



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC / Réception des
soumissions → TPSGC
10th Floor, 4900 Yonge Street /
10e étage, 4900 rue Yonge
Toronto
Ontario
M2N 6A6

REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION

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

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

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

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

Comments - Commentaires

| | |
|--|---|
| Title - Sujet Air Duct Cleaning at CFB Borden | |
| Solicitation No. - N° de l'invitation W6854-200189/A | Date 2019-12-20 |
| Client Reference No. - N° de référence du client W6854-200189 | |
| GETS Reference No. - N° de référence de SEAG PW-\$TOR-014-7869 | |
| File No. - N° de dossier TOR-9-42063 (014) | CCC No./N° CCC - FMS No./N° VME |
| Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2020-02-03 | Time Zone Fuseau horaire Eastern Standard Time EST |
| F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/> | |
| Address Enquiries to: - Adresser toutes questions à: Vandonk, Tyler | Buyer Id - Id de l'acheteur tor014 |
| Telephone No. - N° de téléphone (905) 301-5477 () | FAX No. - N° de FAX () - |
| Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB BORDEN - BLDG P-154 16 RAMILLIES ROAD BORDEN Ontario L0M1C0 Canada | |

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
10th Floor, 4900 Yonge Street
Toronto
Ontario
M2N 6A6

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

1.2 Summary

1.2.1 The Department of National Defense (DND) Real Properties Operations Detachment Borden (RP Ops Det. Borden) is responsible for the cleaning of the interior and exterior of ventilation systems, ductwork, grilles, diffusers, structural beams, ceiling fans and dryer venting in, under or around buildings at CFB Borden. DND requires a Contractor to perform these duties on a firm basis and on an as-and-when required basis.

The Contract will be from Contract award until one year later, the Contract will have three (3) one-year option periods.

All work will be completed at CFB Borden in Borden, Ontario.

1.2.2 There is a mandatory bidders' conference and site visit associated with this requirement. Consult Part 2 – Bidder Instructions.

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

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

Ontario Region – Tendering Office
12th Floor, 4900 Yonge Street
Toronto, Ontario
M2N 6A6
Ontario

TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca

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

Due to the nature of the bid solicitation, bids transmitted 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 - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (7) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 16 Ramilies Road, Borden ON on 16 January 2020. The site visit will begin at 10:00 AM EST, in Building P-154.

Bidders must communicate with the Contracting Authority before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

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

Section I: Technical Bid (4 hard copies)
Section II: Financial Bid (2 hard copies)
Section III: Certifications (2 hard 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.

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

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

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

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

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

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

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

Section I: Technical Bid

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

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

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

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

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

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.4 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 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

- (a) The Bidder must provide the following certifications held by the company and its employees:
 - i. WHMIS
 - ii. Man-Lift Operation
 - iii. 3-way Articulating Boom Operation
 - iv. Confined Space
 - v. First Aid
 - vi. Fall Arrest
 - vii. Working at Heights
- (b) The Bidder must provide in writing a list of five (5) years of experience in Duct Cleaning. Bidder must demonstrate the experience by providing details related to the history and background of the company, with their bid at time of bid closing.
- (c) The Bidder must provide details of two (2) contracts that are similar in dynamic and size*, related to Duct Cleaning with their bid at time of bid closing. Contact names with phone numbers and e-mail addresses must be provided. Canada reserves the right to confirm details through contact information provided.
- (d) The Bidder must demonstrate that they possess either a truck or trailer mounted vacuum unit, or portable unit with a minimum suction volume of 15,000 cubic feet per minute (CFM)
- (e) The Bidder must demonstrate that they possess a compressed air unit with a minimum pressure of 200 pounds per square inch (PSI)

Dynamic and size - for the purpose of evaluation, means: type of work and services provided and volume of work.

4.1.2 Financial Evaluation

4.1.2.1 The Offeror must complete and submit with its offer, Annex B: Basis of Payment, in Canadian funds. Pricing **must** be provided for **all** line items as listed in Annex B.

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

- a. The Extended Price for line items is the Estimated Usage multiplied by the Firm Unit Price;
- b. The Total Evaluated Price is the sum of all the Extended Price for each Contract year;
- c. The price of the offer will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

4.2 Basis of Selection

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.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.1.2 Additional Certifications Required with the Bid

All certifications listed in 4.1.1.1 (a).

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

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PART 6 - INSURANCE REQUIREMENTS

6.1 Insurance Requirements

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

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

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.2 Task Authorization

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

7.1.2.1 Task Authorization Process

1. The *Project Authority* will provide the Contractor with a description of the task using the DND626, Task Authorization Form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the *Project Authority*, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the *Project Authority* has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

7.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$25,000.00, Applicable Taxes included, inclusive of any revisions.

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

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

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

7.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 30 calendar days after the end of the reporting period.

Reporting Requirement- Details

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

For each authorized task:

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

For all authorized tasks:

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

7.1.2.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Real Property Canadian Forces Base Borden Procurement. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of 1 March 2020 to 28 February 2021.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Tyler Vandonk
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Ontario Region
Address: 4900 Yonge St
Toronto, ON
M2N 6A6
Telephone: 905-301-5477
E-mail address: tyler.vandonk@pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

Name: _____ (to be provided at contract award)
Title: _____
Organization: _____
Address: _____

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

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

7.5.3 Contractor's Representative

(please provide with Bid Submission)

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

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1.1 Basis of Payment – Firm Price, Firm Unit Price(s), or Firm Lot Price(s)

For the Work described in section 1.1 Firm Services of the Basis of Payment in Annex B.

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

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

OR

7.7.1.2 Basis of payment: Individual task authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

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

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

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ *(insert the amount at contract award)* . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

-
- a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability

7.7.3 Method of Payment – Monthly Payment

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

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

7.7.4 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);

7.7.5 Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

7.8 Invoicing Instructions

1. Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:
 - a. an accurate and complete invoice and any other documents required by the Contractor have been submitted and include:
 - i. the date, the name and address of the client department, item or reference numbers, deliverable/description of the Work, contract number, and Procurement Business Number (PBN);
 - ii. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - iii. a separate line item for each subparagraph in the Basis of Payment provision;
 - iv. deduction for holdback, if applicable;
 - v. the extension of the totals, if applicable;

-
- vi. the GST or HST must be specified on all invoices as a separate item. All items that are zero-rated, exempt or to which GST or HST do not apply, must be identified as such on all invoices; and
 - vii. if applicable, the method of shipment together with date, case number and part or reference numbers, shipment charges and any other charges.
- b. all such documents have been verified by Canada;
 - c. the Work performed has been accepted by Canada.
2. Invoices must be distributed as follows:
- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
 - b. One (1) copy must be forwarded by email to the Contracting Authority identified under Section 7.5 "Authorities" of the Contract.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2018-06-21), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex D, Insurance Requirements;
- (f) the signed Task Authorizations (including all of its annexes, if any);
- (i) 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)*).

7.12 Insurance Requirements

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

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File No. - N° du dossier
TOR-9-42063

Buyer ID - Id de l'acheteur
TOR014
CCC No./N° CCC - FMS No./N° VME

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

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

7.13 Defence Contract

SACC Manual clause [A9006C](#) (2012-07-16) Defence Contract

SACC Manual clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations

ANNEX A: STATEMENT OF WORK

1. Background

The Department of National Defense (DND) Real Properties Operations Detachment Borden (RP Ops Det. Borden) is responsible for the cleaning of the interior and exterior of ventilation systems, ductwork, grilles, diffusers, structural beams, ceiling fans and dryer venting in, under or around buildings at CFB Borden. DND requires a Contractor to perform these duties on a firm basis and on an as-and-when required basis.

2. Objective

The contractor must be responsible to put in place a comprehensive Duct Cleaning Program Service Contract, complete with service calls on an "as and when requested" basis, strictly adhering to the rules, codes and standards listed in the references.

3. Scope

- 3.1 All work must be accepted by the Project Authority (PA), and the Unit Representative upon completion.
- 3.2 All work must be performed by qualified personnel, recognized by Ontario Ministry of Environment.
- 3.3 Any deviation from the directions or references must be approved prior to commencement by the PA.
- 3.4 The work under the Service Contract comprises furnishing of all labour, materials and equipment to clean ventilation system ductwork and dryer vents at various locations within CFB Borden as requested.

4. References

All work must be performed in accordance with the latest editions of the following references:

- Base Borden Standing Administrative Order (BBSAI) 1004-Spill Prevention and Response.
- All Ministry of the Environment Guidelines and Directives.
- CFB Borden Security Orders
- All other applicable CFB Borden Orders and industry codes and standards.

5. Certifications

- 5.1 All contractors' technicians must hold valid certification as noted below, in the Province of Ontario to perform duct cleaning activities.
- 5.2 All contractors must also provide proof of insurance to cover accidents, spills, misapplication, and damage to resources etc.

6. Tasks

- 6.1 The Contractor must furnish all supervision, labour, materials and equipment necessary to accomplish all the components of the duct cleaning program.
 - Vacuum to be attached to furnace or return air plenum;

-
- Compressed air driven steel ball to be used to dislodge caked residue inside the ductwork;
 - Compressed air to be used to clean diffusers and registers;
 - On insulated ducts and large duct systems, hand vacuuming will be required;
 - Cutting and supplying of duct access panels and ports; and
 - Sealing of ducting systems as required.
- 6.2 The Contractor must display warning signs, in the area of chemical application, as directed by Ontario Ministry of the Environment regulations, latest edition. All signs to be picked up by the Contractor after regulated time has elapsed.
- 6.3 Site Conditions
- Normal military training must not be interrupted for the carrying out of the work under this contract. Unless justified through PreMed, all personnel, including this Contractor will be denied access to the danger areas during period of training. The Contractor must during his preliminary examination of the site, consult with the PA, as necessary to ascertain the times and areas involved, and plan his work accordingly. The Contractor is not entitled to additional payment for any interruption in his work caused by this training. It is the responsibility of the contractor for obtaining the information on proposed training.
 - Lodging is not available on site.
 - Storage for pesticides and equipment is not available on site.
- 6.4 Hair covering (hair net or clean cap) is required in all food service areas;
- 6.5 Due to construction, location of existing kitchen facilities may be added or deleted at any time during the term of the contract, through an amendment to the contract.
- 6.6 Provide quarterly cleaning of all Base Area dryer venting (350) from interior walls to exteriors extremity including protective bird caging;
- 6.7 Provide semi-annual cleaning of all Blackdown Park dryer venting (100) from interior walls to exteriors extremity including protective bird caging;
- 6.8 Provide quarterly cleaning of all Base Area Industrial dryer venting (16) from backs of machines to exteriors extremity including protective bird caging;
- 6.9 Provide Semi Annual cleaning of Food Service Area Grilles Diffusers, Egg Crates and Ceiling Fans including blades at Curtiss and Vickers Dining Halls;
- 6.10 Provide Annual Cleaning of Food Service and Dining Area External Ductwork and Ornamental Glue-Lam Beams at Curtiss and Vickers Dining Halls.

7. Emergency Service and Regular Service Response Times

- 7.1 Contractor must be responsible to provide a maximum of 48 (48) hour on site response time for service call.

7.2 In an emergency situation, the Contractor must, upon verbal authorization from the PA proceed with work within forty-eight (48) hours. A signed DND-626 Task Authorization will be issued as soon as it is practical for the PA to do so.

7.3 The contractor must not refuse any call for service requested by the PA, and must begin work within one (1) week upon contact from the PA and acceptance of estimate, with "special circumstances" being the only other acceptable time delay (special circumstances refers to specific direction from PreMed). Once the work is started it must be completed without delay.

7.4 All work must be done at the various buildings where the units are located.

8. Deliverables

8.1 Every repair must be professionally installed to the specifications, drawings, directions listed references.

8.2 Every repair must be tested with testing results provided to the PA. Repairs must meet or exceed the requirements and standards given in the references.

8.3 Contractor must confine operations, storage of materials and operation of workers, to limits indicated by the PA and not unreasonably encumber the worksite.

8.4 Materials and garbage containers to be located beyond 5 meters from any building.

8.5 Contractor must be responsible for daily clean-up of work site.

8.6 Contractor must be responsible for disposal of all garbage and debris generated from the completion of their duties and must be responsible for all charges incurred for dumping said debris.

9. Temporary Structures

9.1 The Contractor must furnish and maintain all equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, etc. as may be required for the proper execution of the work.

9.2 Temporary structures erected by the contractor are to remain his property, and must be removed by him from the site on completion of the work.

9.3 DND elevating devices will not be available for contractor use.

10. Progress

Provision of a detailed Quote for any repairs must be submitted to the PA for approval, before any repairs are to commence.

11. Authorization of Work

10.1 The Contractor, on receipt of an acceptance of Service Contract will be advised by the PA of the names of persons authorized to request service. Work undertaken at the request of others, not identified by the PA, is entirely at the Offerer's risk and will not be paid.

10.2 The PA reserves the right to reject any estimates that are found unreasonable.

10.3 After an estimate is accepted, service must be requested on a DND-626 Task Authorization.
This form must be signed by authorized DND personnel.

WASHER/DRYER LIST FOR BLACKDOWN PARK

| BUILDING | WASHERS | DRYERS |
|----------|----------|----------|
| BP-66 | 2 | 3 |
| BP-67 | 4 | 4 |
| BP-68 | 3 | 7 |
| BP-69 | 5 | 4 |
| BP-70 | 6 | 7 |
| BP-71 | 6 | 7 |
| BP-72 | 6 | 7 |
| BP-73 | 6 | 7 |
| BP-74 | 7 | 7 |
| BP-75 | 6 | 7 |
| BP-76 | 6 | 7 |
| BP-77 | 6 | 6 |
| BP-78 | 6 | 7 |
| BP-79 | 6 | 7 |
| BP-80 | 6 | 7 |
| BP-90 | 5 (Ind.) | 6 (Ind.) |
| BP-91 | 5 | 6 |

INDUSTRIAL WASHER AND DRYER INVENTORY LIST

| BUILDING | QUANTITY | WASHER/DRYER | MAKE | MODEL# |
|----------|----------|--------------|----------|-----------------------|
| O-111 | 2 | DRYER | MAYTAG | DG100PN1 |
| | 2 | WASHERS | UNIMAC | MUT120NRMFG1W01 |
| A-262 | 1 | WASHERS | WASCOMAT | W124/986021321-074000 |
| BP-84 | 2 | WASHERS | MILNOR | 36026-4SJ |
| | 1 | DRYER | MILNOR | MLG-122 |
| | 1 | DRYER | UNIMAC | M-UT120NRMF6G1W01 |
| BP-90 | 5 | WASHERS | HUEBSCH | HC18MN20440002 |
| | 6 | DRYER | DEXTER | UNKNOWN |
| BP-91 | 5 | WASHERS | HUEBSCH | HC18MN20440002 |
| | 6 | DRYER | DEXTER | UNKNOWN |

ANNEX B: BASIS OF PAYMENT

All information in italics will be removed from any resultant contract. The number in (x) is the estimated usage for the respective price listing.

YEAR 1: From 1 March 2020 to 28 February 2021

1.1 Firm Requirement:

To be scheduled with the PA. As per section 6 of the Statement of Work.

Dryer Vent Cleaning

| ID | Location and Number of Units | Number of Cleaning per Year | Price per Cleaning | Extended Price (price x cleanings per year) |
|----|---|-----------------------------|--------------------|--|
| A | Base Area: All Barrack Buildings including Base Fire Hall & Arena (350 Units) | 4 | \$ _____ | |
| B | Blackdown Park: All Ablution Buildings (100 units) | 2 | \$ _____ | |
| C | Industrial Dyers : Including BP-91 & BP-90 (16 Units) | 4 | \$ _____ | |

Main Kitchens S-164 & T-169

| ID | Location and Requirement | Number of Cleaning per Year | Price per Cleaning | Extended Price (price x cleanings per year) |
|----|--|-----------------------------|--------------------|--|
| D | T-169 (Vickers Kitchen) 279 Ortona Rd. Food service Area Grilles, Diffusers, Egg Crates, Ceiling Fans including Blades | 2 | \$ _____ | |
| E | S-164 (Curtiss Kitchen) 118 Rafah Cres. Food service Area Grilles, Diffusers, Egg Crates, Ceiling Fans including Blades | 2 | \$ _____ | |
| F | T-169 (Vickers Kitchen) 279 Ortona Rd. Food Service Area External Ductwork & Ornamental Glulam Wood Beams | 1 | \$ _____ | |
| G | S-164 (Curtiss Kitchen) 118 Rafah Cres. Food Service Area External Ductwork & Ornamental Glulam Wood Beams | 1 | \$ _____ | |

Total Evaluated Price for Item 1.1

\$ _____

1.2 Service Calls Rates (On as and when required basis)

Service Call Rates will be used for the first hour or stated unit count of work per call-up only. Service calls (including emergency calls) when authorized by the engineer or his representative must include one hour of on-site productive labour, travel expenses and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply.

A SERVICE CALL CHARGE WILL NOT BE APPLIED IF THE CONTRACTOR IS ALREADY ON-SITE FOR OTHER WORK

| ID | Labourer | During regular Working Hours (Monday to Friday) | Outside regular Working Hours (Monday to Saturday) | Sunday & Stat. Holidays | Extended Price (price x Est. Usage) |
|----|--------------|---|--|-------------------------|-------------------------------------|
| A | Tradesperson | \$ _____/hour (25) | \$ _____/hour (10) | \$ _____/hour (1) | |
| B | Helper | \$ _____/hour (25) | \$ _____/hour (10) | \$ _____/hour (1) | |

Total Evaluated Price for Item 1.2 \$ _____

1.3 Additional Labour Hours or Units (On as and when required basis)

Additional hours will only be charged after the first hour or units from the service call from section 1.2:

| ID | Labourer | During regular Working Hours (Monday to Friday) | Outside regular Working Hours (Monday to Saturday) | Sunday & Stat. Holidays | Extended Price (price x Est. Usage) |
|----|--------------|---|--|-------------------------|-------------------------------------|
| A | Tradesperson | \$ _____/hour (1000) | \$ _____/hour (280) | \$ _____/hour (14) | |
| B | Helper | \$ _____/hour (1000) | \$ _____/hour (280) | \$ _____/hour (14) | |

Total Evaluated Price for Item 1.3 \$ _____

1.4 Additional Work

Inspection Ports are to be provided and installed; complete with sealing inside and out in ducting system.

| ID | Description | Unit Price | Estimated Usage | Extended Price (price x Est. Usage) |
|----|-------------------------|------------|-----------------|-------------------------------------|
| A | Port - <u>12" x 12"</u> | \$ _____ | 20 | |
| B | Port - <u>8" x 8"</u> | \$ _____ | 20 | |
| C | Port - <u>6" x 6"</u> | \$ _____ | 10 | |
| D | Sealing by linear ft. | \$ _____ | 500 | |

Total Evaluated Price for Item 1.4 \$ _____

1.5 Material and Replacement parts:

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File No. - N° du dossier
TOR-9-42063

Buyer ID - Id de l'acheteur
TOR014
CCC No./N° CCC - FMS No./N° VME

Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of (A) _____ %.

(Estimated Material Usage: \$12,000.00 per year.)

Total Evaluated Price for Item 1.5 (\$10,000 x A) \$ _____

TOTAL EVALUATED PRICE FOR YEAR 1

ITEMS 1.1 + 1.2 + 1.3 + 1.4 + 1.5 = \$ _____

OPTION 1: YEAR 2: From 1 March 2021 to 28 February 2022

2.1 Firm Requirement:

To be scheduled with the PA. As per section 6 of the Statement of Work.

Dryer Vent Cleaning

| ID | Location and Number of Units | Number of Cleaning per Year | Price per Cleaning | Extended Price (price x cleanings per year) |
|----|---|-----------------------------|--------------------|--|
| A | Base Area: All Barrack Buildings including Base Fire Hall & Arena (350 Units) | 4 | \$ _____ | |
| B | Blackdown Park: All Ablution Buildings (100 units) | 2 | \$ _____ | |
| C | Industrial Dyers : Including BP-91 & BP-90 (16 Units) | 4 | \$ _____ | |

Main Kitchens S-164 & T-169

| ID | Location and Requirement | Number of Cleaning per Year | Price per Cleaning | Extended Price (price x cleanings per year) |
|----|--|-----------------------------|--------------------|--|
| D | T-169 (Vickers Kitchen) 279 Ortona Rd. Food service Area Grilles, Diffusers, Egg Crates, Ceiling Fans including Blades | 2 | \$ _____ | |
| E | S-164 (Curtiss Kitchen) 118 Rafah Cres. Food service Area Grilles, Diffusers, Egg Crates, Ceiling Fans including Blades | 2 | \$ _____ | |
| F | T-169 (Vickers Kitchen) 279 Ortona Rd. Food Service Area External Ductwork & Ornamental Glulam Wood Beams | 1 | \$ _____ | |
| G | S-164 (Curtiss Kitchen) 118 Rafah Cres. Food Service Area External Ductwork & Ornamental Glulam Wood Beams | 1 | \$ _____ | |

Total Evaluated Price for Item 2.1

\$ _____

2.2 Service Calls Rates (On as and when required basis)

Service Call Rates will be used for the first hour or stated unit count of work per call-up only. Service calls (including emergency calls) when authorized by the engineer or his representative must include one hour

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W6854-200189

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File No. - N° du dossier
TOR-9-42063

Buyer ID - Id de l'acheteur
TOR014
CCC No./N° CCC - FMS No./N° VME

of on-site productive labour, travel expenses and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply.

A SERVICE CALL CHARGE WILL NOT BE APPLIED IF THE CONTRACTOR IS ALREADY ON-SITE FOR OTHER WORK

| ID | Labourer | During regular Working Hours (Monday to Friday) | Outside regular Working Hours (Monday to Saturday) | Sunday & Stat. Holidays | Extended Price (price x Est. Usage) |
|----|--------------|---|--|-------------------------|-------------------------------------|
| A | Tradesperson | \$ _____ /hour (25) | \$ _____ /hour (10) | \$ _____ /hour (1) | |
| B | Helper | \$ _____ /hour (25) | \$ _____ /hour (10) | \$ _____ /hour (1) | |

Total Evaluated Price for Item 2.2 \$ _____

2.3 Additional Labour Hours or Units (On as and when required basis)

Additional hours will only be charged after the first hour or units from the service call from section 2.2:

| ID | Labourer | During regular Working Hours (Monday to Friday) | Outside regular Working Hours (Monday to Saturday) | Sunday & Stat. Holidays | Extended Price (price x Est. Usage) |
|----|--------------|---|--|-------------------------|-------------------------------------|
| A | Tradesperson | \$ _____ /hour (1000) | \$ _____ /hour (280) | \$ _____ /hour (14) | |
| B | Helper | \$ _____ /hour (1000) | \$ _____ /hour (280) | \$ _____ /hour (14) | |

Total Evaluated Price for Item 2.3 \$ _____

2.4 Additional Work

Inspection Ports are to be provided and installed; complete with sealing inside and out in ducting system.

| ID | Description | Unit Price | Estimated Usage | Extended Price (price x Est. Usage) |
|----|-------------------------|------------|-----------------|-------------------------------------|
| A | Port - <u>12" x 12"</u> | \$ _____ | 20 | |
| B | Port - <u>8" x 8"</u> | \$ _____ | 20 | |
| C | Port - <u>6" x 6"</u> | \$ _____ | 10 | |
| D | Sealing by linear ft. | \$ _____ | 500 | |

Total Evaluated Price for Item 2.4 \$ _____

2.5 Material and Replacement parts:

Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of (A) _____%.

(Estimated Material Usage: \$12,000.00 per year.)

Solicitation No. - N° de l'invitation
W6854-200189/A
Client Ref. No. - N° de réf. du client
W6854-200189

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-9-42063

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Total Evaluated Price for Item 2.5 (\$10,000 x A)

\$ _____

TOTAL EVALUATED PRICE FOR YEAR 2

ITEMS 2.1 + 2.2 + 2.3 + 2.4 + 2.5 =

\$ _____

OPTION 2: YEAR 3: From 1 March 2022 to 28 February 2023

3.1 Firm Requirement:

To be scheduled with the PA. As per section 6 of the Statement of Work.

Dryer Vent Cleaning

| ID | Location and Number of Units | Number of Cleaning per Year | Price per Cleaning | Extended Price (price x cleanings per year) |
|----|---|-----------------------------|--------------------|--|
| A | Base Area: All Barrack Buildings including Base Fire Hall & Arena (350 Units) | 4 | \$ _____ | |
| B | Blackdown Park: All Ablution Buildings (100 units) | 2 | \$ _____ | |
| C | Industrial Dyers : Including BP-91 & BP-90 (16 Units) | 4 | \$ _____ | |

Main Kitchens S-164 & T-169

| ID | Location and Requirement | Number of Cleaning per Year | Price per Cleaning | Extended Price (price x cleanings per year) |
|----|--|-----------------------------|--------------------|--|
| D | T-169 (Vickers Kitchen) 279 Ortona Rd. Food service Area Grilles, Diffusers, Egg Crates, Ceiling Fans including Blades | 2 | \$ _____ | |
| E | S-164 (Curtiss Kitchen) 118 Rafah Cres. Food service Area Grilles, Diffusers, Egg Crates, Ceiling Fans including Blades | 2 | \$ _____ | |
| F | T-169 (Vickers Kitchen) 279 Ortona Rd. Food Service Area External Ductwork & Ornamental Glulam Wood Beams | 1 | \$ _____ | |
| G | S-164 (Curtiss Kitchen) 118 Rafah Cres. Food Service Area External Ductwork & Ornamental Glulam Wood Beams | 1 | \$ _____ | |

Total Evaluated Price for Item 3.1

\$ _____

3.2 Service Calls Rates (On as and when required basis)

Service Call Rates will be used for the first hour or stated unit count of work per call-up only. Service calls (including emergency calls) when authorized by the engineer or his representative must include one hour

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Client Ref. No. - N° de réf. du client
W6854-200189

Amd. No. - N° de la modif.
File No. - N° du dossier
TOR-9-42063

Buyer ID - Id de l'acheteur
TOR014
CCC No./N° CCC - FMS No./N° VME

of on-site productive labour, travel expenses and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply.

A SERVICE CALL CHARGE WILL NOT BE APPLIED IF THE CONTRACTOR IS ALREADY ON-SITE FOR OTHER WORK

| ID | Labourer | During regular Working Hours (Monday to Friday) | Outside regular Working Hours (Monday to Saturday) | Sunday & Stat. Holidays | Extended Price (price x Est. Usage) |
|----|--------------|---|--|-------------------------|-------------------------------------|
| A | Tradesperson | \$ _____ /hour (25) | \$ _____ /hour (10) | \$ _____ /hour (1) | |
| B | Helper | \$ _____ /hour (25) | \$ _____ /hour (10) | \$ _____ /hour (1) | |

Total Evaluated Price for Item 3.2 \$ _____

3.3 Additional Labour Hours or Units (On as and when required basis)

Additional hours will only be charged after the first hour or units from the service call from section 3.2:

| ID | Labourer | During regular Working Hours (Monday to Friday) | Outside regular Working Hours (Monday to Saturday) | Sunday & Stat. Holidays | Extended Price (price x Est. Usage) |
|----|--------------|---|--|-------------------------|-------------------------------------|
| A | Tradesperson | \$ _____ /hour (1000) | \$ _____ /hour (280) | \$ _____ /hour (14) | |
| B | Helper | \$ _____ /hour (1000) | \$ _____ /hour (280) | \$ _____ /hour (14) | |

Total Evaluated Price for Item 3.3 \$ _____

3.4 Additional Work

Inspection Ports are to be provided and installed; complete with sealing inside and out in ducting system.

| ID | Description | Unit Price | Estimated Usage | Extended Price (price x Est. Usage) |
|----|-----------------------|------------|-----------------|-------------------------------------|
| A | Port - 12" x 12" | \$ _____ | 20 | |
| B | Port - 8" x 8" | \$ _____ | 20 | |
| C | Port - 6" x 6" | \$ _____ | 10 | |
| D | Sealing by linear ft. | \$ _____ | 500 | |

Total Evaluated Price for Item 3.4 \$ _____

3.5 Material and Replacement parts:

Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of (A) _____%.

(Estimated Material Usage: \$12,000.00 per year.)

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Total Evaluated Price for Item 3.5 (\$10,000 x A)

\$ _____

TOTAL EVALUATED PRICE FOR YEAR 3

ITEMS 3.1 + 3.2 + 3.3 + 3.4 + 3.5 =

\$ _____

OPTION 3: YEAR 4: From 1 March 2023 to 29 February 2024

4.1 Firm Requirement:

To be scheduled with the PA. As per section 6 of the Statement of Work.

Dryer Vent Cleaning

| ID | Location and Number of Units | Number of Cleaning per Year | Price per Cleaning | Extended Price (price x cleanings per year) |
|----|---|-----------------------------|--------------------|--|
| A | Base Area: All Barrack Buildings including Base Fire Hall & Arena (350 Units) | 4 | \$ _____ | |
| B | Blackdown Park: All Ablution Buildings (100 units) | 2 | \$ _____ | |
| C | Industrial Dyers : Including BP-91 & BP-90 (16 Units) | 4 | \$ _____ | |

Main Kitchens S-164 & T-169

| ID | Location and Requirement | Number of Cleaning per Year | Price per Cleaning | Extended Price (price x cleanings per year) |
|----|--|-----------------------------|--------------------|--|
| D | T-169 (Vickers Kitchen) 279 Ortona Rd. Food service Area Grilles, Diffusers, Egg Crates, Ceiling Fans including Blades | 2 | \$ _____ | |
| E | S-164 (Curtiss Kitchen) 118 Rafah Cres. Food service Area Grilles, Diffusers, Egg Crates, Ceiling Fans including Blades | 2 | \$ _____ | |
| F | T-169 (Vickers Kitchen) 279 Ortona Rd. Food Service Area External Ductwork & Ornamental Glulam Wood Beams | 1 | \$ _____ | |
| G | S-164 (Curtiss Kitchen) 118 Rafah Cres. Food Service Area External Ductwork & Ornamental Glulam Wood Beams | 1 | \$ _____ | |

Total Evaluated Price for Item 4.1

\$ _____

4.2 Service Calls Rates (On as and when required basis)

Service Call Rates will be used for the first hour or stated unit count of work per call-up only. Service calls (including emergency calls) when authorized by the engineer or his representative must include one hour

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of on-site productive labour, travel expenses and other overhead costs. If the call-up exceeds one (1) day, no additional call-up rates will apply.

A SERVICE CALL CHARGE WILL NOT BE APPLIED IF THE CONTRACTOR IS ALREADY ON-SITE FOR OTHER WORK

| ID | Labourer | During regular Working Hours (Monday to Friday) | Outside regular Working Hours (Monday to Saturday) | Sunday & Stat. Holidays | Extended Price (price x Est. Usage) |
|----|--------------|---|--|-------------------------|-------------------------------------|
| A | Tradesperson | \$ _____ /hour (25) | \$ _____ /hour (10) | \$ _____ /hour (1) | |
| B | Helper | \$ _____ /hour (25) | \$ _____ /hour (10) | \$ _____ /hour (1) | |

Total Evaluated Price for Item 4.2 \$ _____

4.3 Additional Labour Hours or Units (On as and when required basis)

Additional hours will only be charged after the first hour or units from the service call from section 4.2:

| ID | Labourer | During regular Working Hours (Monday to Friday) | Outside regular Working Hours (Monday to Saturday) | Sunday & Stat. Holidays | Extended Price (price x Est. Usage) |
|----|--------------|---|--|-------------------------|-------------------------------------|
| A | Tradesperson | \$ _____ /hour (1000) | \$ _____ /hour (280) | \$ _____ /hour (14) | |
| B | Helper | \$ _____ /hour (1000) | \$ _____ /hour (280) | \$ _____ /hour (14) | |

Total Evaluated Price for Item 4.3 \$ _____

4.4 Additional Work

Inspection Ports are to be provided and installed; complete with sealing inside and out in ducting system.

| ID | Description | Unit Price | Estimated Usage | Extended Price (price x Est. Usage) |
|----|-------------------------|------------|-----------------|-------------------------------------|
| A | Port - <u>12" x 12"</u> | \$ _____ | 20 | |
| B | Port - <u>8" x 8"</u> | \$ _____ | 20 | |
| C | Port - <u>6" x 6"</u> | \$ _____ | 10 | |
| D | Sealing by linear ft. | \$ _____ | 500 | |

Total Evaluated Price for Item 4.4 \$ _____

4.5 Material and Replacement parts:

Parts supplied by the Contractor (other than free issue) will be priced at Contractor's laid down cost plus a markup of (A) _____%.

(Estimated Material Usage: \$12,000.00 per year.)

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Total Evaluated Price for Item 4.5 (\$10,000 x A) \$ _____

TOTAL EVALUATED PRICE FOR YEAR 4

ITEMS 4.1 + 4.2 + 4.3 + 4.4 + 4.5 = \$ _____

TOTAL EVALUATED PRICE FOR BID

YEAR 1 TOTAL + YEAR 2 TOTAL + YEAR 3 TOTAL + YEAR 4 TOTAL =

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ANNEX C to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX D: INSURANCE REQUIREMENTS

Commercial General Liability Insurance

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

-
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents
 - o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

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ANNEX E: DND 626 TASK AUTHORIZATION FORM

| | | | |
|---|---|--|---------------------------------------|
|  National Defence / Défense nationale | | TASK AUTHORIZATION AUTORISATION DES TÂCHES | |
| All invoices/progress claims must show the reference Contract and Task numbers. Toutes les factures doivent indiquer les numéros du contrat et de la tâche. | | | Contract no. - N° du contrat _____ |
| | | | Task no. - N° de la tâche _____ |
| Amendment no. - N° de la modification _____ | Increase/Decrease - Augmentation/Réduction _____ | Previous value - Valeur précédente _____ | |
| To - À _____ | TO THE CONTRACTOR You are requested to supply the following services in accordance with the terms of the above reference contract. Only services included in the contract shall be supplied against this task. Please advise the undersigned if the completion date cannot be met. Invoices/progress claims shall be prepared in accordance with the instructions set out in the contract. | | |
| Delivery location - Expédié à _____ | À L'ENTREPRENEUR Vous êtes prié de fournir les services suivants en conformité des termes du contrat mentionné ci-dessus. Seuls les services mentionnés dans le contrat doivent être fournis à l'appui de cette demande. Prière d'aviser le signataire si la livraison ne peut se faire dans les délais prescrits. Les factures doivent être établies selon les instructions énoncées dans le contrat. | | |
| Delivery/Completion date - Date de livraison/achèvement _____ | _____ Date | _____ for the Department of National Defence pour le ministère de la Défense nationale | |
| Contract item no. N° d'article du contrat | Services | Cost Prix | |
| _____ | _____ | _____ | |
| | | GST/HST TPS/TVH | |
| | | Total | |
| APPLICABLE ONLY TO PWGSC CONTRACTS: The Contract Authority signature is required when the total value of the DND 626 exceeds the threshold specified in the contract. NE S'APPLIQUE QU'ÀUX CONTRATS DE TPSC: La signature de l'autorité contractante est requise lorsque la valeur totale du formulaire DND 626 est supérieure au seuil précisé dans le contrat. | | | |
| _____ for the Department of Public Works and Government Services pour le ministère des Travaux publics et services gouvernementaux | | | |
| DND 626 (01-05) | | Design: Forms Management 693-626 Conception: Gestion des formulaires 903-626 | |