



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

**Bid Receiving Public Works and Government  
Services Canada/Réception des soumissions  
Travaux publics et Services gouvernementaux  
Canada**

**800 Burrard Street, Room 219**

**800, rue Burrard, pièce 219**

**Vancouver**

**British Columbia**

**V6Z 0B9**

**Bid Fax: (604) 775-9381**

**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> Electrical Maintenance Services	
<b>Solicitation No. - N° de l'invitation</b> T7056-190078/B	<b>Date</b> 2020-09-10
<b>Client Reference No. - N° de référence du client</b>	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PWY-037-8830	
<b>File No. - N° de dossier</b> PWY-0-43002 (037)	<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 2020-09-29</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Pacific Daylight Saving Time PDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Costa (PWY), Michaela	<b>Buyer Id - Id de l'acheteur</b> pwy037
<b>Telephone No. - N° de téléphone</b> (236) 888-7800 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> TC - Port Hardy Airport - Port Hardy, BC	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Pacific  
Region

800 Burrard Street, Room 219

800, rue Burrard, pièce 219

Vancouver

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<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>

**This bid solicitation cancels and supersedes previous bid solicitation number T7056-190078/A dated 2020-07-21 with a closing of 2020-09-11 at 14:00 Pacific Daylight Time (PDT). A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Evaluation Criteria, and any other annexes.

### **1.2 Summary**

- 1.2.1 Public Works and Government Services Canada, on behalf of Transport Canada, Port Hardy Airport, Port Hardy, BC, has a requirement for a qualified Electrical Contractor to maintain the low and high voltage systems that are critical to airport operations. The work required will focus on three areas: preventative maintenance scheduling and work-orders, preventative maintenance, and breakdown maintenance.

The Contractor must have, and must demonstrate experience working on all the following types of electrical circuits: General electrical circuits, Airfield lighting systems, and Approach Light Systems. The specific requirements are indicated in Annex A, Statement of Work.

The period of the contract is two (2) years from date of award. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions.

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

### **1.3 Debriefings**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](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](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

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

#### \*\*\*IMPORTANT NOTICE\*\*\*

Due to the impacts of the COVID-19 pandemic and to encourage physical distancing, the **bid receiving unit** in Vancouver will **remain open** but **with limited staff** and **limited hours: Monday to Friday, from 10:30 am to 2:30 pm** (Pacific Daylight Time).

**NOTE:** For bidders choosing to submit using epost Connect, bidders **must send an email requesting to open an epost Connect conversation to the following address:**

[TPSGC.RPRceptiondessomissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.RPRceptiondessomissions-PRBidReceiving.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.

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## 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 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 British Columbia.

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 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
  - Office of the Procurement Ombudsman (OPO)
  - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

## 2.7 Opening of Bids/Evaluation

There will be **no** public opening at bid deposit time.

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

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

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

**Section I:** Technical Bid

**Section II:** Financial Bid

**Section III:** Certifications

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

**Section I:** Technical Bid - 1 (one) hard copy

**Section II:** Financial Bid - 1 (one) hard copy

**Section III:** Certifications - 1 (one) hard 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 hard copy of their bid:

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

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and

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.

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## **Section I: Technical Bid**

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.

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.

Bidders must submit their technical bid in accordance with Annex D – Mandatory Evaluation Criteria. The Bidder's Technical Bid submission must include the following:

- (a) Completion of the Mandatory Requirements Checklist table in Annex D.
- (b) Completion of the Mandatory Bidder's Experience and Past Performance tables, Part I and Part II, in Annex D.

## **Section II: Financial Bid**

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

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

### **3.1.2 Exchange Rate Fluctuation**

[C3011T](#) 2013-11-06 Exchange Rate Fluctuation

### **3.1.3 SACC Manual Clauses**

## **Section III: Certifications**

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

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

Mandatory technical evaluation criteria are included in Annex D – Evaluation Criteria.

#### **4.1.2 Financial Evaluation**

Financial Evaluation Criteria are included in Annex D – Evaluation Criteria

### **4.2 Basis of Selection**

#### **4.2.1 Mandatory Technical Criteria**

*SACC Manual* Clause [A0031T](#) 2010-08-16 Basis of Selection – Mandatory Technical Criteria

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

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

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

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

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

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

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

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

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

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

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

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

#### **5.2.2 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**

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

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### **5.2.3.2 Education and Experience**

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

### **5.2.3.3 Certificates**

At Canada's request, the Bidder must provide evidence that all members proposed for the maintenance team working on the Airport electrical systems are qualified and certified for the work, meeting WorkSafeBC and BC Safety Authority requirements.

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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Statement of Work

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

### 6.2 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.

#### 6.2.1 General Conditions

[2035](#) (2020-05-28) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 6.3 Security Requirements

6.3.1 There is no security requirement applicable to the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from \_\_\_\_\_ to \_\_\_\_\_ (*period of 2 years - to be inserted at contract award*), inclusive.

#### 6.4.2 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Michaela Costa  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Real Property  
Address: Room 219 - 800 Burrard Street,  
Vancouver, BC V6Z 0B9

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Telephone: 236-888-7800  
E-mail address: [michaela.costa@tpsgc-pwgsc.gc.ca](mailto:michaela.costa@tpsgc-pwgsc.gc.ca)

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

### 6.5.2 Project Authority

The Technical Authority for the Contract is: *(to be inserted at contract award)*

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

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

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

### 6.5.3 Contractor's Representative *(Fill in or delete as applicable)*

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

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

## 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

## 6.7 Payment

### 6.7.1 Basis of Payment – Firm Unit Price

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B for a cost of \$ \_\_\_\_\_ *(to be inserted at contract award)*. Customs duties are included, and Applicable Taxes are extra.

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

### **6.7.3 Method of Payment**

SACC Manual clause [H1008C](#) (2008-05-12) Monthly Payment

### **6.7.4 SACC Manual Clauses**

SACC Manual [A9117C](#) (2007-11-30) T1204 - Direct Request by Customer Department

## **6.8 Invoicing Instructions – Maintenance Services**

6.8.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described below.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Project Authority.

6.8.2 An invoice must be submitted monthly, on the Contractor's own form and must be prepared to show:

- 1) Company name and address;
- 2) File Number, Contract Serial Number, and Financial Code;
- 3) Destination;
- 4) Hourly rate, number of hours, labour cost;
- 5) Cost of materials;
- 6) Goods and Services Tax;
- 7) Client Reference Number (CRN);
- 8) Procurement Business Number (PBN);

6.8.3 The monthly invoice will be processed for payment only if:

- 1) All the maintenance service call reports applicable for that month as described under section 5.0 of the Terms of Reference have been received by the Airport Manager, Port Hardy Airport; and
- 2) The monthly maintenance reports as described in section 5.0 of the Terms of Reference are attached to the monthly invoice.
- 3) Invoicing is to be monthly, submitted to the Airport Manager with details of work done, organized per Preventative Maintenance and Repairs.

6.8.4 The Contractor must distribute the invoices and reports as follows:

The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the following address for certification and payment

**ATTENTION:**  
*(to be inserted at contract award)*

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.10 Applicable Laws

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

### 6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions [2035](#) (2020-05-28) General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Insurance Requirements;
- (f) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:*"), as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

### 6.12 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in Annex C. 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. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

### 6.13 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

### 6.14 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

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- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

**6.15 Voluntary Reports for Apprentices Employed during the Contact**

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority six months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)

## **ANNEX A**

### **STATEMENT OF WORK**

#### **TITLE**

Electrical Systems Maintenance Services

#### **INTRODUCTION**

Transport Canada, Port Hardy Airport, Port Hardy, BC, has a requirement for a qualified Electrical Contractor to maintain the low and high voltage systems that are critical to airport operations. The work required will focus on three areas: preventative maintenance scheduling and work-orders, preventative maintenance, and breakdown maintenance.

The Contractor must have and must demonstrate experience in working on all the following types of electrical circuits: general electrical circuits, airfield lighting systems, and Approach Light Systems. The specific requirements are indicated in the Terms of Reference below.

#### **TERMS OF REFERENCE**

##### **1. Objective**

To maintain the Airport Electrical Systems to the standards required under Transport Canada Aerodrome Standards and Recommended Practices, TP312E and other applicable codes & standards.

##### **2. Location**

Port Hardy Airport, Port Hardy, British Columbia.

##### **3. Scope of Work**

'Airport Electrical Systems' include all components in support of all Groundside, Airside and Airport buildings systems, Edge Lighting for Runway, Apron & Taxiway, Approach lighting, communications, Airfield Lighting controls, and the complete/total Airport Essential Power distribution system. This includes, but is not limited to: all cables, ducts, light fixtures, flood lights, signs, windsocks, isolating transformers, Regulations, Transformers, Interruptible Units (IPUs), a diesel engine/generator-sets) and all primary and secondary Switchgear associated with the Airfield Lighting & Navigational Aids systems.

The Airport Electrical Systems work required in this contract includes but is not limited to:

- Preventative maintenance work, scheduling, work-orders, system repairs, on site documentation of work, CCR & all Switchgear servicing, megger test results and Lock-out occurrences;
- Inventory documentation and management of Airport Electrical Systems repairs, must be provided in digital format.
  - a) Inventory printout
  - b) Work Order
- Technical Research, as required in support of preventative maintenance and repairs;
- Administrative services, including permits, documentation, and detailed monthly invoicing

- Project work (New Construction) will be accomplished through a competitive bid process, and is not part of this Airport Electrical Systems Contact

The Contractor must work on the airport and airfield electrical systems, components, and related documents, including:

**A) Airport General Electrical Circuits**

- Essential Power Generation and Distribution Equipment including generator & engine controllers;
- High Voltage Switchgear, including Automatic Transfer Switch scheme for generators (IPU);
- Industrial Grounding and Lightning Protection requirements;
- Air Terminal Building electrical systems;
- Safety and Lock-Out procedures & Logs;
- General Building and Outdoor power and lighting circuits.

**B) Airfield Lighting Systems**

- Airport Series Lighting Systems with constant current regulated (CCR) systems;
- Regulator, troubleshooting, testing, splicing, calibration and repairs. (5KV+ open circuit system);
- Primary Circuit, troubleshooting, testing, splicing and repairs. (3 km long cable circuits);
- Edge light isolating transformers, trouble shooting and/or installations;
- Edge light fixtures trouble shooting repairs or installations;
- HV Megger of airfield circuits, recording, logging, and interpreting the results.

**C) Approach Light Systems**

- PAPI's: maintain, align, troubleshoot, repair, including controls;
- ODALS: maintain, troubleshoot, and repair, including controls.

**4. Support, Responsibility, and Response to Airport call for Repairs**

The Airport will supply parts that are required to carry out either preventative maintenance or repairs. The Contractor is to manage, record and report the inventory of parts on hand in the digital format.

The Airport will supply supporting details and drawings for all electrical circuits and components on the airport.

The Contractor must update drawings, including Electrical Single Line Diagram and Planimetry Diagram to reflect current status. Drawings are currently in AutoCad 2012 format\*.dwg.

The Airport will provide the necessary training for the Contractor to prepare for testing to obtain a mandatory Airport Vehicle Operator's Permit.

Investigations into failed electrical system will originate from the Airport Maintenance Office. These requests, by phone and/or by email will be to the Contractor's designated point of communication. The Contractor must respond with a Certified Airport Electrical Journeyman Electrician on-site at Port Hardy within 2 hours of the investigating request.

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For the definition of 'Certified Airport Electrical Journeyman Electrician' see section 6, Constraints and Qualifications of Workers.

## 5. Maintenance Reports

The Contractor must utilize a computerized preventative maintenance program that will capture the airport's electrical database, produce work-orders and provide reports that will assist airport management to track work programmed, work completed, work not completed, as well as costs.

The Base line data collected and all reports produced will be the property of Transport Canada, Port Hardy Airport. The Maintenance reports must be provided electronically. (e.g Word, Excel, Adobe, Vortex, email) for record keeping purposes.

Software currently used is Vortex. Vortex is an electronic database and work orders will be accessed by the electrical Contractor.

## 6. Constraints and Qualifications of Workers

A 'Certified Airport Electrical Journeyman Electrician' is an electrician with current A Class certificate AND minimum 3 years demonstrated experience in maintaining Airport Lighting Systems including the servicing of 5 KV cable circuits, IPU driven Essential Power systems, and CCRs. Alternatively, a 'Certified Airport Electrical Journeyman Electrician' can be an electrician with current B Class certificate AND minimum 3 years demonstrated experience in maintaining Airport Lighting Systems including the servicing of 5 KV cable circuits, IPU driven Essential Power systems, and CCRs. Use of a Class B Journeyman Electrician requires that all HV Switchgear Servicing be done by a qualified Class A certified Contractor, in accordance with WorkSafeBC and BC Safety Authority requirements.

All work must be accomplished directly or under the direct, full-time, on-site supervision of a Certified Airport Journeyman Electrician, holding at the very least a current Class B certification.

At no time must there be an apprentice electrician working on any electrical system on the airport without the direct and continuous supervision of a Certified Airport Journeyman Electrician with a Class B certificate.

The Contractor must ensure that any training that is required to meet airport electrical systems certification will be provided to the appropriate individuals. The Airport Manager can provide list of verified trainers available to assist the Contractor in achieving the necessary training.

All work on the Port Hardy Airport is subject to an Annual Electrical Permit from the BC Safety Authority Branch, Port Hardy, and must comply with the Canadian Electrical Code and with the Workers Compensation Board of British Columbia requirements for safe work practices, including all aspects of Lock-out procedures, with records of lock-outs kept on site at Port Hardy Airport.

Prior to commencing work under this airport electrical systems maintenance contract, the Contractor must obtain an annual Electrical Permit from the B.C. Safety Authority Branch, Port Hardy, and must forward a copy to the Airport Manager for posting on-site at the Port Hardy Airport. The annual permit must be renewed by the Contractor upon expiry.

It is the Contractor's responsibility to ensure safety and safe work practices for all Contractor personnel working while at the airport. Unsafe conditions must be reported to the Airport Manager immediately.

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## **7. Security and other considerations**

The Contractor, its personnel, and subcontractors (if applicable), who will work on the airport must agree to submit to Competency, Transport Security Clearance, ID, and Security checks as managed by the Airport Manager.

The Contractor is required to work cooperatively and safely in conjunction with other electrical staff that are engaged by the Airport Manager.

The Contractor must agree that all its personnel, and subcontractors (if applicable), who work on the airport must obtain an Airport Vehicle Operators Permit (AVOP). This AVOP allows the employee to operate a motor vehicle on the Airport.

The Contractor must agree that its personnel, and subcontractors (if applicable), who work Airside at the airport must successfully complete the Restricted Radio Operators course and obtain the appropriate license.

The Contractor must supply a vehicle complete with a visible 360-degrees Class 1 amber beacon and a functioning two-way radio that is compatible with the appropriate frequencies on the airport.

The Contractor must employ Journeyman Electricians with valid Class A or Class B Ticket and demonstrate full WorkSafeBC compliance with respect to Contractor employees in British Columbia.

Airside electrical work must be performed exclusively by 'Certified Airport Electrical Journeyman Electrician'. All work must be accomplished directly or under the direct, full-time, on-site supervision of a Certified Airport Journeyman Electrician, holding at the very least a current Class B certification.

## ANNEX B

### BASIS OF PAYMENT

The prices are in Canadian dollars, Canadian customs duties and excise taxes included. *Applicable Taxes are extra.*

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

The rates are firm/fixed for the full period of the Contract.

The rates specified in the Pricing Schedules below, include all overhead, including cost of labour, fringe benefits, administrative time, internal equipment charges (including equipment charges considered to be internal although they may be rented), that may need to be incurred to satisfy the terms of the contract. These expenses cannot be charged directly and/or separately from the all-inclusive rates.

The inclusion of volumetric data in this document are estimates only and does not represent a commitment by Canada.

#### PRICING SCHEDULES:

##### 1. Contract Year 1 – Routine Maintenance Check

Item	Description	Frequency Per Year (A)	Number of hours per Event (B)	Hourly Rate	Total Extended Amount (A x B x C)
1	Odals Check & Servicing	2	8	\$	\$
2	PAPI Check & Servicing	2	8	\$	\$
3	Airfield Lighting Weekly Check & Servicing and Weekly PAPI AIM Check	52	4	\$	\$
4	Regulator Check & Servicing	2	4	\$	\$
5	Apron Flood Light Check & Servicing	4	2	\$	\$
6	IPU Transfer Switch Monthly Check & Servicing and 3 Generators	12	3	\$	\$
7	High Voltage Servicing	1	8	\$	\$
8	Load Testing 3 Generators	1	8	\$	\$
9	Windsock Relamping & Servicing	1	3	\$	\$
10	IR Scan 8 hours once per year	1	8	\$	\$
11	Meggering Check & Servicing	4	8	\$	\$
12	HV Switchgear Servicing	1	8	\$	\$
13	Airport building(s) – Code(s) Compliance	52	4	\$	\$
14	Travel Flat fee	52	1	\$	\$
<b>Estimated Annual Routine Maintenance Cost – Contract Year 1 (not including applicable taxes)</b>					<b>\$</b>

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## 2. Contract Year 2 – Routine Maintenance Check

Item	Description	Frequency Per Year (A)	Number of hours per Event (B)	Hourly Rate	Total Extended Amount (A x B x C)
1	Odals Check & Servicing	2	8	\$	\$
2	PAPI Check & Servicing	2	8	\$	\$
3	Airfield Lighting Weekly Check & Servicing and Weekly PAPI AIM Check	52	4	\$	\$
4	Regulator Check & Servicing	2	4	\$	\$
5	Apron Flood Light Check & Servicing	4	2	\$	\$
6	IPU Transfer Switch Monthly Check & Servicing and 3 Generators	12	3	\$	\$
7	Load Testing 3 Generators	1	8	\$	\$
8	Windsock Relamping & Servicing	1	3	\$	\$
9	IR Scan 8 hours once per year	1	8	\$	\$
10	Meggering Check & Servicing	4	8	\$	\$
11	HV Switchgear Servicing	1	8	\$	\$
12	Airport building(s) – Code(s) Compliance	52	4	\$	\$
13	Travel Flat fee	52	1	\$	\$
<b>Estimated Annual Routine Maintenance Cost – Contract Year 2 (not including applicable taxes)</b>					<b>\$</b>

## 3. Option Year 1 – Routine Maintenance Check

Item	Description	Frequency Per Year (A)	Number of hours per Event (B)	Hourly Rate	Total Extended Amount (A x B x C)
1	Odals Check & Servicing	2	8	\$	\$
2	PAPI Check & Servicing	2	8	\$	\$
3	Airfield Lighting Weekly Check & Servicing and Weekly PAPI AIM Check	52	4	\$	\$
4	Regulator Check & Servicing	2	4	\$	\$
5	Apron Flood Light Check & Servicing	4	2	\$	\$
6	IPU Transfer Switch Monthly Check & Servicing and 3 Generators	12	3	\$	\$
7	Load Testing 3 Generators	1	8	\$	\$
8	Windsock Relamping & Servicing	1	3	\$	\$
9	IR Scan 8 hours once per year	1	8	\$	\$
10	Meggering Check & Servicing	4	8	\$	\$
11	HV Switchgear Servicing	1	8	\$	\$
12	Airport building(s) – Code(s) Compliance	52	4	\$	\$
13	Travel Flat fee	52	1	\$	\$
<b>Estimated Annual Routine Maintenance Cost – Option Year 1 (not including applicable taxes)</b>					<b>\$</b>

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#### 4. Option Year 2 – Routine Maintenance Check

Item	Description	Frequency Per Year (A)	Number of hours per Event (B)	Hourly Rate	Total Extended Amount (A x B x C)
1	Odals Check & Servicing	2	8	\$	\$
2	PAPI Check & Servicing	2	8	\$	\$
3	Airfield Lighting Weekly Check & Servicing and Weekly PAPI AIM Check	52	4	\$	\$
4	Regulator Check & Servicing	2	4	\$	\$
5	Apron Flood Light Check & Servicing	4	2	\$	\$
6	IPU Transfer Switch Monthly Check & Servicing and 3 Generators	12	3	\$	\$
7	High Voltage Servicing	1	8	\$	\$
8	Load Testing 3 Generators	1	8	\$	\$
9	Windsock Relamping & Servicing	1	3	\$	\$
10	IR Scan 8 hours once per year	1	8	\$	\$
11	Meggering Check & Servicing	4	8	\$	\$
12	HV Switchgear Servicing	1	8	\$	\$
13	Airport building(s) – Code(s) Compliance	52	4	\$	\$
14	Travel Flat fee	52	1	\$	\$
<b>Estimated Annual Routine Maintenance Cost – Option Year 2 (not including applicable taxes)</b>					\$

#### 5. Option Year 3 – Routine Maintenance Check

Item	Description	Frequency Per Year (A)	Number of hours per Event (B)	Hourly Rate	Total Extended Amount (A x B x C)
1	Odals Check & Servicing	2	8	\$	\$
2	PAPI Check & Servicing	2	8	\$	\$
3	Airfield Lighting Weekly Check & Servicing and Weekly PAPI AIM Check	52	4	\$	\$
4	Regulator Check & Servicing	2	4	\$	\$
5	Apron Flood Light Check & Servicing	4	2	\$	\$
6	IPU Transfer Switch Monthly Check & Servicing and 3 Generators	12	3	\$	\$
7	Load Testing 3 Generators	1	8	\$	\$
8	Windsock Relamping & Servicing	1	3	\$	\$
9	IR Scan 8 hours once per year	1	8	\$	\$
10	Meggering Check & Servicing	4	8	\$	\$
11	HV Switchgear Servicing	1	8	\$	\$
12	Airport building(s) – Code(s) Compliance	52	4	\$	\$
13	Travel Flat fee	52	1	\$	\$
<b>Estimated Annual Routine Maintenance Cost – Option Year 3 (not including applicable taxes)</b>					\$

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## TOTAL EVALUATED PRICE

1. Contract Year 1 – Routine Maintenance Check	\$
2. Contract Year 2 – Routine Maintenance Check	\$
3. Option Year 1 – Routine Maintenance Check	\$
4. Option Year 2 – Routine Maintenance Check	\$
5. Option Year 3 – Routine Maintenance Check	\$
<b>TOTAL EVALUATED PRICE</b> <i>(not including applicable taxes)</i> Contract Year 1 and 2, plus Option Year 1, 2 and 3	\$

## **ANNEX C**

### **INSURANCE REQUIREMENTS**

#### **Aviation Liability Insurance and Commercial General Liability Insurance**

##### **Aviation Liability Insurance**

1. The Contractor must obtain Aviation Liability Insurance for Bodily Injury (including passenger Bodily Injury) and Property Damage, 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 \$5,000,000 per accident or occurrence and in the annual aggregate.
2. The Aviation 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, represented by Public Works and Government Services Canada.
  - b. 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.
  - c. 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.
  - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - e. Employees and, where applicable, Volunteers must be included as Additional Insured.
  - f. Aviation Passenger Liability and inclusive Medical Payments: If sub-limits are applicable to Contractor's policy conforming to international carriage agreements or otherwise, such sub-limits must in any event be, not less than, \$300,000 per person. The per accident limit should be no less than \$300,000 multiplied by the number of passengers.
  - g. 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.
  - h. Employers Liability (unless we have confirmation that all employees are covered by Worker's compensation WSIB or similar program)

##### **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.

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- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.
- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.

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**ANNEX D**  
**MANDATORY EVALUATION CRITERIA**

**1. Technical Evaluation**

**1.1 Mandatory Technical Criteria**

The Bidder must meet all of the following mandatory criteria in order to be considered. Failure to do so will result in the bid being declared non-responsive and no further consideration will be given.

The evidence provided by the bidder may be verified by Canada. Failure by the Bidder to provide the required evidence or in the event that the evidence cannot be verified shall result in the bidder being disqualified and no further consideration will be given to the bidder. If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed.

Canada reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory shall result in the proposal being considered non-responsive and no further consideration will be given to the Bidder.

**1.1.2 Mandatory Requirements Checklist**

*The Bidder must complete and submit the following mandatory requirements checklist table:*

Yes	No	MANDATORY REQUIREMENTS
		The Contractor ensures that any training that is required to meet airport electrical systems certification must be provided to the appropriate individuals of the proposed team.
		The Contractor and the proposed personnel who work at the airport must agree to submit to Competency, Transport Security Clearance, ID, and Security checks.
		The Contractor must agree that all personnel who work on the airport obtain an Airport Vehicle Operators Permit (AVOP).*
		The Contractor agrees that each personnel who works airside must successfully complete the Restricted Radio Operators course and obtain the appropriate license.
		The Contractor must supply a vehicle complete with a Class 1, 360 degree amber rotating beacon and a functioning two-way radio that is compatible with the appropriate frequencies on the airport.
		The Contractor must be able to respond with a Certified Airport Electrical Journeyman Electrician on-site at Port Hardy Airport within 2 hours of a call.

**\*Note:** The Terms of Reference indicate the Client, Transport Canada, will provide the necessary training for the Contractor to meet the Airport Vehicle Operator's Permit (AVOP).

**1.1.3 Mandatory Bidder's Experience and Past Performance**

**Part I:**

The Bidder must provide evidence of at least eight (8) years of experience working with and maintaining airport and airfield electrical systems.



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File No. - N° du dossier  
PWY-0-43002

Buyer ID - Id de l'acheteur  
PWY037  
CCC No./N° CCC - FMS No./N° VME

<b>PROJECT/CONTRACT REFERENCE No. 2</b>	
<b>Name of client organization or Company</b>	<b>Name:</b>
<b>Name and title of client contact</b>	<b>Name:</b> <b>Title:</b>
<b>Telephone and email address of client contact</b>	<b>Phone no.:</b> <b>Email address:</b>
<b>Location/site of the project or Contract:</b>	
<b>Performance period of the project or Contract (indicate month and year)</b>	<b>From: Month _____ Year _____</b> <b>To: Month _____ Year _____</b>
<b>Description of project or Contract:</b>	

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<b>PROJECT/CONTRACT REFERENCE No.3</b>	
<b>Name of client organization or Company</b>	<b>Name:</b>
<b>Name and title of client contact</b>	<b>Name:</b> <b>Title:</b>
<b>Telephone and email address of client contact</b>	<b>Phone no.:</b> <b>Email address:</b>
<b>Location/site of the project or Contract:</b>	
<b>Performance period of the project or Contract (indicate month and year)</b>	<b>From: Month _____ Year _____</b> <b>To: Month _____ Year _____</b>
<b>Description of project or Contract:</b>	

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## **Part II:**

The Bidder must also provide evidence of its experience and past performance by referencing up to 3 projects or contracts satisfactorily rendered within the past 5 years, in which the Bidder performed or provided a range of maintaining airport and airfield electrical systems including **ALL** of the following:

### **A) Airport General Electrical Circuits**

- Essential Power Generation and Distribution Equipment including generator & engine controllers;
- High Voltage Switchgear, including Automatic Transfer Switch scheme for the generator (IPU);
- Industrial Grounding and Lightning Protection requirements.
- Air Terminal Building electrical systems
- Safety and Lock-Out procedures & Logs
- General Building and Outdoor power and lighting circuits

### **B) Airfield Lighting Systems**

- Airport Series Lighting Systems with constant current regulated (CCR) systems;
- Regulator, troubleshooting, testing, calibration, and repairs. (5KV+ open circuit system);
- Primary Circuit, troubleshooting, testing, splicing and repairs. (3km long cable circuits);
- Edge light isolating transformers, trouble shooting and/or installations;
- Edge light fixtures trouble shooting repairs or installations;
- HV Megger of airfield circuits, recording, logging, and interpreting the results.

### **C) Approach Light Systems**

- PAPI's: maintain, align, troubleshoot, and repair, including controls
- ODALS: maintain, troubleshoot, and repair, including controls.

<b>PROJECT/CONTRACT REFERENCE No.1</b>	
<b>Name of client organization or Company</b>	<b>Name:</b>
<b>Name and title of client contact</b>	<b>Name:</b> <b>Title:</b>
<b>Telephone and email address of client contact</b>	<b>Phone no.:</b> <b>Email address:</b>
<b>Location/site of the project or Contract:</b>	
<b>Performance period of the project or Contract (indicate month and year)</b>	<b>From: Month _____ Year _____</b> <b>To: Month _____ Year _____</b>

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**PROJECT/CONTRACT REFERENCE No.1**

**Description of project or Contract:**

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<b>PROJECT/CONTRACT REFERENCE No. 2</b>	
<b>Name of client organization or Company</b>	<b>Name:</b>
<b>Name and title of client contact</b>	<b>Name:</b> <b>Title:</b>
<b>Telephone and email address of client contact</b>	<b>Phone no.:</b> <b>Email address:</b>
<b>Location/site of the project or Contract:</b>	
<b>Performance period of the project or Contract (indicate month and year)</b>	<b>From: Month _____ Year _____</b> <b>To: Month _____ Year _____</b>
<b>Description of project or Contract:</b>	

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<b>PROJECT/CONTRACT REFERENCE No.3</b>	
<b>Name of client organization or Company</b>	<b>Name:</b>
<b>Name and title of client contact</b>	<b>Name:</b> <b>Title:</b>
<b>Telephone and email address of client contact</b>	<b>Phone no.:</b> <b>Email address:</b>
<b>Location/site of the project or Contract:</b>	
<b>Performance period of the project or Contract (indicate month and year)</b>	<b>From: Month_____ Year _____</b> <b>To: Month_____ Year _____</b>
<b>Description of project or Contract:</b>	

## 2. Financial Evaluation

- a) Bidders must submit their financial bid as outlined in Annex B, Basis of Payment.
- b) Bidders must insert firm, all-inclusive rates in the Pricing Schedules in Annex B. Failure to insert a rate for each item listed will render the bid non-responsive.
- c) The prices per unit shall govern in establishing the Total Extended Amount. Any arithmetical errors in Appendix B will be corrected by Canada.
- d) Canada may reject the bid if any of the prices submitted do not reasonably reflect the cost of performing the part of the work to which that price applies.
- e) The volumetric data in the Pricing Schedules are provided for bid evaluation price determination purposes. The specified estimated quantities and expenditures do not represent a commitment by Canada.
- f) For bid evaluation and Contractor selection purposes only, **the evaluated price of the bid will be determined in accordance with the Estimated Annual Routine Maintenance Cost for each year**, (excluding Applicable Taxes) in Annex B, Basis of Payment.

## 3. Basis of Selection

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

## 4. Submission Checklist

*The Bidder is responsible for following the instructions and meeting all submission requirements outlined in the Request for Proposal.*

The following list of documents and forms is provided with the intention of assisting the Bidder in ensuring a complete submission:

- Front Page of the Request for Proposal (RFP) – completed and signed
- Front page of any solicitation amendment – completed and signed
- Price Proposal (ANNEX B – BASIS OF PAYMENT)
- Mandatory technical criteria as per ANNEX D – EVALUATION CRITERIA, including:
  - (a) Completion of the Mandatory Requirements Checklist table in Annex D.
  - (b) Completion of the Mandatory Bidder's Experience and Past Performance tables, Part I and Part II, in Annex D.
- List of Names (ANNEX E – INTEGRITY PROVISIONS)
- Certifications required with the bid, **as applicable** (See PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION)

