



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

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

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

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

**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**

<b>Title - Sujet</b> Crane Rental Services	
<b>Solicitation No. - N° de l'invitation</b> EP168-203174/A	<b>Date</b> 2020-05-14
<b>Client Reference No. - N° de référence du client</b> 20203174	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$HS-652-78732	
<b>File No. - N° de dossier</b> hs652.EP168-203174	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2020-06-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lafontaine, Raphael	<b>Buyer Id - Id de l'acheteur</b> hs652
<b>Telephone No. - N° de téléphone</b> (613) 296-5030 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 11 LAURIER ST National Capital Area (Ottawa) Gatineau Quebec K1A0S5 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**

Industrial Vehicles & Machinery Products Division

LEFTD - HS Division

140, O'Connor Street/  
140, rue O'Connor,

East Tower, 4th Floor/  
Tour Est, 4e étage

Ottawa

Ontario

K1A 0S5

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

---

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>3</b>
1.1 INTRODUCTION.....	3
1.2 SUMMARY .....	3
1.3 SECURITY REQUIREMENT.....	3
1.4 DEBRIEFINGS.....	4
<b>PART 2 - BIDDER INSTRUCTIONS .....</b>	<b>5</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	5
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 APPLICABLE LAWS.....	7
2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD.....	7
2.7 OPTIONAL SITE VISIT.....	7
<b>PART 3 - BID PREPARATION INSTRUCTIONS.....</b>	<b>8</b>
3.1 BID PREPARATION INSTRUCTIONS .....	8
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION .....</b>	<b>10</b>
4.1 EVALUATION PROCEDURES.....	10
4.2 BASIS OF SELECTION.....	10
<b>PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION .....</b>	<b>11</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID .....	11
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION .....	11
<b>PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....</b>	<b>14</b>
6.1 SECURITY REQUIREMENTS .....	14
<b>PART 7 - RESULTING CONTRACT CLAUSES .....</b>	<b>15</b>
7.1 STATEMENT OF WORK.....	15
7.2 STANDARD CLAUSES AND CONDITIONS.....	16
7.3 SECURITY REQUIREMENTS .....	17
7.4 AUTHORITIES .....	17
7.5 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS .....	18
7.6 PAYMENT .....	18
7.7 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	20
7.8 INVOICING INSTRUCTIONS .....	20
7.9 APPLICABLE LAWS.....	21
7.10 PRIORITY OF DOCUMENTS .....	21
7.11 SACC MANUAL CLAUSES .....	21
7.12 INSURANCE .....	21
7.13 CELLULAR PHONES, SATELLITE PHONES AND/OR PAGERS .....	23
7.14 POST-CONTRACT AWARD MEETING .....	24
7.15 LIST OF PROPOSED SUBCONTRACTORS .....	24
7.16 TRADE QUALIFICATIONS .....	24
<b>ANNEX "A" PRICING.....</b>	<b>25</b>

Solicitation No. - N° de l'invitation  
EP168-203174/A  
Client Ref. No. - N° de réf. du client  
EP168-203174

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hs652.EP168-203174

Buyer ID - Id de l'acheteur  
hs652  
CCC No./N° CCC - FMS No./N° VME

---

<b>ANNEX A1 – EVALUATION OF AGGREGATE PRICE .....</b>	<b>27</b>
<b>ANNEX B - ELECTRONIC PAYMENT INSTRUMENTS .....</b>	<b>30</b>
<b>ANNEX C - SECURITY REQUIREMENTS CHECK LIST .....</b>	<b>31</b>
<b>ANNEX D - TASK AUTHORIZATION FORM 572.....</b>	<b>32</b>
<b>ANNEX E - STATEMENT OF WORK.....</b>	<b>33</b>

---

## PART 1 - GENERAL INFORMATION

### 1.1 Introduction

The bid solicitation and resulting contract document is divided into seven (7) parts plus 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, 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:

- Annex A – Pricing,
- Annex A1- Evaluation of Aggregate Price,
- Annex B – Electronic Payment Instruments
- Annex C - Security Requirement Check List
- Annex D - Task Authorization Form 572, and
- Annex E - Statement of Work dated (2020-03-13)

### 1.2 Summary

The Department of Public Services and Procurement Canada (PSPC) require a contractor who will provide mobile crane services for discrete lifting events related to manipulating stoplogs for water control purposes on the Rideau Falls West Dam in accordance with the Annex E - Statement of Work dated (2020-03-13), and as described in the Annex A – Pricing.

The period of the contract should be until June 30, 2021 with options to extend the contract in 3-month blocks to a maximum of until June 30, 2022.

There is an optional site visit associated with this requirement where personnel security screening is required prior to gaining access to the sites. Consult Part 2 – Bidder Instructions.

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 Security Requirement

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to

Solicitation No. - N° de l'invitation  
EP168-203174/A  
Client Ref. No. - N° de réf. du client  
EP168-203174

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hs652.EP168-203174

Buyer ID - Id de l'acheteur  
hs652  
CCC No./N° CCC - FMS No./N° VME

---

the **Contract Security Program** of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

#### **1.4 Debriefings**

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 90 days

### 2.2 Submission of Bids

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

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

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

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

### 2.3 Former Public Servant

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

### Definitions

For the purposes of this clause,

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

- a) an individual;
- b) an individual who has incorporated;

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

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

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

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

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

### **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than seven (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 Improvement of Requirement during Solicitation Period

Should bidders consider that the specifications, Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

## 2.7 Optional Site Visit

It is recommended 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 Rideau Falls Dam Complex as specified in section A3.1 in the Statement of Work on June 3<sup>rd</sup> 2020. The site visit will begin at 10:00 AM and end at 11:00 AM.

Bidders are requested to communicate with the Contracting Authority no later than Monday June 1<sup>st</sup> 2020 14:00PM to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

### Notes:

- Parking in public parking lot north of Sussex adjacent to the French Embassy.
- Meet at West Dam in front of Central Heating Plant 98 Sussex.
- Bidders must arrive by 10 AM promptly. Meeting will start on time.
- A maximum of 2 representatives per Bidder will be allowed.
- Site is not a construction project; no hardhat or boots necessary.
- COVID physical distancing is required, with related PPE at Bidder's discretion.
- All questions must be asked by writing before or after the site visit through PSPC. Personnel at the site visit will not answer questions.
- The taking of photos and measurements as Bidders feel necessary is permitted and encouraged.

---

## 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  
Section IV: Additional Information

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 (One (1) hard copy and one (1) soft copy or CD, DVD or USB key)  
Section II: Financial Bid (One (1) hard copy)  
Section III: Certifications (One (1) hard copy)  
Section IV: Additional Information ( One (1) hard copy)

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

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

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 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](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). 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**

Bidders must submit their financial bid in accordance with the Annex A – Pricing.

Bidders must submit firm prices, in Canadian dollars, Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable and Applicable Taxes must be shown separately.

### **3.1.1 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.

### **3.1.2 SACC Manual Clauses**

<b>SACC Reference</b>	<b>Title</b>	<b>Date</b>
C3011T	Exchange Rate Fluctuation	2013-11-06

## **Section III: Certifications**

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

## **Section IV: Additional Information**

### **3.1.3 Best Delivery Date - Bid**

While completion of the work is requested by 2020-08-21, the best completion date that could be offered is \_\_\_\_\_.

### **3.1.4 Supplier Contacts**

Canada requests that Bidders provide the Contractor's Representative contact information in Part 6.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

Bidders must demonstrate their compliance with the mandatory technical criteria detailed below, by providing substantial information describing completely and in detail how this requirement is met or addressed. Simply repeating the statement contained in the bid solicitation is not sufficient.

#	Mandatory Technical Criteria	Bidder's Response
		Demonstrated and identified supporting documentation (Contractor to insert data and page number)
MTC1	<b>Response Time</b> — Bidders must certify that they can provide crane services on site within 48 hours of a call for services.	

#### 4.1.2 Financial Evaluation

Bidders must provide with their bid all financial information requested in the bid solicitation, at Annex A – Pricing, and in accordance with the Basis of Payment.

##### 4.1.2.1 Mandatory Financial Criteria

The prices of the bid must be in Canadian dollars, DDP Delivered Duty Paid at destination, Incoterms 2000, Canadian Custom Duties and Excise Taxes included where applicable, and Applicable Taxes are extra.

#### 4.1.3 Evaluated Aggregate Price

Bids will be evaluated on an aggregate price basis in accordance with Annex A1 – Evaluation of Aggregated Price.

### 4.2 Basis of Selection

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical criteria and the financial 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 declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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.

#### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

#### 5.2.3 Additional Certifications Precedent to Contract Award

##### 5.2.3.1 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 nonresponsive.

**5.2.3.2 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.

**5.2.3.3 General Environmental Criteria Certification**

The Bidder must select and complete one of the following two certification statements.

- A) The Bidder certifies that the Bidder is registered or meets ISO 14001.

\_\_\_\_\_  
 Bidder's authorized representative signature

\_\_\_\_\_  
 Date

Or

- B) The Bidder certifies that the Bidder meets and will continue to meet throughout the duration of the contract, a minimum of four (4) out of six (6) criteria identified in the table below.

The Bidder must indicate which four (4) criteria, as a minimum, are met.

Green Practices within the Bidders' organization	Insert a checkmark for each criterion that is met
Promotes a paperless environment through directives, procedures and/or programs	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification	

Solicitation No. - N° de l'invitation  
EP168-203174/A  
Client Ref. No. - N° de réf. du client  
EP168-203174

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hs652.EP168-203174

Buyer ID - Id de l'acheteur  
hs652  
CCC No./N° CCC - FMS No./N° VME

Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	

\_\_\_\_\_  
Bidder's authorized representative signature

\_\_\_\_\_  
Date

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

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

## **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 dated (2020-03-13).

#### **7.1.1 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.

##### **7.1.1.1 Task Authorization Process**

- (1) The Technical Authority will provide the Contractor with a description of the task using the "Task Authorization Form PWGSC-TPSGC 572.
- (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 Technical Authority, within 10 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 Technical 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.

##### **7.1.1.2 Task Authorization Limit**

The Technical 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 Technical Authority and Contracting Authority before issuance.

##### **7.1.1.3 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.

##### **7.1.1.4 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 fifteen days (15) 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 (contracting authority to edit the text as applicable):

#### **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:**

- 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
- the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

## **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

### **7.2.2 Period of the Contract**

The period of the Contract is from **(to be inserted by PWGSC)** to **(to be inserted by PWGSC)** inclusive.

### **7.2.3 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract in 3-month blocks to a maximum of until June 30, 2022 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.

### **7.2.3 Comprehensive Land Claims Agreements (CLCAs)**

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

## **7.3 Security Requirements**

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

1. The Contractor must, at all times during the performance of the Contract, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).
2. The Contractor personnel requiring access to sensitive site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the CSP, PWGSC. Until the security screening of the Contractor personnel required by this Contract has been completed satisfactorily by the CSP, PWGSC, the Contractor personnel MAY NOT ENTER sites without an escort.
3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex B;
  - b) *Industrial Security Manual* (Latest Edition).

## **7.4 Authorities**

### **7.4.1 Contracting Authority**

The Contracting Authority for the Contract is:

Raphael Lafontaine  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Logistics, Electrical, Fuel and Transportation Directorate  
HS Division  
L'Esplanade Laurier (LEL) East Tower, 4th floor  
140, O'Connor Street, Ottawa (Ontario) K1A 0S5

Telephone: 613 296-5030

E-mail address: raphael.lafontaine@pwgsc-tpsgc.gc.ca

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

Solicitation No. - N° de l'invitation  
EP168-203174/A  
Client Ref. No. - N° de réf. du client  
EP168-203174

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hs652.EP168-203174

Buyer ID - Id de l'acheteur  
hs652  
CCC No./N° CCC - FMS No./N° VME

---

#### 7.4.2 Procurement Authority

The Procurement Authority for the Contract is:

Name: **(To be inserted by PWGSC)**  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Standing Offer with the Procurement Authority; however, the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a Contract amendment issued by the Contracting Authority.

#### 7.4.3 Technical Authority

The Technical Authority for the Contract is:

Name: **(To be inserted by PWGSC)**  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Technical 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 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.

#### 7.4.4 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

#### 7.5 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.

#### 7.6 Payment

##### 7.6.1 Basis of Payment – Known Work - Firm Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price indicated in the Annex "A" for the Known Work. Applicable Taxes are extra, if applicable.

---

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

#### **7.6.2 Basis of Payment - Unscheduled Work - Task Authorizations (TA)**

The Contractor will be paid for the Unscheduled Work specified in the authorized TA, in accordance with the Basis of Payment at Annex "A" Pricing.

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

#### **7.6.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

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

#### **7.6.4 Method of Payment – Monthly Payment - Known Work**

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;
- c. the Work performed has been accepted by Canada.

#### **7.6.5 Method of Payment – Unscheduled Work**

H1001C (2008-05-12) - Multiple Payments

#### **7.6.6 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);
  - f. Large Value Transfer System (LVTS) (Over \$25M)

#### **7.6.7 Time Verification**

C0711C (2008-05-12) – Time Verification

### **7.7 Certifications and Additional Information**

#### **7.7.1 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.

#### **7.7.2 SACC Manual Clauses**

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

### **7.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions.
2. Invoices cannot be submitted before delivery, inspection and acceptance of the vehicle/equipment/service.
3. The Applicable Taxes must be calculated on the total amount of the invoice before the holdback is applied. At the time the holdback is claimed, there will be no taxes payable as they were claimed and payable under the previous invoice for the vehicle/equipment/service.
4. Upon delivery, inspection and acceptance of all ancillary items related to such vehicle/equipment/service the Contractor can submit an invoice for the release of the holdback.
5. Each invoice must be supported by:
  - (a) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
6. The Contractor is requested to provide invoices in electronic format unless otherwise specified by the Contracting Authority or Procurement Authority, thereby reducing printed material.
7. Invoices must be distributed as follows:
  - (a) The original must be forwarded or emailed to the Procurement Authority identified under the section entitled "Authorities" of the Contract for acceptance and payment.
  - (b) One (1) copy must be forwarded or emailed to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
  - (c) One (1) copy must be forwarded to the consignee.

## 7.9 Applicable Laws

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

## 7.10 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) – Higher Complexity – Services;
- (c) Annex E, Statement of Work dated (2020-03-13);
- (d) Annex A, Pricing;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Task Authorization Form 572;
- (g) the Contractor's bid dated ***To be inserted by PSPC***, as amended on ***To be inserted by PSPC***.

## 7.11 SACC Manual Clauses

SACC Reference	Title	Date
A1009C	Work Site Access	2008-05-12
A9068C	Government Site Regulations	2010-01-11
D2000C	Marking	2007-11-30
D2001C	Labelling	2007-11-30
B1501C	Electrical Equipment	2018-06-21

## 7.12 Insurance

### 7.12.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the following article 7.12.2 Commercial General Liability Insurance and 7.12.3 Rigger's Liability Insurance. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 7.12.2 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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- 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.

**7.12.3 Rigger's Liability Insurance**

1) The Contractor must obtain Rigger's Liability Insurance, in an amount usual for a contract of this nature, but for not less than \$50,000.00 per accident or occurrence and in the annual aggregate. The Contractor's Riggers Liability Insurance must provide coverage for loss or damage to all Government Property under its care, custody or control, and must be maintained in force throughout the duration of the Contract. The Government Property must be insured on "Replacement Cost (new)" basis. (NOTE: This is the cost of a replacement spreader beam and stoplog.)

2) The Contractor must notify Canada promptly about any losses or damages to Government Property and monitor, investigate and document losses of or damage to ensure that claims are properly made and paid.

3) The Rigger's Liability Insurance policy must include the following:

a) 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.

b) Loss Payee: Canada as its interest may appear or as it may direct, for loss or damage to Government property in the Contractor's care, custody or control.

c) Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Public Works and Government Services Canada for any and all loss of or damage to the property however caused.

**7.13 Cellular Phones, Satellite Phones and/or Pagers**

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone and/or pager at all times. All expenses including installation, air time, activating fees, and the cost of the phones/pagers themselves, will be the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

#### **7.14 Post-Contract Award Meeting**

Within ten (10) calendar days from the effective date of the Contract, the Contractor must contact the Contracting Authority to determine if a post-contract award meeting is required. A meeting will be convened at the discretion of the Technical Authority after contract award to review technical and contractual requirements. The Contractor must be responsible for the preparation and distribution of the minutes of meeting within five (5) calendar days after the meeting has been held. The meeting will be held at the Contractor's facilities or at Public Works and Government Services Canada facility or via teleconference, at Canada's discretion at no additional cost to Canada, with representatives of the Contractor and Public Works and Government Services Canada.

#### **7.15 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.

#### **7.16 Trade Qualifications**

The Contractor must use qualified, certificated (if applicable) and competent tradespeople and supervision to ensure a uniform high level of workmanship.

The Technical Authority may request to view and record details of the certification and/or qualifications held by the Contractor's tradespeople. This request should not be unduly exercised but only to ensure qualified tradespeople are on the job.

**ANNEX "A" PRICING**

**1) FIRM PRICE FOR KNOWN WORK**

A)	For the work specified in Annex "E", <b>ACTIVITY 1 - Initial Submittals</b> , FIRM PRICE : \$ _____	
B)	For the work specified in Annex "E", <b>ACTIVITY 2 – Remove and Dispose of Old Stoplog Lifter</b> , FIRM PRICE : \$ _____	
C)	Total Firm Price for Known Work Line A) + Line B) = \$ _____	

**2) FIRM UNIT PRICES FOR UNSCHEDULED WORK**

**A) HOURLY RATE A - Regular Rate:** Monday-Friday, 7 AM-5 PM

D)	Firm Year 1 - Hourly Rate for work specified in Annex E - <b>ACTIVITY 3, 4, 5 and 6 - Removing or Replacing Stoplogs in Sluices.</b> \$ _____	
E)	Option 1 Year 2 - Hourly Rate for work specified in Annex E <b>ACTIVITY 3, 4, 5 and 6 - Removing or Replacing Stoplogs in Sluices.</b> \$ _____	

**B) HOURLY RATE B - Weekday Overtime and Saturday Rate:** Monday-Friday outside Regular Hours, and any time on Saturday:

F)	Firm Year 1 - Hourly Rate for work specified in Annex E - <b>ACTIVITY 3, 4, 5 and 6 - Removing or Replacing Stoplogs in Sluices.</b> \$ _____	
G)	Option 1 Year 2 - Hourly Rate for work specified in Annex E - <b>ACTIVITY 3, 4, 5 and 6 - Removing or Replacing Stoplogs in Sluices.</b> \$ _____	

**C) HOURLY RATE C - Sundays and Statutory Holidays Rate:** Any time on a Sunday or Statutory Holiday

H)	Firm Year 1 - Hourly Rate for work specified in Annex E: <b>ACTIVITY 3, 4, 5 and 6 - Removing or Replacing Stoplogs in Sluices.</b> \$ _____	
I)	Option 1 Year 2 - Hourly Rate for work specified in Annex E: <b>ACTIVITY 3, 4, 5 and 6 - Removing or Replacing Stoplogs in Sluices.</b> \$ _____	

Solicitation No. - N° de l'invitation  
EP168-203174/A  
Client Ref. No. - N° de réf. du client  
EP168-203174

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hs652.EP168-203174

Buyer ID - Id de l'acheteur  
hs652  
CCC No./N° CCC - FMS No./N° VME

---

**D) FLAT RATE (RATE D) for Roundtrip and Set Up Crane at location**

J)	Firm Year 1 - Flat Rate for work specified in Annex E: <b>ACTIVITY 3, 4, 5 and 6 - Removing or Replacing Stoplogs in Sluices.</b>	\$ _____
K)	Option 1 Year 2 - Flat Rate for work specified in Annex E: <b>ACTIVITY 3, 4, 5 and 6 - Removing or Replacing Stoplogs in Sluices.</b>	\$ _____

**E) HOURLY RATE (Rate E) for Crane on Standby at Dam**

L)	Firm Year 1 - Hourly Rate for work specified in Annex E: <b>ACTIVITY 7 – Crane on Standby at Dam.</b>	\$ _____
M)	Option 1 Year 2 - Hourly Rate for work specified in Annex E: <b>ACTIVITY 7 – Crane on Standby at Dam.</b>	\$ _____

**ANNEX A1 – EVALUATION OF AGGREGATE PRICE**

**KNOWN WORK**

**Table 1: Known Work (Firm Price)**

A)	For the work specified in Annex “E”, <b>ACTIVITY 1 - Initial Submittals,</b> <p style="text-align: right;">FIRM PRICE : \$ _____</p>
B)	For the work specified in Annex “E”, <b>ACTIVITY 2 – Remove and Dispose of Old Stoplog Lifter,</b> <p style="text-align: right;">FIRM PRICE : \$ _____</p>
C)	Total Firm Price for Known Work <p style="text-align: right;">Line A) + Line B) SUB-TOTAL (A) = \$ _____</p>

**ADDITIONAL WORK REQUESTS (AWR)**

**Table 2: Rate (A) Firm Hourly Rates (Regular Hours)**

	<b>FIRM HOURLY RATE</b>	
	Year 1	Option 1 Year 2
Firm hourly rate D), E)		
Estimated Hours for evaluation purposes only	40hrs	40hrs
Extended Price		
Subtotal Rate A (Regular Hours)	\$ _____	

**Table 3: Rate (B) Firm Hourly Rates (Weekday Overtime and Saturday Rate)**

	<b>FIRM HOURLY RATE</b>	
	Year 1	Option 1 Year 2
Firm hourly rate F), G)		
Estimated Hours for evaluation purposes only	8hrs	8hrs
Extended Price		
Subtotal Rate B (Weekday Overtime and Saturday Rate)	\$ _____	

**Table 4: Rate (C) Firm Hourly Rates (Sundays and Statutory Holidays Rate)**

	FIRM HOURLY RATE	
	Year 1	Option 1 Year 2
Firm hourly rate H), I)		
Estimated Hours for evaluation purposes only	8hrs	8hrs
Extended Price		
Subtotal Rate C (Sundays and Statutory Holidays Rate)	\$ _____	

**Table 5: Rate (D) Flat Rates (Roundtrip and Set Up Crane at location)**

	FIRM FLAT RATE	
	Year 1	Option 1 Year 2
Flat Rate J), K)		
Estimated Roundtrip for evaluation purposes only	5	5
Extended Price		
Subtotal Rate D (Roundtrip and Set Up Crane at location)	\$ _____	

**Table 6: Rate (E) Firm Hourly Rates (Crane on Standby at Dam)**

	FIRM HOURLY RATE	
	Year 1	Option 1 Year 2
Firm hourly rate L), M)		
Estimated Hours for evaluation purposes only	144hrs	144hrs
Extended Price		
Subtotal Rate E (Crane on Standby at Dam)	\$ _____	

**Table 7: Calculation of Subtotal (B) for AWR**

Rate A - Regular Hours - From Table 2	\$ _____
Rate B - Evenings & Saturdays - From Table 3	\$ _____
Rate C - Sunday & Stat. Hols. - From Table 4	\$ _____
Rate D – Flat Rate - From Table 5	\$ _____
Rate E – Hourly Rates- From Table 6	\$ _____
SUB-TOTAL (B) = sum of above =	\$ _____

**EVALUATION PRICE**

**Table 8: Aggregate evaluated price of the bid**

Sub-Total (A) from Table 1 =	\$ _____
Sub-Total (B) from Table 8 =	\$ _____
Evaluated Price = sum of above =	\$ _____

Note: The estimated time and number of roundtrip specified are only an approximation of requirements, given in good faith for evaluation purposes only, and do not represent Canada's actual requirement.

Solicitation No. - N° de l'invitation  
EP168-203174/A  
Client Ref. No. - N° de réf. du client  
EP168-203174

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hs652.EP168-203174

Buyer ID - Id de l'acheteur  
hs652  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX B - ELECTRONIC PAYMENT INSTRUMENTS**

The Bidder accepts 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)

Solicitation No. - N° de l'invitation  
EP168-203174/A  
Client Ref. No. - N° de réf. du client  
EP168-203174

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hs652.EP168-203174

Buyer ID - Id de l'acheteur  
hs652  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX C - SECURITY REQUIREMENTS CHECK LIST**

*This page is intentionally left blank*



**SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)**

**PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE**

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: Public Works and Government Services Canada / Direction générale ou Direction Infrastructure Asset Management

3. a) Subcontract Number / Numéro du contrat de sous-traitance  
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

4. Brief Description of Work / Brève description du travail  
Stand by crane services

5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?  No / Non  Yes / Oui

5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?  No / Non  Yes / Oui

6. Indicate the type of access required / Indiquer le type d'accès requis

6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)  No / Non  Yes / Oui

6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.  No / Non  Yes / Oui

6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?  No / Non  Yes / Oui

7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès

Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
---------------------------------	--------------------------------------	---

7. b) Release restrictions / Restrictions relatives à la diffusion

No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>  Not releasable / À ne pas diffuser <input type="checkbox"/>  Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>    Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:
---	--	--

7. c) Level of information / Niveau d'information

PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/> NATO NON CLASSIFIÉ <input type="checkbox"/> NATO RESTRICTED <input type="checkbox"/> NATO DIFFUSION RESTREINTE <input type="checkbox"/> NATO CONFIDENTIAL <input type="checkbox"/> NATO CONFIDENTIEL <input type="checkbox"/> NATO SECRET <input type="checkbox"/> NATO SECRET <input type="checkbox"/> COSMIC TOP SECRET <input type="checkbox"/> COSMIC TRÈS SECRET <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/> PROTECTED B / PROTÉGÉ B <input type="checkbox"/> PROTECTED C / PROTÉGÉ C <input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/> SECRET / SECRET <input type="checkbox"/> TOP SECRET / TRÈS SECRET <input type="checkbox"/> TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
--	--	--



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No / Non  Yes / Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET - SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:

Commentaires spéciaux : \_\_\_\_\_

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

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

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No / Non  Yes / Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No / Non  Yes / Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No / Non  Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No / Non  Yes / Oui



Contract Number / Numéro du contrat EP168-203174
Security Classification / Classification de sécurité UNCLASSIFIED

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

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

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.**

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

**If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).**



**PART D - AUTHORIZATION / PARTIE D - AUTORISATION**

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Charbonneau, Julie	Title - Titre Agent des immeubles et des installations	Signature
---	---	-----------

Telephone No. - N° de téléphone 613-793-3446	Facsimile No. - N° de télécopieur 613-995-8583	E-mail address - Adresse courriel julie.charbonneau1@pwgsc-tpsgc.gc.ca	Date 2020/03/05
---	---	---	--------------------

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées) Fleury, Jean-Michel	Title - Titre SO	Signature
--	---------------------	-----------

Telephone No. - N° de téléphone 819-639-9758	Facsimile No. - N° de télécopieur --	E-mail address - Adresse courriel jean-michel.fleury@tpsgc-pwgsc.gc.ca	Date
---	---	---	------

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?  
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?  No / Non  Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées)	Title - Titre	Signature
---	---------------	-----------

Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
---------------------------------	-----------------------------------	-----------------------------------	------

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) <b>C. Jason Quade</b>	Title - Titre	Signature
--	---------------	-----------

<b>Contract Security Officer</b>	- N° de télécopieur	E-mail address - Adresse courriel <b>Jason.Quade@pwgsc-tpsgc.gc.ca</b>	Date
----------------------------------	---------------------	---	------

Solicitation No. - N° de l'invitation  
EP168-203174/A  
Client Ref. No. - N° de réf. du client  
EP168-203174

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hs652.EP168-203174

Buyer ID - Id de l'acheteur  
hs652  
CCC No./N° CCC - FMS No./N° VME

---

**ANNEX D – PWGSC – TPSGC TASK AUTHORIZATION FORM 572**

*This page is intentionally left blank*

## Task Authorization Autorisation de tâche

**Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization**  
*(Use form DND 626 for contracts for the Department of National Defence)*

**Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche**  
*(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)*

**Contract Number**

Enter the PWGSC contract number.

**Numéro du contrat**

Inscrire le numéro du contrat de TPSGC.

**Contractor's Name and Address**

Enter the applicable information

**Nom et adresse de l'entrepreneur**

Inscrire les informations pertinentes

**Security Requirements**

Enter the applicable requirements

**Exigences relatives à la sécurité**

Inscrire les exigences pertinentes

**Total estimated cost of Task (Applicable taxes extra)**

Enter the amount

**Coût total estimatif de la tâche (Taxes applicables en sus)**

Inscrire le montant

**For revision only**

**Aux fins de révision seulement**

**TA Revision Number**

Enter the revision number to the task, if applicable.

**Numéro de la révision de l'AT**

Inscrire le numéro de révision de la tâche, s'il y a lieu.

**Total Estimated Cost of Task (Applicable taxes extra) before the revision**

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

**Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision**

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

**Increase or Decrease (Applicable taxes extra), as applicable**

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

**Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu**

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

**1. Required Work: Complete sections A, B, C, and D, as required.**

**1. Travaux requis : Remplir les sections A, B, C et D, au besoin.**

**A. Task Description of the Work required:**

**A. Description de tâche des travaux requis :**

Complete the following paragraphs, if applicable.  
Paragraph (a) applies only if there is a revision to an authorized task.

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:  
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

---

**B. Basis of Payment:**

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

**C. Cost of Task:****Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

**Option 2:**

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

**D. Method of Payment**

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

**B. Base de paiement :**

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

**C. Coût de la tâche :****Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

**Option 2 :**

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

**D. Méthode de paiement**

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

---

**2. Authorization(s):**

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

**3. Contractor's Signature**

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

**2. Autorisation(s) :**

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

**3. Signature de l'entrepreneur**

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.

---



## Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements  
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non     Yes - Oui    If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract  
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

### For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

**Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.**

**Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.**

### 1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Solicitation No. - N° de l'invitation  
EP168-203174/A  
Client Ref. No. - N° de réf. du client  
EP168-203174

Amd. No. - N° de la modif.  
File No. - N° du dossier  
hs652.EP168-203174

Buyer ID - Id de l'acheteur  
hs652  
CCC No./N° CCC - FMS No./N° VME

---

## **ANNEX E - STATEMENT OF WORK**

*This page is intentionally left blank*

**ANNEX E - STATEMENT OF WORK**  
**Rideau Falls West Dam: Crane & Operator for Stoplog Manipulation**

**TABLE OF CONTENTS**

<b>A1. SCOPE SUMMARY .....</b>	<b>2</b>
A1.1 Period of Contract .....	2
A1.2 Scope of Work .....	2
<b>A2. SECURITY REQUIREMENT .....</b>	<b>2</b>
<b>A3. BACKGROUND .....</b>	<b>2</b>
A3.1 Location and Description of Rideau Falls West Dam .....	2
A3.2 Description of Stoplog Operations with Spreader Beam .....	5
A3.3 Description of Stoplog Storage on Deck .....	5
A3.4 Description of Potential Crane Locations .....	6
A3.4.1 Access from West (Left) Bank .....	6
A3.4.2 Access from East (Right) Bank .....	6
A3.4.3 Access from Pedestrian Deck .....	7
<b>A4. TECHNICAL REQUIREMENTS .....</b>	<b>8</b>
A4.1 Known Work .....	8
A4.1.1 ACTIVITY 1 - Initial Submittals .....	8
A4.1.2 ACTIVITY 2 - Remove and Dispose of Old Stoplog Lifter .....	8
A4.2 Unscheduled Work .....	9
A4.2.1 ACTIVITY 3 - Removing or Replacing Stoplogs in Sluice #1 .....	9
A4.2.2 ACTIVITY 4 - Removing or Replacing Stoplogs in Sluice #2 .....	9
A4.2.3 ACTIVITY 5 - Removing or Replacing Stoplogs in Sluice #3 .....	9
A4.2.4 ACTIVITY 6 - Removing or Replacing Stoplogs in Sluice #4 .....	9
A4.2.5 ACTIVITY 7 - Crane on Standby at Dam .....	9
<b>A5. ADMINISTRATIVE REQUIREMENTS .....</b>	<b>10</b>
A5.1 Contractor's Team .....	10
A5.2 Sub-Contracting .....	10
A5.3 Health & Safety Requirements .....	10
A5.3.1 Responsibility .....	10
A5.3.2 Existing Known Site Conditions .....	10
A5.3.3 Submittals .....	11

## **A1. SCOPE SUMMARY**

### **A1.1 Period of Contract**

Public Works and Government Services Canada has a requirement for crane services until June 30, 2021, with options to extend the contract in 3-month blocks to a maximum of until June 30, 2022.

The objective of the contract is to provide mobile crane service for discrete lifting events related to manipulating stoplogs for water control purposes on the Rideau Falls West Dam.

### **A1.2 Scope of Work**

The requirement includes both known and unscheduled work.

**Known Work.**—Known work is work that is fully defined and can be fully priced at time of bidding. The known work of this contract consists of

- *ACTIVITY 1 - Initial Submittals*
- *ACTIVITY 2 - Remove and Dispose of Old Stoplog Lifter*

**Unscheduled Work.**—Unscheduled work is defined as to scope, but the work is to be done on an “as-and-when-required” basis governed by water control needs. The schedule and number of operations cannot be fully be predicted ahead of time.

In this contract, the unscheduled work consists of:

- *ACTIVITY 3 - Removing or Replacing Stoplogs in Sluice #1*
- *ACTIVITY 4 - Removing or Replacing Stoplogs in Sluice #2*
- *ACTIVITY 5 - Removing or Replacing Stoplogs in Sluice #3*
- *ACTIVITY 6 - Removing or Replacing Stoplogs in Sluice #4*
- *ACTIVITY 7 - Crane on Standby at Dam*

## **A2. SECURITY REQUIREMENT**

The Contractor will not have access to the Government computer system or to Protected or Classified information. The Contractor will be escorted by PWGSC staff (Damkeepers) at all times whilst on-site.

## **A3. BACKGROUND**

### **A3.1 Location and Description of Rideau Falls West Dam**

Rideau Falls Dam Complex is located where the Rideau River discharges into the Ottawa River. Access to the dam is off Sussex Drive in the New Edinburgh area of Ottawa (see Figure 1).

The Dam Complex consists of the East Dam and West Dam, located in the east channel and west channel respectively, as the Rideau River flows around Green Island.

The work of this contract concerns the West Dam only.

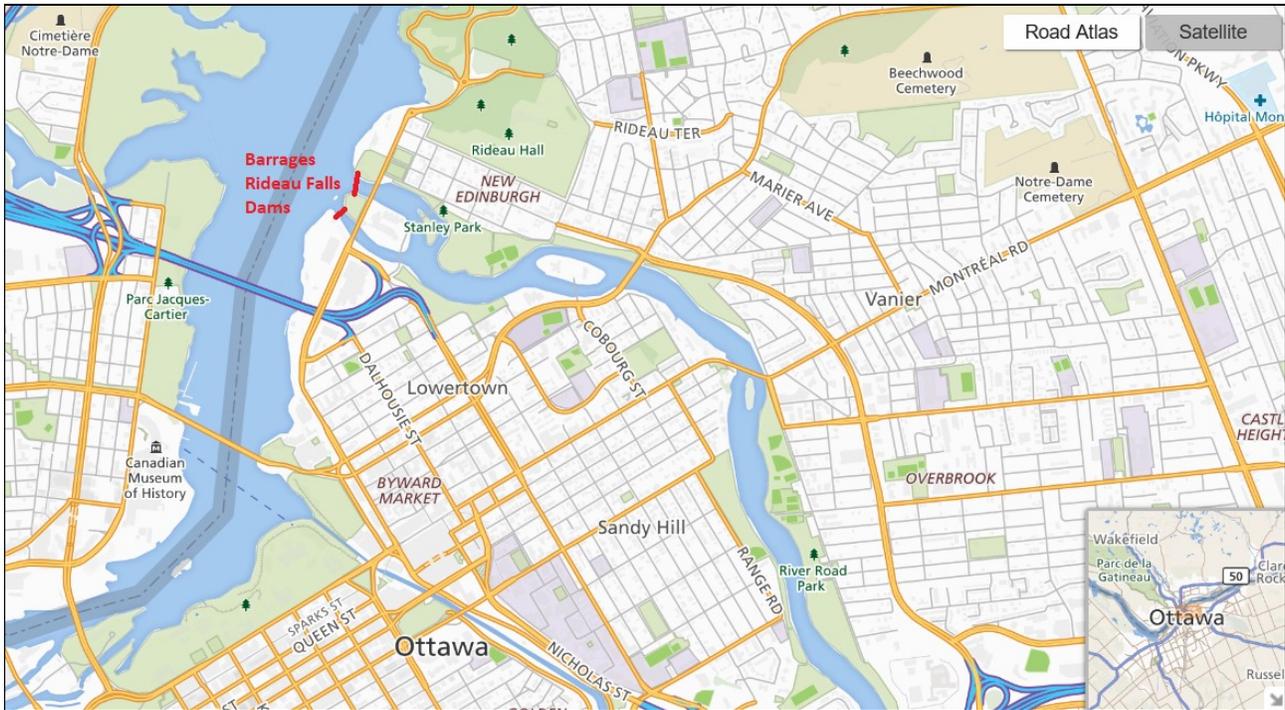


Figure 1: Location of Rideau Falls Dams within the City of Ottawa.

The West Dam is on the west channel (see Figure 2). It consists of four sluices. The inner two have mechanical gates, with stoplogs used for dewatering the gates only, whilst the outer two are controlled only by stoplogs.

Stoplogs are stacked in special slots called "gains" in the piers. The stacked stoplogs act as a variable height weir allowing more or less water to flow through the sluices.

Under normal circumstances, the stoplogs are handled with a specialized gantry crane called a "stoplog lifter" (shown parked at Sluice #1 in Figure 3). However, this crane is currently out of service.

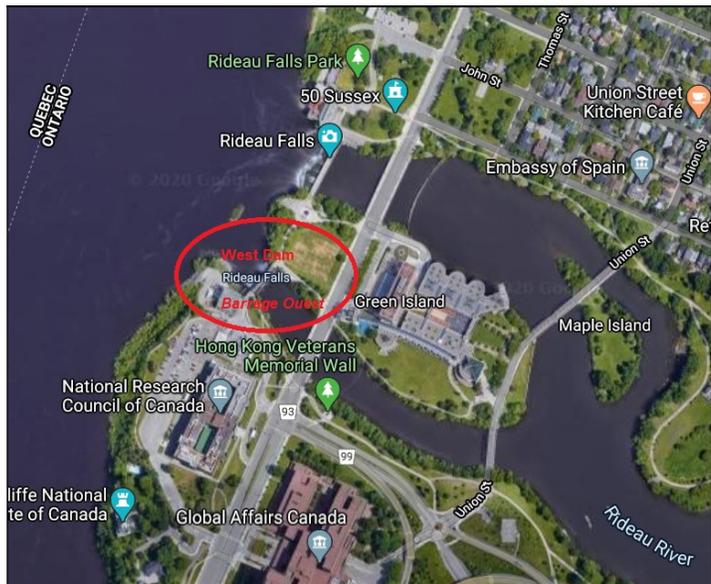


Figure 2: Detail of Rideau Falls West Dam

Until the stoplog lifter is replaced with a new machine, Canada will require the services of a mobile crane for stoplog manipulation.



Figure 3: Rideau Falls West Dam looking downstream. Note sluice numbering.

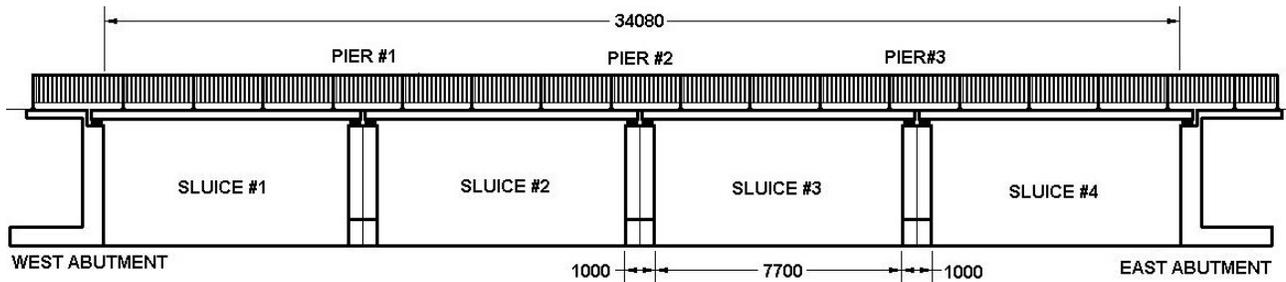


Figure 4: Schematic of West Dam looking downstream. Dimensions in millimetres.



Figure 5: Spreader beam for stoplogs.

**A3.2 Description of Stoplog Operations with Spreader Beam**

The old stoplog lifter consisted of two gantry cranes that acted together to raise and lower the spreader beam, shown in Figure 5 and 6, which was used to lift the stoplogs. The levered hooks on the spreader beam catch a bar on the stoplog's end cap—this is visible in Figure 5.

In the interim period until the stoplog lifter is available again, stoplog manipulation must be done with a mobile crane to lift the spreader beam. Damkeepers will undertake all normal manipulation of the arms of the spreader beam to move stoplogs between the sluice and the storage area on the dam deck.

The spreader beam and the stoplog together weight an estimated 7000 pounds.

Note that the two lifting points on the spreader beam are as shown in Figure 6.

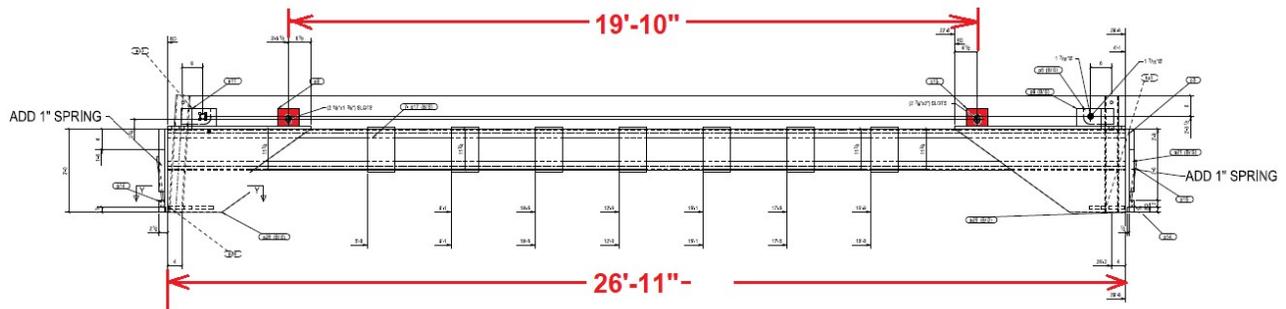


Figure 6: Side view of lifting beam. Lifting lugs are shown in red on top.

**A3.3 Description of Stoplog Storage on Deck**

When not in the sluice, stoplogs are stored on deck between the crane rails. The storage area for Sluice #4 is shown in Figure 7, but the area for the other sluices is similar.



Figure 7: Stoplog storage on the operational deck is immediately downstream of the sluice.

### A3.4 Description of Potential Crane Locations

A number of options exist for the Contractor for crane locations, and the Contractor may select from where to lift depending on the sluice to be reached for operations, the areas available for parking, and the characteristics of cranes in the Contractor's crane fleet.

#### A3.4.1 Access from West (Left) Bank

This potential crane location is located close to the Central Heating Plant on the west bank, which is the left bank of the river when facing downstream. The crane can park outside the heating plant building, close to Sluice #1, in the area shown in green in Figure 8, but keeping the outriggers away from the forbidden areas marked in red.

The forbidden area in front of the building extends from the wall of the building out 3 feet past the end of the painted marking.

The forbidden area near the dam's retaining walls extends back 18 feet from the walls.

The outriggers may be placed in amongst the trees, if needed.



Figure 8: Crane parking for access to Sluice #1 shown in green. Areas to avoid are shown in red.



Figure 9: Left (west) approach to West Dam at ground level.

#### A3.4.2 Access from East (Right) Bank

This potential crane location is on the east bank adjacent to Green Island, which is the right bank of the channel when facing downstream. This location is closest to Sluice #4.

Access is made through the park on pedestrian pathways. Contractor must check width of pathways against width of crane and provide all protection to grass that would be necessary. Note that this park and its pathways are managed by the National Capital Commission (NCC).

The forbidden area near the retaining walls shown in red in Figure 10 extends back 18 feet from the walls.



Figure 10: Crane location for Sluice #4. Crane may park in green area. Outriggers must avoid red area.



Figure 11: Right approach to West Dam (i.e. from Green Island).

### A3.4.3 Access from Pedestrian Deck

The Contractor may elect to use a smaller crane and work from the pedestrian deck. Note that deck was designed in 1997 to CSA S6 *Canadian Highway Bridge Design Code* for CL-625 loading.

Contractor must place outriggers over piers when doing lift to avoid concentrated point loading on the deck slabs.

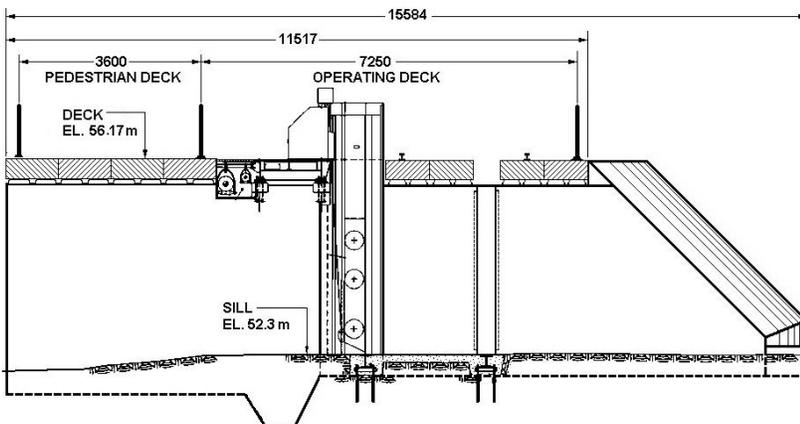


Figure 12: Cross section of West Dam. Dimensions in millimetres.



Figure 13: Pedestrian deck. Bollards are removable.

#### **A4. TECHNICAL REQUIREMENTS**

Provide all necessary labour, tools, equipment, safety devices, consumables, and supervision required to perform the following work:

##### **A4.1 Known Work**

###### **A4.1.1 ACTIVITY 1 - Initial Submittals**

- 1) Submit the following preliminary documentation no later than 7 calendar days after Award:
  - a) **Name and email address** of Contractor's main contact person for the Technical Authority to contact when operations are needed. Also provide a backup contact person's name and email address.
  - b) **Qualifications** of crane operator (ref. Section A5.1 of this SOW)
  - c) **Names of subcontractor firms**, if any (ref. Section A5.2 of this SOW).
  - d) **Health and Safety Submittals** (ref. section A5.3.3 of this SOW for details of that package).
  - e) **Lift Plan**, which must contain the following information:
    - i) Technical information on crane(s) to be used, including its dimensions
    - ii) Sketch showing where crane(s) will be parked and distance of outriggers from the forbidden zones (use of Google Satellite View is acceptable).
    - iii) Outrigger loads with boom oriented to place stoplog in sluice
    - iv) Outrigger loads with boom oriented to place stoplog on deck
    - v) Written permission (copy of email is fine) from NCC for all crane access through the park on Green Island, if Contractor chooses to use it.
- 2) Technical Authority will review and comment on submittals. Contractor must revise and resubmit as needed. This process will continue until acceptable submittals have been made.
- 3) Contractor may not do work on site until acceptable health and safety submittals have been received. However, preliminary site visits necessary to gather sufficient background information prepare the lift plan is allowed.

###### **A4.1.2 ACTIVITY 2 - Remove and Dispose of Old Stoplog Lifter**

- 1) Mobilize crane and set up for lifting.
- 2) Provide mobile work platform for access to hoists, and all trucks necessary for this Activity.
- 3) Lock-out and tag out stoplog lifter.
- 4) Disconnect stoplog lifter from cable reel power supply, and disconnect all cables connecting gantries together. Leave cable reel in place.
- 5) For each of two hoists:
  - a) Support hoist
  - b) Disconnect from crane beam
  - c) Lift hoist away from stoplog lifter and into a self-unloading truck (i. e. boom truck)
  - d) Deliver both hoists to PWGSC shop at 950 Ages Road and use the boom truck's self-unloading device to unload hoists in area indicated by Technical Authority.
- 6) Lift each of the two gantry frames off the rails and into a truck for disposal and dispose of this material off-site. Canada would prefer to see as much of the material recycled as possible.

#### **A4.2 Unscheduled Work**

- 1) Canada cannot guarantee that any unscheduled work will take place at all, or if it does, how much.
- 2) Unscheduled work will be handled through Task Authorization process.
- 3) **Response Time.**—The Technical Authority will inform the Contractor as far in advance as possible (e.g. for planned inspection operations).

However, note that there is not much storage capacity in the river above Rideau Falls and water conditions can change rapidly. The Technical Authority will provide the Contractor with as much advance warning as possible for crane operations, however, the Contractor must be prepared to **provide a crane on site within 48 hours** of a call for service.

##### **A4.2.1 ACTIVITY 3 - Removing or Replacing Stoplogs in Sluice #1**

- 1) Mobilize crane to site and set-up for lifting, taking care to follow Lift Plan with respect to position of crane and outriggers.
- 2) Lift spreader beam with appropriate slings.
- 3) Follow the directions of the Damkeepers for when to raise, lower, and slew. Damkeepers will manipulate the lever arms on the spreader beam to either remove stoplogs from the gains or to add them to the stack in the sluice. In all cases, the stoplogs for a given sluice are stored immediately downstream of that sluice, between the crane rails.
- 4) Damkeepers are responsible for knowing how many logs to manipulate. Contractor is only responsible for operating the mobile crane.
- 5) When the Technical Authority indicates the completion of water control activities, then demobilize crane from site.

##### **A4.2.2 ACTIVITY 4 - Removing or Replacing Stoplogs in Sluice #2**

Procedure is the same as for Activity #1 but the sluice is different.

##### **A4.2.3 ACTIVITY 5 - Removing or Replacing Stoplogs in Sluice #3**

Procedure is the same as for Activity #1 but the sluice is different.

##### **A4.2.4 ACTIVITY 6 - Removing or Replacing Stoplogs in Sluice #4**

Procedure is the same as for Activity #1 but the sluice is different.

##### **A4.2.5 ACTIVITY 7 - Crane on Standby at Dam**

- 1) Depending on weather forecasts, the normal response time listed in A4.2 item 3) will be too long. In that case, the Contractor must keep a crane on site for a period of time to enable quicker deployment.
- 2) Technical Authority will indicate to the contractor with as much lead-time as possible which sluices may require attention as well as the length time when the crane will be required to be parked on site.
- 3) Park the crane on site at the dam in the location indicated by the Technical Authority and leave it there for the duration indicated by the Contracting Authority.
- 4) Upon a call for service during this period, provide an **operating crew to arrive on site within 4 hours of the call for service** from the Technical Authority so that the water control operation may be effected.
- 5) Demobilize the crane from the site at the end of the standby period.

## **A5. ADMINISTRATIVE REQUIREMENTS**

### **A5.1 Contractor's Team**

- 1) Have on staff, or provide under sub-contract, all the skills required to perform Work of this contract.
- 2) Submit to the Technical Authority the names, responsibilities, and skills of the personnel involved, including of qualification to the requirements listed below where applicable.
  - a) **Crane operator(s).**—Must hold valid Ontario Certificate of Qualification as a Mobile Crane Operator 1 (Trade 339A), or hold an Interprovincial Red Seal endorsement on their provincial certificate if qualified in a province other than Ontario.
  - b) **Oiler (if any).**—Likely to be an apprentice in training to be a crane operator. Must have job-specific training in assisting crane operator with rigging and must know standard crane hand signals.
- 3) Substitute personnel (e.g. in case of illness of original personnel, etc.) must hold equivalent qualifications to the original personnel. Submit proof thereof to Technical Authority as soon as need for substitute personnel is known.

### **A5.2 Sub-Contracting**

- 1) Sub-contractors must fulfil all the requirements of the Contract.
- 2) Provide a list of all sub-contractors who may be used to fulfil requirement for standby service. Include a description of crane equipment to be provided by sub-contractor exactly as is required for Contractor's equipment.
- 3) Notify Technical Authority in writing, of any changes to the list of sub-contractors whenever this occurs during the Contract.
- 4) Whenever sub-contractors are working at the dam, provide a Supervisor, who is an employee of the Contractor, to be responsible for that sub-contractor. Canada will not provide any instructions directly to the sub-contractor, as we have no contractual relationship with them, but we will only communicate through the Contractor's Supervisor.
  - a) Contractor's Supervisor must have the authority to stop Work when, at Supervisor's discretion, it is necessary or advisable to do so for reasons of health or safety.

### **A5.3 Health & Safety Requirements**

#### **A5.3.1 Responsibility**

- 1) When on the dam site, the Contractor is responsible for health and safety of his own personnel and for his sub-contractors, and must comply with the requirements of the Province of Work.
- 2) Contracting Authority and Technical Authority may stop Work for health and safety considerations.
- 3) Immediately address health and safety non-compliance issues, whether identified by authority having jurisdiction, or by Contracting Authority, or by Technical Authority.
- 4) If unforeseen or peculiar safety-related conditions arise during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of the Province of Work and advise Contracting Authority and Technical Authority both verbally and in writing.

#### **A5.3.2 Existing Known Site Conditions**

- 1) Currently known hazards at the dam site include, but are not necessarily limited to, the following:
  - a) Weather hazards (extreme hot, cold, precipitation)
  - b) Trip-and-fall hazards such as uneven ground and slippery surfaces

### A5.3.3 Submittals

PWGSC requires a variety of submittals proving Contractor compliance with legislated requirements. Hence, submit the following:

- 1) **Company information** (also submit for those sub-contractors who will be working at the dam site):
  - a) **Clearance Certificate** from the Workplace Safety Insurance Board of Ontario, or proof of disability insurance coverage from private company.
  - b) Company's **Health & Safety Policy Statement** meeting the requirement of the Provincial Occupational Health and Safety Act.
  - c) Company's **Occupational Health and Safety Program** meeting the requirements of the Provincial Occupational Health and Safety Act.
- 2) **Site-Specific Hazard Assessment and Health and Safety Plan (SSHAHSP)**
  - a) Develop written SSHAHSP based on hazard assessment before starting Work on site. Implement and enforce requirements of SSHAHSP whenever work takes place at the dam site.
    - i) Note that Contractor is **not** responsible for identifying or mitigating hazards related to the Damkeepers' work, only his own work with the crane.
  - b) Technical Authority's review of SSHAHSP should not be construed as approval and does not reduce the Contractor's overall responsibility.
  - c) SSHAHSP must include the following:
    - i) **Part 1 - Safety Hazard Assessment.**—Consider the crane operations to be performed at the dam site and identify safety hazards associated with those operations. Currently known hazards include, but are not necessarily limited to, the ones listed in Section A5.7.2 *Existing Known Site Conditions*, as well as all other hazards Contractor foresees arising during Work, if any.
    - ii) **Part 2 - Mitigation Measures.**—For each safety hazard identified, describe measures and controls that will be used to protect employees and subcontract personnel and for ensuring compliance with Federal, Provincial, and Municipal laws and regulations. Mitigation measures may include a range of engineering controls, work practices, and personal protective equipment.
    - iii) **Part 3 - Emergency Contacts.**—Provide a list of names, roles, and phone numbers of who site personnel will phone in an emergency, and must include all sub-contractors. Include name of nearest health facility, a map showing its location, and describe how it will be contacted during an emergency (radio, phone, etc.).
    - iv) **Part 4 - Contingency and Emergency Response Plan.**—Describe standard operating procedures specific to the project site to be implemented during emergencies involving the crane and its crew.
      - (1) Provide proof that the crane operation crew has been trained in the following topics: First Aid, Working at Heights.