canadian Coast Guard if the Canadian Coast Guard representative so requests. The department will transport, at its convenience, the parts required by the contractor

- Lantern
- Towers
- Bells
- Radar reflectors
- Shackles
- Swivels
- Latches
- Pins
- Rings
- Chain shackles
- Bridles
- Chains
- Anodes
- Counterweights
- Plate and lettering
- 3M retroreflective tape



## Appendices K

### " Arceau de levage " en remplacement de l'œil de levage d'un crapaud



**Remark 1:** The diameter of the steel rod must be at least equal to the initial lifting diameter, as detailed in APPENDIX C.

**Remark 2:** The contractor must procure the washers on the market or cut them out of steel sheets. Their thickness must be of at least three eights ( $3/8^{\text{th}}$ ) that of the steel rod and their diameter must be equal to two (2) times that of that same steel rod.

**Remark 3:** The steel sheets must be cut in a sheet of which the thickness is of at least three eights ( $3/8^{\text{th}}$ ) the diameter of the steel rod. They must be at least four (4) times larger and at least six (6) times longer than the diameter of the steel rod.



**ANNEX «B » - BASIS OF PAYMENT**

Payment for work will be made in three installments: one payment (20%) after the inspection and receipt of the report by the CCG, a second (60%) after maintenance of buoys and accessories and the third (20%) after complete delivery to the vessel for mooring program.

The payment of the works will be done according to the following dates :

March 15: summer buoys according to the fee schedule  
October 15: winter buoys according to the fee schedule

**TABLE 1**

From date of contract award to September 30, 2020

Article	Buoys type	Estimated Qty	Firm Unit price	Calculated price ( x firm Unit Price )
1.	BC 1241	12	\$	\$
2.	ORT	2	\$	\$
3.	Jet 9000	1	\$	\$
4.	Jet 1400	1	\$	\$
5.	SB40	13	\$	\$
6.	SB101	17	\$	\$
7.	Jet 5000	1	\$	\$
8.	Winter spars	11	\$	\$
	<b>Total</b>			\$ CAD



**TABLE 2**

**Option Year #1**

From October 1<sup>er</sup>, 2020 to September 30, 2021

Article	Buoys type	Estimated Qty	Firm Unit price	Calculated price ( x firm Unit Price )
1.	BC 1241	12	\$	\$
2.	ORT	2	\$	\$
3.	Jet 9000	1	\$	\$
4.	Jet 1400	1	\$	\$
5.	SB40	13	\$	\$
6.	SB101	17	\$	\$
7.	Jet 5000	1	\$	\$
8.	Winter spars	11	\$	\$
	<b>Total</b>			\$ CAD



**TABLE # 3**

**Option Year #2**

From October, 1<sup>er</sup>, 2021 to September 30, 2022

Article	Buoys type	Estimated Qty	Firm Unit price	Calculated price ( x firm Unit Price )
1.	BC 1241	12	\$	\$
2.	ORT	2	\$	\$
3.	Jet 9000	1	\$	\$
4.	Jet 1400	1	\$	\$
5.	SB40	13	\$	\$
6.	SB101	17	\$	\$
7.	Jet 5000	1	\$	\$
8.	Winter spars	11	\$	\$
	<b>Total</b>			\$ CAD

<b>Total of Table 1, Table 2 et Table 3</b>	\$
---	----





ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST (SRCL)



Government  
of Canada / Gouvernement  
du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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	2. Branch or Directorate / Direction générale ou Direction PÊCHES & Océans CANADA SERVICES TECHNIQUES INTÉGRÉS	
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 ENTRETIEN DES BOUÉES ET DE LEURS ACCESSOIRES SECTEUR ÎLES-DE-LA-MADELEINE.		
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? (Specify the level of access using the chart in Question 7. c) (Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS?)	<input checked="" type="checkbox"/> No / 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 checked="" type="checkbox"/> No / Non <input 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 / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

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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:  No / Non  Yes / 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 :  No / Non  Yes / 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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:  
Commentaires spéciaux : NON-REQUIS

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 unescorted personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unescorted personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - REQUIS DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / 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?  No / Non  Yes / 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?  No / Non  Yes / 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?  No / Non  Yes / 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?  No / Non  Yes / 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 / CLASSIFIÉE			INFO				COMSEC						
	A	B	C	Confidential / Confidenciel	Secret	Top Secret / Très secret	INFO Restricted	INFO Confidential	INFO Secret	COMSEC Top Secret / Très secret	Protective / Protéger			Confidential / Confidenciel	Secret	Top Secret / Très secret	
							INFO DIFFUSION RESTRICTED	INFO CONFIDENTIAL	A		B	C					
Information / Assets Management / Informations / Actifs / Protection																	
IT Media / Support / TI / Média / Support																	
IT Link / Lien électronique																	

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  No / Non  Yes / Oui  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?
- 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?  No / Non  Yes / Oui  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?
- 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).



**ANNEX “D” to PART 3 OF THE BID SOLICITATION - ELECTRONIC PAYMENT INSTRUMENTS**

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

The Bidder accepts any of the following Electronic Payment Instrument(s):

- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);