



<p><b>RETURN BIDS TO:</b> <b>RETOURNER LES SOUMISSIONS À:</b></p> <p><b>Bid Receiving – Environment Climate Change Canada</b> <b>EMAIL:</b> <b>ec.soumissions-bids.ec@canada.ca</b></p> <p><b>BID SOLICITATION</b> <b>DEMANDE DE SOUMISSIONS</b></p> <p><b>PROPOSAL TO: ENVIRONMENT CLIMATE CHANGE CANADA</b></p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p><b>SOUSSION À:</b> <b>ENVIRONNEMENT CANADA</b></p> <p>Nous offrons d’effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p>	<p><b>Title – Titre</b> Multi year Contract for Maintenance Crew requirements for electrical and mechanical systems, Eureka Weather Station, Nunavut</p>	
	<p><b>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP</b> 5000049332</p>	
	<p><b>Date of Bid solicitation (2020-01-14) – Date de la demande de soumissions (2020-01-14)</b></p>	
	<p><b>Bid Solicitation Closes (YEAR-MM-DD) –2020-02-24</b></p>	<p><b>Time Zone – Fuseau horaire</b></p>
	<p><b>La demande de soumissions prend fin (AAAA-MM-JJ)</b> <b>at – à 2 :00 p.m. .</b> <b>on – le 2020-02-24</b></p>	<p>Mountain Standard Time</p>
	<p><b>F.O.B – F.A.B</b> Not applicable</p>	
	<p><b>Address Enquiries to - Adresser toutes questions à</b> Crystal Hendrickson Crystal.Hendrickson@canada.ca</p>	
	<p><b>Telephone No. – N° de téléphone</b> 780-951-8653</p>	<p><b>Fax No. – N° de Fax</b> N/A</p>
	<p><b>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ)</b> April 1, 2020</p>	
	<p><b>Destination - of Services / Destination des services</b> Eureka, Nunavut</p>	
<p><b>Security / Sécurité</b> There is no security requirement associated with this contract.</p>		
<p><b>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l’entrepreneur</b></p>		
<p><b>Telephone No. – N° de téléphone</b></p>	<p><b>Fax No. – N° de Fax</b></p>	
<p><b>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) /</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l’entrepreneur (taper ou écrire en caractères d’imprimerie)</b></p>		
<p><b>Signature</b></p>	<p><b>Date</b></p>	

**Cover page (signed) must be submitted together with the Bidder’s proposal**



## **TABLE OF CONTENTS**

**TITLE: Multi Year** Maintenance Crew Requirements for Electrical and Mechanical Systems, Eureka Weather Station, Nunavut

### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Debriefing

### **PART 2 - BIDDER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Nunavut Land Claims Agreement

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

1. Bid Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection

### **PART 5 - CERTIFICATIONS**

1. Certifications Required Precedent to Contract Award
2. Certifications Required with the Bid

### **PART 6 – SECURITY**

1. Security Requirement

### **PART 7 - RESULTING CONTRACT**

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities
6. Proactive Disclosure of Contracts with Former Public Servants
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Insurance



**List of Annexes:**

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Integrity Provisions Certification
Annex D	Former Public Servant Certification
Annex E	Insurance
Annex F	Resource Work Experience Template
Annex G	Eureka Code of Conduct



**TITLE:** Maintenance Crew Requirements for Electrical and Mechanical Systems, Eureka Weather Station, Nunavut

## **PART 1 - GENERAL INFORMATION**

### **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: includes the certifications to be provided;
- Part 6 Security: 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 Attachments include the List of Mandatory Technical Criteria and Point Rated Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, Work Experience Template Integrity Provisions Certification, Former Public Servant Certification, Insurance, Nunavut Agreement,

### **2. Summary**

The MSC Metrological Service section of Environment and Climate Change Canada (ECCC), requires a Maintenance Contract including labor, equipment, tools, transportation and supervision necessary for the preventative and corrective maintenance on electrical and mechanical systems on behalf of Environment & Climate Change Canada, Eureka, Nunavut. The work specified below and in the annexes is the basic requirement and should not restrict any additional work required to comply with and maintain the manufacturer specifications. The period of the contract is from contract award to March 31, 2021

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.

- 2.2 There is no security requirement associated with this requirement, all workers will be escorted on site.
- 2.3 Bidders must provide a list of names, or other related information as needed, pursuant to section 01 Integrity Provisions of Standard Instructions: 2003.



- 2.4 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the bid solicitation.
- 2.5 The requirement is not subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Canadian Free Trade Agreement.
- 2.6 This procurement is subject to the following Comprehensive Land Claims Agreement(s) (CLCAs):  
Nunavut Land Claims Agreement under Section 24.6.1.

24.6.1 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area.

### **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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



## PART 2 - BIDDER INSTRUCTIONS

### 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 PWGSC *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.

The standard instructions 2003 are modified as follows:

**Under "Text" at 02:**

**Delete:** "Procurement Business Number"

**Insert:** "Deleted"

**At Section 02 Procurement Business Number**

**Delete:** In its entirety

**Insert:** "Deleted"

**At Section 05 Submission of Bids, Subsection 05 (2d):**

**Delete:** In its entirety

**Insert:** "send its bid only to Environment Canada (EC) as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;"

**At Section 06 Late Bids:**

**Delete:** "PWGSC"

**Insert:** "Environment Canada"

**At Section 07 Delayed Bids:**

**Delete:** "PWGSC"

**Insert:** "Environment Canada"

**At Section 08 Transmission by Facsimile, Subsection 08 (1):**

**Delete:** In its entirety

**Insert:** "Bids may be submitted by facsimile if specified in the bid solicitation."

**At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:**

**Delete:** In their entirety

**Insert:** "Deleted"

**At Section 17 Joint Venture, Subsection 17 (1) b.:**

**Delete:** "the Procurement Business Number of each member of the joint venture,"

**Insert:** "Deleted"

**At Section 20 Further Information, Subsection 20 (2):**

**Delete:** In its entirety

**Insert:** "Deleted"



At Section 05 Submission of Bids, Subsection 05 (4):

**Delete:** "sixty (60) days" **Insert:** "one hundred and twenty (120) days"

## **1.1 PWGSC SACC Manual Clauses**

### **1.1.1 A7035T (2007-05-25) List of Proposed Subcontractors**

If the bid includes the use of subcontractors, the Bidder agrees, upon request from the Contracting Authority, to provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed and the location of the performance of that work. The list should not include the purchase of off-the-shelf items, software and such standard articles and materials as are ordinarily produced by manufacturers in the normal course of business, or the provision of such incidental services as might ordinarily be subcontracted in performing the Work.

### **1.1.2 B1000T (2014-06-26) Condition of Material**

Material supplied must be new and conform to the latest issue of the applicable drawing, specification and/or part number that is in effect on the bid solicitation closing date.



## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

Section I: Technical Bid (1 PDF Electronic/Soft Copy)

Section II: Financial Bid (1 PDF Electronic/Soft Copy)

Section III: Certifications (1 PDF Electronic/Soft Copy)

#### **Note for electronic submission of bids:**

In order to be considered, bids must be received no later than **1400h (2 p.m.) (Mountain Standard Time)** on the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted **ONLY** to the following email address:

**Email Address: [ec.soumissions-bids.ec@canada.ca](mailto:ec.soumissions-bids.ec@canada.ca)**

**Attention: Crystal Hendrickson**

**Solicitation Number: 5000049332**

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email..

The total size of the email, including all attachments, **must be less than 15 megabytes (MB)**. It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit. Bids sent by fax will not be accepted. Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

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

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

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.





## Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B. The total amount of Applicable Taxes must be shown separately.

### **C3011T (2013-11-06) Exchange Rate Fluctuation**

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

## Section III: Certifications

Bidders must submit the certifications required under Part 5.

### **2. 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.

### **3. Applicable Laws**

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

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.

### **4. Nunavut Land Claims Agreement**

[http://www.collectionscanada.gc.ca/webarchives/20071115061311/http://www.ainc-inac.gc.ca/pr/agr/nunavut/index\\_e.html](http://www.collectionscanada.gc.ca/webarchives/20071115061311/http://www.ainc-inac.gc.ca/pr/agr/nunavut/index_e.html)

The requirements of the Nunavut Land Claims Agreement will apply to the proposed procurement. Proponents are therefore requested to maximize Inuit employment, subcontracting and on-the-job training opportunities, and involve local, regional and Inuit citizens and businesses in carrying out the work under this project. The benefits that apply to this procurement are contained in: Article 24 of The Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.



In compliance with the requirements of Article 24 – Government Contracts, of The Agreement between the Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada, the following conditions shall apply in the award of any Contract resulting from this solicitation:

#### 4.1 Contractor Selection

In order to be considered responsive, a bid **must** satisfy all mandatory terms, conditions, and meet minimum technical specifications of this solicitation document.

For purposes of interpretation:

“Inuit firm” shall be a firm, the name of which appears on the most current list of the Inuit firms created in accordance with the requirements of Article 24.7.1 of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada, and

“Inuit” shall be a person whose name appears on the most current Inuit Enrolment List created in accordance with the requirements of Article 35.2.1 of the Agreement Between The Inuit of the Nunavut Settlement Area and Her Majesty the Queen in Right of Canada.

“deliveries to” means “goods delivered to, and services performed in”.

For more information on the contents of these lists, please contact:

Nunavut Tunngavik Incorporated  
PO Box 280  
Rankin Inlet, NU, X0C 0G0

Phone: 867-645-5400  
Facsimile: 867-645-3451

#### 4.2 Evaluation and Assessment – Submission Requirements

In order for a bid to be assigned points for representations made in respect of any criterion (hereinafter collectively referred to as the “Nunavut Representations”), **appropriately documented evidence** of conformance with the stated objective of the criterion **must** be provided with the tender submission. It is not enough to provide just your return address, you must provide proof for each of the criterion that you are self-representing.

The Minister reserves the right to verify any information provided in the “Nunavut Representations” and that untrue statements may result in the tender being declared non-responsive.

#### 4.3 Treatment of Representations and Warranties

The Bidder acknowledges that:

- a) The Minister relies upon the “Nunavut Representations” to evaluate bids; and
- b) The “Nunavut Representations” shall become covenants under any contract(s) resulting from this solicitation.

#### 4.4 Evaluation Criteria



The benefits that apply to this procurement are contained in Article 24, Inuit of Land Claims Agreement (NLCA) Clauses:

- 4.5 Whenever practicable, and consistent with sound procurement management, and subject to Canada's international obligations, all of the following criteria, or as many as may be appropriate with respect to any particular contract, shall be included in the bid criteria established by the Government of Canada for the awarding of its government contracts in the Nunavut Settlement Area:
- a) The existence of head offices, administrative offices or Other facilities in the Nunavut Settlement Area;
  - b) The employment of Inuit labour, engagement of Inuit professional services, or use of suppliers that are Inuit or Inuit firms in carrying out the contracts; or
  - c) The undertaking of commitments, under the contract, with respect to on-the-job training or skills development for Inuit.



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

### **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.

#### **1.1 Technical Evaluation**

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

##### **1.1.1 Mandatory Technical Criteria**

Mandatory criteria are assessed on a simple pass/fail basis. Bids that fail to meet any of the mandatory criteria will be considered non-responsive.

Mandatory Technical Criteria is included in Attachment 1 to Part 4.

##### **1.1.2 Point Rated Technical Criteria**

To be considered responsive, a bidder must obtain the required minimum 60 points of the overall 100 points for the evaluation of the Point Rated Technical Criteria.

A minimum score of 60% must be obtained for the proposal to be considered responsive and set aside.

Point Rated Technical Criteria is included in Attachment 1 to Part 4.

### **1.2 Financial Evaluation**

#### **1.2.1 Evaluation of Price**

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

For evaluation purposes only, the price of the bid will be determined as follows:

Technical evaluation will be 70% and Financial 30%

Proposals will be evaluated out of 100 points, with additional 10 points added for aboriginal considerations

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Highest Combined Rating of Technical Merit (70%) and Price (30%)**

- 1. To be declared responsive, a bid must:



- a. Comply with all requirements of bid solicitation
  - b. Meet all mandatory criteria, and
  - c. Obtain the required minimum of 60 points overall for the technical evaluation criteria which is subject to point rating, the rating is performed on a scale of 100 points.
  - d. Comply with all the requirements of the bid solicitation; and
2. Bids not meeting (a) or (b) or (c) or (d) will be declared non-responsive.
3. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
4. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equals 100 and the lowest evaluated price is \$100,000.00 (100).

**Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)**

<u>Bidder</u>	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	90/100	75/100	80/100
Bid Evaluated Price	\$120,000.00	\$110,000.00	\$100,000.00
<u>Calculations</u>			
Technical Merit Score	$90/100 \times 70 = 63$	$75/100 \times 70 = 52.5$	$80/100 \times 70 = 56$
Pricing Score	$100/120 \times 30 = 25$	$100/110 \times 30 = 27.27$	$100/100 \times 30 = 30$
Combined Rating	88	79.77	86
Overall Rating	1 <sup>st</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>



**MANDATORY TECHNICAL CRITERIA/ POINT RATED TECHNICAL CRITERIA**

**Mandatory Technical Criteria**

Below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Important note: Experience, for evaluation purposes, is defined as an uninterrupted period of work. For example, if one worked from March 2009 until July 2009, he/she acquired 5 months of experience. If one worked from March 1 until March 15, 2009, and then from June 1 until June 15, 2009, he/she acquired 30 days of experience.

		Compliant	Non-Compliant
1)	<b>Certification of employees</b>		
	<p>Bidders must provide valid proof of certifications issued by the Territory/Province where the work will be completed (Red Seal equivalent is acceptable), in the following categories:</p> <ul style="list-style-type: none"> <li>i. Electrician: the Bidder must provide a copy of the electrician journeyman trade certification of the proposed resource</li> <li>ii. Plumber: the Bidder must provide a copy of the plumber journeyman trade certification of the proposed resource.</li> </ul> <p>and</p> <p>Plumber must also provide valid Oil Burner Mechanic (Oil Heating System Technician) certification.</p>		
2)	Contractor must provide proof of \$2M general commercial liability- clearing stating it is <b>valid for work in Nunavut</b> .		
3)	Workers' Compensation		
	Bidders must provide proof of coverage for workers' compensation in the applicable federal, provincial or territorial jurisdictions.		



**Point Rated Technical Criteria**

	Criteria	Points
1)	<p>Understanding of the mandate</p> <ul style="list-style-type: none"> <li>• Written assentation demonstrating Knowledge of the context and understanding of the scope of the work. (10 points)</li> </ul> <p>Elements to be covered in the assentation:</p> <ul style="list-style-type: none"> <li>- Experience of the firm doing maintenance in High Arctic isolated facilities (3pts)</li> <li>- Planning phase, parts procurement and logistics of Arctic operations (3pts)</li> <li>- Routine vs corrective maintenance requirements (2pts)</li> <li>- Execution of work and creative problem-solving (2pts)</li> </ul>	___/10
<b><u>Corporate Experience of the firm (Bidder) – Total Available Points = 20</u></b>		
2)	<p>Firm must demonstrate 5 years' experience within the last 10 years. Bidder must provide a list of projects of a similar scope to that described in Annex A/Statement of Work, as well as the names and contact information of references to verify information.</p>	
	<ul style="list-style-type: none"> <li>• 5 years of experience doing business in the Arctic (5 points)</li> </ul>	
	<ul style="list-style-type: none"> <li>• 5 years of experience in maintaining and repairing electrical Distribution equipment such as power cable, transformer, panel, switchboard, circuit breaker and services/lighting equipment(5 points)</li> </ul>	
	<ul style="list-style-type: none"> <li>• 5 years of experience in maintaining and repairing Heating/Ventilation equipment such as fuel oil furnace, fuel oil unit heater, air handler with glycol coil, exhaust fan, thermostat. (5 points)</li> </ul>	
	<ul style="list-style-type: none"> <li>• 5 years of experience in maintaining and repairing mechanical plumbing equipment such as circulating pump, pressure pump, expansion tank, glycol loop, hot water loop, hot water baseboard heater, drain, heat exchanger. (5 points)</li> </ul>	___/20
	<ul style="list-style-type: none"> <li>○ 5 or more years = 5 points</li> <li>○ 4+ years = 4 points</li> <li>○ 3+ years – 3 points</li> <li>○ 2+ years = 2 points</li> <li>○ Less than 2 years = 1 point</li> <li>○ No experience = 0 point</li> </ul>	
Experience of the <b><i>Certified Electrician</i></b> (up to 30 of the 100 available points):		
3)	a) Experience in the last 10 years of the Certified Electrician assigned to the project	



	<p>the Bidder should provide a resume using the <b>Proposed Resources Work Experience Template (Annex F)</b> detailing the experience within the last 10 years from date of bid closing of the proposed <b>Certified Electrician</b> To demonstrate the experience, the Bidder should identify the following information within their resume of the proposed resource:</p> <ul style="list-style-type: none"> <li>i. Name of the Resource;</li> <li>ii. Certifications obtained;</li> </ul> <p>For each work experience identified in its resume:</p> <ul style="list-style-type: none"> <li>iii. Name of the organization the work or project was performed for;</li> <li>iv. Description of the work performed as it pertains to the rated criteria</li> <li>v. Start and end dates (month/year);</li> <li>vi. Number of years or months of experience;</li> <li>vii. Name, title, email and phone number of a customer reference contact person who can validate the information provided by the Bidder;</li> <li>viii. Location where the work was performed</li> </ul>	<p>___ /30</p>
	<ul style="list-style-type: none"> <li>• 3b) 5 years of experience in maintaining and repairing electrical Distribution equipment such as power cable, transformer, panel, switchboard, circuit breaker. (10 points)</li> </ul>	
	<ul style="list-style-type: none"> <li>• 3c) 5 years of experience in maintaining and repairing Services/Lighting equipment (10 points)</li> </ul>	
	<ul style="list-style-type: none"> <li>• 3d) 5 years of experience in maintaining and repairing equipment in Arctic (10 points)</li> </ul>	
	<ul style="list-style-type: none"> <li>○ 5 or more years = 10 points</li> <li>○ 4+ years = 9 points</li> <li>○ 3+ years – 8 points</li> <li>○ 2+ years = 7 points</li> <li>○ 1 + year = 5 points</li> <li>○ Less than 1 year = 4 points</li> <li>○ No experience = 0 point</li> </ul>	
	<p>Experience of the <b>Certified Plumber</b> (up to 30 of the 80 available points):</p>	
<p>4)</p>	<p>Experience in the last 10 years of the Certified Plumber assigned to the project</p> <p>the Bidder should provide a resume using the Proposed Resources Work Experience Template (Annex F) detailing the experience within the last 10 years from date of bid</p>	





	<p>closing of the proposed <b>Certified Plumber</b> To demonstrate the experience, the Bidder should identify the following information within their resume of the proposed resource:</p> <ul style="list-style-type: none"> <li>i. Name of the Resource;</li> <li>ii. Certifications obtained;</li> </ul> <p>For each work experience identified in its resume:</p> <ul style="list-style-type: none"> <li>iii. Name of the organization the work or project was performed for;</li> <li>iv. Description of the work performed as it pertains to the rated criteria</li> <li>v. Start and end dates (month/year);</li> <li>vi. Number of years or months of experience;</li> <li>vii. Name, title, email and phone number of a customer reference contact person who can validate the information provided by the Bidder;</li> <li>viii. Location where the work was performed</li> </ul>	<p>___ /30</p>
	<ul style="list-style-type: none"> <li>• 4b) 5 years of experience in maintaining and repairing Heating/Ventilation equipment such as fuel oil furnace, fuel oil unit heater, air handler with glycol coil, exhaust fan, thermostat. (10 points)</li> </ul>	
	<ul style="list-style-type: none"> <li>• 4c) 5 years of experience in maintaining and repairing mechanical plumbing equipment such as circulating pump, pressure pump, expansion tank, glycol loop, hot water loop, hot water baseboard heater, drain, heat exchanger. (10 points)</li> </ul>	
	<ul style="list-style-type: none"> <li>• 4d) 5 years of experience in maintaining and repairing equipment in Canadian Arctic (10 points)</li> </ul>	
	<ul style="list-style-type: none"> <li>○ 5 or more years = 10 points</li> <li>○ 4+ years = 9 points</li> <li>○ 3+ years – 8 points</li> <li>○ 2+ years = 7 points</li> <li>○ 1 + year = 5 points</li> <li>○ Less than 1 year = 4 points</li> <li>○ No experience = 0 point</li> </ul>	
	<p>Experience of the <b>Carpenter</b> (up to 10 of the 100 available points):</p>	
<p>5)</p>	<p>Experience in the last 10 years of the Carpenter assigned to the project</p> <p>the Bidder should provide a resume using the Proposed Resources Work Experience Template (Annex F) detailing the experience within the last 10 years from date of bid closing of the proposed <b>Carpenter</b>. To demonstrate the experience, the Bidder should identify the following information within their resume of the proposed resource:</p>	



	<p>i. Name of the Resource;</p> <p>For each work experience identified in its resume:</p> <p>ii. Name of the organization the work or project was performed for;</p> <p>iii. Description of the work performed as it pertains to the rated criteria</p> <p>iv. Start and end dates (month/year);</p> <p>v. Number of years or months of experience;</p> <p>vi. Name, title, email and phone number of a customer reference contact person who can validate the information provided by the Bidder;</p> <p>vii. Location where the work was performed</p>	<p>___ /10</p>
	<ul style="list-style-type: none"> <li>• 5 years of experience in maintaining and repairing architectural equipment such as doors, walls and floor finishes (10 points)</li> </ul>	
	<ul style="list-style-type: none"> <li>○ 5 or more years = 10 points</li> <li>○ 4+ years = 9 points</li> <li>○ 3+ years – 8 points</li> <li>○ 2+ years = 7 points</li> <li>○ 1 + year = 5 points</li> <li>○ Less than 1 year = 4 points</li> <li>○ No experience = 0 point</li> </ul>	
	<p>Total technical score ( ___ /100 points )</p>	
<p><b>Aboriginal Considerations / Inuit Personnel – 10 points Max</b></p>		
	<p>Inuit/Aboriginal Electrician – 2 points</p> <p>Bidder must provide proof of aboriginal status with bid</p>	<p>/2</p>
	<p>Inuit/Aboriginal Carpenter – 2 points</p> <p>Bidder must provide proof of aboriginal status with bid</p>	<p>/2</p>
	<p>Inuit/Aboriginal Plumber- 2 points</p> <p>Bidder must provide proof of aboriginal status with bid</p>	<p>/2</p>
	<p>Aboriginal or Inuit owned company – 4 points</p>	<p>/4</p>
	<p>Total aboriginal/Inuit points _____/10</p>	



## **PART 5 - CERTIFICATIONS**

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may render the bid non-responsive or constitute a default under the Contract.

### **1. Certifications Required Precedent to Contract Award**

#### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **1.2 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 ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

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.

### **2. Additional Certifications Required Precedent to Contract Award**

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

#### **2.1 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the



Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

## **2.2 Education and Experience**

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

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

## **PART 6 – SECURITY**

### **1. Security Requirement**

The contractors will be escorted by a department representative while on site.



## PART 7 - RESULTING CONTRACT

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

### **Title: Maintenance Crew Requirements for Electrical and Mechanical Systems, Eureka Weather Station, Nunavut**

#### **1. Statement of Work**

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

#### **2. Standard Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the PWGSC [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.

##### **2.1 General Conditions**

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

General conditions 2010B is modified as follows:

##### **At Section 12 Transportation Costs**

**Delete:** In its entirety

**Insert:** "Deleted"

##### **At Section 13 Transportation Carriers" Liability**

**Delete:** In its entirety.

**Insert:** "Deleted"

##### **At Section 18, Confidentiality:**

**Delete:** In its entirety

**Insert:** "Deleted"

##### **Insert Subsection: "35 Liability"**

"The Contractor is liable for any damage caused by the Contractor, its employees, subcontractors, or agents to Canada or any third party. Canada is liable for any damage caused by Canada, its employees or agents to the Contractor or any third party. The Parties agree that no limitation of liability or indemnity provision applies to the Contract unless it is specifically



incorporated in full text in the Articles of Agreement. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.”

**At Section 19 Copyright**

**Delete:** In its entirety

**Insert:** “Deleted”

**3. Security Requirement**

**3.1** The contractors will be escorted by a department representative while on site. There is no special security requirement.

**4. Term of Contract**

**4.1 Period of the Contract**

The period of the Contract is from date of issue to March 31, 2021, with the option of 2 one-year option periods.

**4.2 Option to Extend the Contract**

**A9009C (2008-12-12) 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

**Authorities**

**5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name:	Crystal Hendrickson
Title:	Senior Procurement Officer
Organization:	Environment and Climate Change Canada
Address:	9250 49 Street, Edmonton Alberta T6B 1K5
Telephone:	<u>780-951-8653</u>
Facsimile:	N/A
E-mail address:	<u>crystal.hendrickson@canada.ca</u>

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.



## 5.2 Technical Authority

The Technical Authority for the Contract is: **(announced on contract award)**

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

The Technical Authority named above 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 Technical Authority, however the Technical 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.

## 5.3 Contractor's Representative

The Contractor's Representative for the Contract is: (announced on contract award)

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

## 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. Payment

### 7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

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



## 7.2 Limitation of Expenditure

- (a) Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and the Applicable Taxes are extra.
- (b) No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - (i) when it is 75 percent committed, or
  - (ii) four (4) months before the contract expiry date, or
  - (iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
- (c) 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.

## 8. Invoicing Instructions

### 8.1 Monthly Payments

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;
- the Work performed has been accepted by Canada

### 9.1 Compliance

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 10. Applicable Laws

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





## 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 2003 (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements modified;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Intergerty Regime Form
- (g) Annex D, Former Public Servant
- (h) Annex E, Insurance
- (i) Annex F, Work Experience Template
- (j) the Contractor's bid dated \_\_\_\_\_,

## 12. Insurance

PWGSC SACC Manual clause [G1005C \(2016-01-28\)](#) Insurance

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

**Title:** Maintenance Crew Requirements for Electrical and Mechanical Systems, Eureka Weather Station, Nunavut

### 1. Context

- 1.1. Work comprises of services, materials and transport to supply a preventive and corrective maintenance contract. One electrician, one plumber certified as oil burner mechanic (also known as Oil Heat System Technician) and one carpenter will stay on site during a period to be determined by the bidder. This duration of work on site is estimated by ECCC to be around 10 days each year. Depending on operational constraints, the work may be done in one single trip or two, at ECCC discretion.

Each day includes 10 hours for each tradesman, for a total 300 man-hour /year. The bidder must review all annexes and most recent maintenance data, order required parts, equipment, etc. and estimate the duration. The technicians/tradespersons are to report to the departure location in Yellowknife, NT, on the date and time directed by the EC Technical Authority. Environment and Climate Change Canada will provide transportation to and from Yellowknife on an ECCC chartered aircraft. Please see Annex B for additional details.

- 1.2. Eureka Weather Station is located on the north side of Slide Fjord, at the northwestern tip of Fosheim Peninsula, Ellesmere Island. The location coordinates are 79° 59' 41" N and 85° 48' 48" W and is accessed primarily by air with an all season air strip located about 1.5 km northeast of the site. An annual sealift provides the area with a majority of the bulk goods and supplies since it ice covered most of the year. The site consists of the Weather Station and the outlying areas (the Airstrip, Skull Point DND, Fort Eureka DND and Ridge Lab ) within a radius of 15 kilometers.



2. Period of contract

2.1. The contract is multi-year

2020	Firm
2021	Firm
2022	Option year
2023	Option year
2024	Option year

3. Replacement of Personnel

- 3.1. ECCC requires only one resource per trade. Meanwhile, replacement of Personnel with equivalent resource is possible prior to departure. Should the bidder decide to identify a secondary resource, the latter must meet the same score as the primary resource and no increase in dollar amount.
- 3.2. The bidder must clearly identify primary and replacement resources. Otherwise, only the first resource will be considered and evaluated. Bidder must provide required certifications and demonstrate sufficient experience for each proposed resource.

4. Routine Maintenance Requirements

- 4.1. Provide Maintenance Contract including labor, equipment, tools, transportation and supervision necessary for the preventive and corrective maintenance on electrical and mechanical systems on behalf of Environment & Climate Change Canada, Eureka, Nunavut. The work specified



below and in the annexes is the basic requirement and should not restrict any additional work required to suit the manufacturer recommendations and keep equipment running in optimal conditions.

4.2. Work specified for each system may be scheduled together with other systems work described herein provided it meets Environment & Climate Change Canada approval. Coordinate work schedule with Environment & Climate Change Canada representative on-site.

4.3. Maintenance and repairing of Electrical Distribution equipment such as:

- a) Power and heat trace cables,
- b) Transformers,
- c) Panels,
- d) Switchboards,
- e) Circuit breakers.
- f) Thermography of all power cables connections and apparatus b) to e).
- g) etc.

See annexes for details. Inspect, clean, re-torque all connections and verify system operation. Make necessary adjustments/settings for optimum operation. In addition to this list, refer to Original Equipment Manufacturer Manuals, Standards Operation Procedure and/or O&M Manual for additional information. Conform to the strictest requirements for the maintenance to ensure efficiency, reliability and safety of the site.

4.4. Maintenance and repairing of Electrical Services/Lighting such as:

- a) Wall receptacles,
- b) GFCI receptacles,
- c) Switches,
- d) Junctions boxes,
- e) Interior and Exterior Lighting fixtures,
- f) Photocells / motion detectors,
- g) Heat traces for piping.
- h) Heat seals for Arctic/Freezer doors
- i) etc.

See annexes for details. Inspect, clean, re-torque all connections and verify system operation. Make necessary adjustments/settings for optimum operation. In addition to this list, refer to Original Equipment Manufacturer Manuals, Standards Operation Procedure and/or O&M Manual for additional information. Conform to the strictest requirements for the maintenance to ensure efficiency, reliability and safety of the site.

4.5. Maintenance and repairing of Heating/Ventilation equipment such as:

- a) Fuel oil furnaces,
- b) Fuel oil boilers: Annual maintenance by certified Oil Burner Mechanic (Refer. Section 4.8)
- c) Fuel oil unit heaters,
- d) Air handlers with glycol coils,
- e) Exhaust fans,



f) Thermostats.

See annexes for details. Inspect, clean, re-torque all bolts and verify system operation. Make necessary adjustments/settings for optimum operation. In addition to this list, refer to Original Equipment Manufacturer Manuals, Standards Operation Procedure and/or O&M Manual for additional information. Conform to the strictest requirements for the maintenance to ensure efficiency, reliability and safety of the site.

4.6. Maintenance and repairing of mechanical plumbing equipment such as:

- a) Circulating pumps,
- b) Pressure pumps,
- c) Expansion tanks,
- d) Glycol loops,
- e) Hot water loops,
- f) Hot water baseboard heaters,
- g) Drain pipes,
- h) Heat exchangers.
- i) Strainers
- j) etc.

See annexes for details. Inspect, clean, re-torque all bolts and verify system operation. Make necessary adjustments/settings for optimum operation. In addition to this list, refer to Original Equipment Manufacturer Manuals, Standards Operation Procedure and/or O&M Manual for additional information. Conform to the strictest requirements for the maintenance to ensure efficiency, reliability and safety of the site.

4.7. Maintenance and repairing of architectural equipment such as:

- k) Doors and frames (adjustments, lubrication...)
- l) Door stops
- m) Interior walls and paint
- n) Different types of ceilings
- o) Different types of floors and floor finish
- p) Cleaning chimneys
- q) Weather stripping
- r) Install or repair various parts inside or outside as required

See annexes for details. Inspect, clean, re-torque all bolts and verify system operation. Make necessary adjustments/settings for optimum operation. In addition to this list, refer to Original Equipment Manufacturer Manuals, Standards Operation Procedure and/or O&M Manual for additional information. Conform to the strictest requirements for the maintenance to ensure efficiency, reliability and safety of the site.

4.8. Maintenance and repairing of Fuel Oil Burning Equipment

4.8.1 Compliance with standards



- The oil burning technician must comply with the current version of the National Plumbing Code of Canada NRCC 53302.
- The oil burning technician must comply with the current version of the Installation code for oil-burning equipment CSA B139.
- If the oil burning technician notices an installation that is not compliant with current standards, he must advise the representative of ECCC.
- The oil burning technician must comply with the acknowledged rules of the art and the best practices.
- The oil burning technician must comply with the current version of any other applicable standards, codes, rules, etc.
- The oil burning technician must comply with lockout procedures and ensure zero energy state when working on equipment.
- The oil burning technician must wear and/or use appropriate personal protective equipment.

#### 4.8.2 Description of tasks on each fuel oil heating unit

- Inspect fuel tank and piping. Replace defective parts and/or fix with available parts on site.
- Conduct a water test in the bottom of fuel tanks that feed each unit heater or boiler. Remove water if required.
- Inspect fuel level gauge, make sure it works properly and replace if required.
- Inspect the oil filter, read the date of replacement and replace it if required.
- Verify the fuel pressure of the burner and adjust to recommended specification of the manufacturer.
- Verify automatic shut off valve.
- Inspect and clean electrodes of burner.
- Inspect, clean or replace nozzle.
- Inspect and clean combustion chamber.
- Inspect and test overheating protection device, high temperature cut-off device, etc.
- Inspect and test burner start sequence and flame appearance.
- Inspect and clean barometric damper.
- Inspect and clean chimney.
- Conduct a combustion test with calibrated tool. Adjust fuel pressure or fuel/air ratio and draft closest as possible to ideal parameters specified by the manufacturer. Print a record of O<sub>2</sub> %, CO<sub>2</sub>%, CO PPM, Flue temperature, Inlet temperature and calculated efficiency. Scan or take picture of the record and forward it to ECCC for our files.

#### 4.8.3 Main Complex Boiler (one unit)



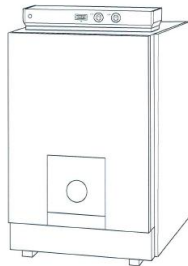


CA



Installation and operating instructions GT 300 A/II

For use in Canada On sales through Authorized Distributors



1.4 Technical specifications of boilers

Table with 7 columns (GT 304 A/II, GT 305 A/II, GT 306 A/II, GT 307 A/II, GT 308 A/II, GT 309 A/II) and multiple rows of technical specifications including output gas, input gas, efficiency, and dimensions.

\* Feet of water / mbar
\*\* Fuel oil @ 13% CO2 - Natural gas @ 9.5% CO2
\*\*\* This does not indicate chimney size

It is necessary, for the good operation of the boiler, to comply with the required pressure at the flue nozzle = 0 mbar. = 0.0 to 0.01 negative inches w.c.

4.8.4 Storage Building (4 units) WEIL – MCLAIN WGO-2 BOILER

The boiler is complete with Beckett burner, Hydrostat controls, Amtrol expansion tank, glycol filter with sight-glass, Axiom MF200 Hydronic Feeder and 2 Grundfos UPS Series 200 Circulator pumps. Hydronics is 50/50 Propylene glycol.



1 X Burner. Beckett Model AFG – Nozzle size 0.75 gph angle 70 deg type B, pump pressure is 100psi.

Hydrostat comes with temperature limit control, low water cut-off and boiler reset control. 120V,



15amp circuit is supplied to Hydrostat and in-turn supplied to burner.

Note: boiler set at 170 degF and differential at 160 degF.

3 X Reznor Model OH-190, Oil-fired unit Heaters. They come with Beckett oil burners and each have individual thermostats at ground level. Fuel is supplied from the day tank. Power is supplied to each via a 120V 15amp breaker from distribution panel. The emergency cut off switch is located at ground level and a maintenance switch is on the unit heater.

#### 4.8.5 New Garage (1 unit)

1 X REZNOR OB-140 (OR EQUAL), 41.0 kW OUTPUT WHEN FIRED WITH No.2 FUEL OIL. CSA/ULC APPROVED WITH BELT DRIVEN MOTOR, FLUE PIPE, 200Ø 'A' VENT CHIMNEY COMPLETE BASE, ROOF FLANGE AND BREIDART CAP.

#### 4.8.6 Old Garage (2 units)

Reznor OH-95 and Reznor OH95-C

#### 4.8.7 Power House (1 unit)

### 5. Additional maintenance planning

5.1. In addition to the routine maintenance, additional work is required on a yearly basis. During the planning phase of each maintenance trip, ECCC will provide the contractor with the most recent list of repairs/defective equipment, as well as backlog items. ECCC will also provide all available manuals and drawings to the contractor on demand. The latter must review all documents provided and identify required repair parts with the help of the Technical Authority. This process is a meticulous and ongoing collaboration with the Technical Authority. Finally, the bidder will not charge for the planning work as it is already included in the provisions of the Basis of Payment – Annex B.

### 6. Parts procurement

6.1. Once a final list of parts is complete, the contractor must procure the parts and charge them based on provisions in the Basis of Payment – “Annex B” It must also ensure that parts are delivered to the charter flight facility in time to be loaded on the plane bound for Eureka. The contractor must consult the Technical Authority prior to shipping parts in order to confirm cargo space and weight available on the charter plane. The bidder will not charge for the procurement work as it is already included in the provisions of the Basis of Payment – Annex B.

### 7. Summary Report





- 7.1. Production of a summary report after each maintenance trip. A written electronic report must be provided to the Technical Authority, detailing all the work completed by each trade. If problems are found in the course of the contract, they must be listed in the report to be addressed.

The report must comprise the following details: Nature of problem found, trade, estimated effort to repair, materials required and other relevant details.

The bidder will not charge for this work as it is already included in the provisions of the Basis of Payment – Annex B.



## ANNEX B BASIS OF PAYMENT

1. Contractor must complete tables 1.1, 1.2 and 1.3. Provide pricing rates for labor and additional work. Unit prices for labor are inclusive of the cost for shipment of tools and personal protective equipment to and from site. Tax not included
2. ECCC will provide charter flights to and from Yellowknife, NWT- Eureka weather station. ECCC will also provide meals and accommodation in Eureka.
3. ECCC will reimburse **hotel and meals fees** during travel from suppliers homebase to Yellowknife, and from Yellowknife back to homebase, according to the National Joint Council Travel Directive available at <https://www.njc-cnm.gc.ca/directive/d10/en> The contractor must abide by the NJC Travel Directive. **All receipts are required**
4. Shipping/Freight: The cost to ship materials and/or supplies (excluding contractor's tools and personal protective equipment) is FOB destination, freight prepaid and charged back as a separate item on the invoice and supported by a copy of the freight companies invoice.
5. Original Equipment Manufacturer (OEM) parts and other (if approved by ECCC) parts are to be billed and may include profit & administration, total margin, of 15% maximum over the original OEM or supplier cost.
6. Environment & Climate Change Canada reserves the right to purchase internally the parts specified by the contractor.
7. If consumables parts/pieces from the inventory of ECCC on site are used by the contractor, it must notify ECCC before using them and supply a complete list of these items. A compensatory credit will have to be approved and applied.
8. Contractor will be paid from the moment of charter departure from Yellowknife to Eureka, until the moment of return to Yellowknife. The contractor will not charge for work done under Annex A sections 5, 6 and 7.
9. Travel to and from Eureka is contingent upon weather conditions, aircraft availability, and landing site conditions.
  - 9.1 Flight Cancellations/delays prior to technician/tradesperson travel to Eureka:
    - a) Flight cancelled more than 24 hours before the scheduled flight – Contractor will not be paid for any work or the anticipation of work.
    - b) Flight cancelled between 0 to 24 hours inclusively before the scheduled flight – Contractor will be paid for partial day's work up to either the time of notification of cancellation or a minimum of four hours of work, whichever is greater, based upon the technician's/tradesperson's hourly rate.
    - c) Flight cancelled the day of the scheduled flight – Contractor will be paid for partial day's work up to either the time of notification of cancellation or a minimum of four hours of work, whichever is greater, based upon the technician's/tradesperson's hourly rate.



- d) Contractor Stand-by – will occur when on the day of a scheduled flight, the flight is delayed but there is expectation it will fly that day – Contractor will be paid for partial day’s work for all technicians/tradespersons on stand-by for a minimum of four hours or the amount of hours on stand-by, whichever is greater, based upon the technician’s/tradesperson’s hourly rate.
- e) Flight Cancellations while technicians/tradespersons are in Eureka:  
If departure is delayed, the Technical Authority may decide to carry out more work. Contractor will continue to be paid according to the Basis of Payment. If a delay causes the total work to exceed 10 consecutive days, the contractor will be paid according to the Additional work rate starting on the 11 th day.

10. The contractor is not entitled to overtime. Each work day is based on a 10-hour period.

**The Contractor will be paid as follows:**

**Table 1.1- Pricing –**

Item	Description	Unit of Issue	Unit Price 2019/2020	Unit Price 2020/2021	Unit Price-option year 2021/2022	Unit Price-option year 2022/2023	Unit Price-option year 2023/2024
A	Certified Electrician. Hours on station at 10 hour days x 10 consecutive days	Hr					
B	Certified Plumber. Hours on station at 10 hour days x 10 consecutive days	Hr					
C	Certified Carpenter. Hours on station at 10 hour days x 10 consecutive days	Hr					
I	Material and/or Supplies including shipping at Contractor’s cost plus a mark-up to <b>15% maximum</b>  For evaluation purposes only ECCC has set this value to \$10,000 per annum	Rate	_____ % of mark up x \$10,000.00=				
<b>EXTENDED COSTS FOR EACH COLUMN</b>							
<b>Total</b>							



**1.2 Additional Work (as and when required)**

Item	Description	Unit of Issue	Unit Price 2019/2020	Unit Price 2021/2022	Unit Price-option year 2022/2023	Unit Price-option year 2023/2024	Unit Price-option year 2024/2025
A	Electrician Extra Additional Hourly Rates – 20 hours	Hr					
B	Certified Plumber. Extra Additional Hourly Rates – 20 hours	Hr					
C	Certified Carpenter. Extra Additional Hourly Rates – 20 hours	Hr					
<b>EXTENDED COSTS FOR EACH COLUMN</b>							
							Total

Canada total liability table 1.1 + 1.2 = \_\_\_\_\_  
Exclusive of GST



**ANNEX C**

**INTEGRITY REGIME**

Bidder must complete the attached List of Names for Integrity Verification Form.

Environnement et Changement climatique Canada a adopté le régime d'intégrité développé et mis en place par Services publics et Approvisionnement Canada. Les fournisseurs acceptent, en soumettant une proposition, de se conformer aux dispositions du régime d'intégrité et la [Politique d'inadmissibilité et de suspension](#) ainsi que le [Code de conduite pour l'approvisionnement](#). / Environment and Climate Change Canada has endorsed the Integrity Regime developed and implemented by Public Services and Procurement Canada. By submitting a quote, Contractors agree to comply with the provisions of the Integrity Regime and [Ineligibility and Suspension Policy](#) as well as the [Code of Conduct for Procurement](#).

Selon la [Politique d'inadmissibilité et de suspension](#) de TPSGC (maintenant SPAC), les renseignements suivants doivent être fournis lors d'une soumission ou de la passation d'un marché.<sup>1</sup> / In accordance with the PWGSC (now PSPC) [Ineligibility and Suspension Policy](#), the following information is to be provided when bidding or contracting.<sup>1</sup>

\* Informations obligatoires / Mandatory Information

**\*Dénomination complète de l'entreprise / Complete Legal Name of Company**

**1 Liste des noms :** Tous les fournisseurs, peu importe leur situation au titre de la Politique, doivent présenter les renseignements ci-dessous au moment de prendre part à un processus d'approvisionnement:

- les fournisseurs constitués en personne morale, y compris ceux qui présentent une soumission à titre de coentreprise, doivent fournir la liste complète des noms de tous les administrateurs actuels ou, dans le cas d'une entreprise privée, des propriétaires de la société;
- les fournisseurs soumissionnant à titre d'entreprise à propriétaire unique, y compris ceux soumissionnant en tant que coentreprise, doivent fournir la liste complète des noms de tous les propriétaires;
- les fournisseurs soumissionnant à titre de société en nom collectif n'ont pas à soumettre une liste de noms.

**List of names:** All suppliers, regardless of their status under the Policy, must submit the following information when participating in a procurement process:

- suppliers that are corporate entities, including those bidding as joint ventures, must provide a complete list of the names of all current directors or, for a privately owned corporation, the names of the owners of the corporation;
- suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, must provide a complete list of the names of all owners; or
- suppliers that are a partnership do not need to provide a list of names.





**ANNEX D**

**FORMER PUBLIC SERVANT – COMPETITIVE BID FORM**

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, 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 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, 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.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date





## ANNEX E

### INSURANCE REQUIREMENTS

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.



**ANNEX F**

**INDIVIDUAL RESOURCE WORK EXPERIENCE TEMPLATE**

	<b>Provide the following information for each resource</b>
Name of the Resource	
Certifications obtained	
	<p><b>For each work experience identified in the resume of the proposed resource, the Bidder should provide the following</b></p> <p><b>E.G Experience (repeat for each different work experience)</b></p>
Name of the organization the work was performed for	
Description of the work performed	
Start and end dates (month/year)	
Number of years or months of experience	



<p>Name, title, email and phone number of a customer reference contact person who can validate the information provided by the Bidder.</p>	
<p>Location where the work was performed</p>	
	<p><b>Experience #2, #3, #4 etc...(repeat for each different work experience)</b></p>



## ANNEX G Eureka Code of Conduct

### HAWS (HIGH ARCTIC WEATHER STATION) CODE OF CONDUCT

Employees of Environment and Climate Change Canada and other residents of this station are assured of:

- A safe and healthy workplace and living conditions.
- An atmosphere free of harassment and one in which they are guaranteed personal dignity.
- The right of personal choice provided that it does not compromise the above.

In order to promote these principles, all residents and guests are expected to abide by the following guidelines:

- a) **Personal Health:** Wherever possible remain healthy (proper rest, diet, exercise, hygiene, annual checkups, etc.). If a concern arises, share this in confidence with the Site Authority in order that he/she can assist you should it become necessary.
- b) **Promote Safety:** "Safety First" should be an underlying principle for all activities, whether at work or play. Be particularly alert when working alone, when exposed to the elements or when working with flammable substances. Medical attention is at least three hours away and you can die from a minor injury.
- c) **Drugs and Alcohol:** Illegal drugs or substances are prohibited at this station. While the consumption of alcoholic beverages outside of the workplace and during non-working hours is permitted, moderation encouraged expected. A person who is intoxicated must be of little help during an emergency when all hands are required.
- d) **Environment:** All residents are expected to conduct their activities in a fashion which must result in minimal damage to the natural environment or aggravation to wildlife.
- e) **House Rules:** The staff at this station has promulgated a number of "House Rule" for the benefit of all residents. Some of the items covered include: recreational equipment, quiet hours or areas, **non-smoking areas**, house-keeping chores, etc. All staff and visitors to the station are expected to become familiar these practices and to abide by them.