

**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**

# INVITATION TO TENDER

## APPEL D'OFFRES

**Tender 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.

**Soumission 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 et sur toute feuille ci-annexée, au(x) prix indiqué(s).

## Comments - Commentaires

**Vendor/Firm Name and Address****Raison sociale et adresse du**

fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Ship Refits and Conversions / Radoubss et  
modifications de navires and / et

11 Laurier St. / 11, rue Laurier

6C2, Place du Portage

Gatineau, Québec K1A 0S5

<b>Title - Sujet</b> CCGS Limnos Arva Crane		
<b>Solicitation No. - N° de l'invitation</b> F2599-205004/A		<b>Date</b> 2020-09-24
<b>Client Reference No. - N° de référence du client</b> F2599-205004		<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$MD-039-27901
<b>File No. - N° de dossier</b> 039md.F2599-205004	<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 2020-10-20</b>		<b>Time Zone</b> Fuseau horaire 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> Blackburn, Jessica		<b>Buyer Id - Id de l'acheteur</b> 039md
<b>Telephone No. - N° de téléphone</b> (819) 230-2672 ( )		<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>  Specified Herein Précisé dans les présentes		

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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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 and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of 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, if applicable, and the basis of selection;

Part 5 Certifications: includes the certifications to be provided;

Part 6 Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and

Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Technical Specification, the Basis of Payment, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements and other Annexes.

### 1.2 Summary

1. The Requirement is:

- a) a) For an alongside refit to carry out the 5 year/1000 hour Maintenance of the Arva Crane of the Canadian Coast Guard Vessel **CCG Limnos**;
- b) in accordance with Annex A – Statement of Work, and any associated technical information.

b) To carry out unscheduled work authorized by the Contracting Authority.

2. Bidders must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2003.

3. The requirement is exempt from the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), Annex 4 and the Canada-United States-Mexico Agreement (CUSMA. However, it is subject to the Canadian Free Trade Agreement). The sourcing strategy relating to this procurement will be limited to suppliers in Eastern Canada, in accordance with Shipbuilding, Refit, Repair and Modernization Policy (2010-08-16).

4. There is a Federal Contractors Program (FCP) for employment equity requirement associated with this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex named Federal Contractors Program for Employment Equity - Certification.

### 1.3 Work Period - Marine

Commencement: January 4, 2021  
Completion: January 25, 2021

## 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 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing or by telephone.

## 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

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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.

### 2.2 Submission of Bids

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

PWGSC Bid Receiving Unit

Only bids submitted using epost Connect service will be accepted. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[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.

It is the Bidder's responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the solicitation closing date.

Due to the ongoing and evolving COVID-19 outbreak, suppliers must submit bids electronically using the Canada Post epost Connect application. This service allows suppliers to submit bids, offers and arrangements electronically to PSPC Bid Receiving Units. Instructions for using E-Post are included in this solicitation.

Bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **five (5) working 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with

copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

Any clarifications or changes to the bid solicitation resulting from the questions and answers will be included as an amendment to the bid solicitation.

## **2.4 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.

**Refer to Annex "I1" for Deliverables/Certifications.**

## **2.5 Bidders Conference**

A bidders' conference call will be held on Wednesday, September 30, 2020, at 9AM (EDT).

To join the conference:

- Toll-free dial-in number (Canada/US): 1-877-413-4791
- Local dial-in number: 613-960-7515
- Conference ID: 4096507

The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid attend or send a representative.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm attendance. Bidders should provide to the Contracting Authority, by email to [Jessica.blackburn@pwgsc-tpsgc.gc.ca](mailto:Jessica.blackburn@pwgsc-tpsgc.gc.ca), the name(s) of the person(s) who will be attending no later than Monday Sept. 28, 2020, at 4PM (EDT). Without confirmation, the bidders' conference could be cancelled.

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not attend will not be precluded from submitting a bid.

## **2.6 Optional Site Visit - Vessel**

It is optional 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 Canadian Centre for Inland Waters, 867 Lakeshore Rd, Burlington, Ontario L7S 1A1 on **Tuesday September 29, 2020**. The site visit will begin at 10:00 AM.

Bidders must communicate with the Contracting Authority no later than September 28, 2020 EOD to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

## **2.7 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.

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039md F2599-205004

Buyer ID - Id de l'acheteur  
039md  
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(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.

## 2.8 Work Period - Marine

Work must commence and be completed as follows:

Commence: January 4, 2021  
Complete: January 25, 2021

By submitting a bid, the Bidder certifies that they have sufficient materiel and human resources allocated or available and that the above work period is adequate to both complete the known work and absorb a reasonable amount of unscheduled work.

### 2.8.1 Additional Instructions to Work Period

From refit start date of **January 4, 2021 to the completion date of January 25, 2021** the vessel will be manned during the work period and will be considered to be in commission. The vessel during that period will be in the care and custody of the Canadian Coast Guard and under its control.

The work will be done at Canadian Centre for Inland Waters, 867 Lakeshore Rd, Burlington, Ontario L7S 1A1.

## 2.9 Equivalent Products

The SACC B3000T (2006-06-16) Equivalent Products, are incorporated by reference into and form part of the bid solicitation.



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

### **3.1 Bid Preparation Instructions**

The Bidder must submit its bid electronically 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

Bids transmitted by facsimile or hardcopy will not be accepted

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

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

The Bidder must provide all of the deliverables as referenced in Annex "I1" Deliverables and Certifications.

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

Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Annex "H", and the detailed Pricing Data Sheet, Appendix 1 to Annex "H". The total amount of Applicable Taxes must be shown separately.

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

Bidders must submit the certifications required under Part 5.

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

The Bidder must provide all of the deliverables as referenced in Annex "I1" Deliverables and Certifications.

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

Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Annex "H", and the detailed Pricing Data Sheet, Appendix 1 to Annex "H". The total amount of Applicable Taxes must be shown separately.

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

Bidders must submit the certifications 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, management and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

### **Section I - Technical Bid / Certifications**

Notwithstanding deliverable requirements specified within the bid solicitation and its associated Technical Specification Annex "A", mandatory deliverables that must be submitted with the Bidder's bid to be deemed responsive are summarized in Annex "H1".

### **Section II - Financial Bid**

In order to be compliant, the Bidder's bid must, to the satisfaction of Canada, meet all requirements and provide all information required under Part 3, Section II - Financial Bid.

Canada reserves the right to request information to support any bid requirement. The Bidder is instructed to address each requirement in sufficient depth to permit a complete analysis and assessment by the Evaluation Team. The Bid will be deemed responsive if it is found to meet all the mandatory requirements.

#### **4.1.1 Evaluation of Price**

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

### **4.2 Unscheduled Work and Evaluation Price**

In any vessel refit, repair or docking contract, unscheduled work will arise after the vessel and its equipment is opened up and surveyed.

An anticipated cost for the unscheduled work will be included in the evaluation price. The evaluation price will be calculated by including an estimated amount of additional person-hours multiplied by a firm hourly charge-out labour rate for unscheduled work and will be added to the firm price for the known work.

The Evaluation Price will be used for evaluating the bid. The additional amount of person-hours for unscheduled work will be based on historical experience and there is no minimum or maximum amount of unscheduled work nor is there a guarantee of such unscheduled work.

### **4.3 Basis of Selection**

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

Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed Contract. Notwithstanding that a Bidder may have been recommended for award of Contract, issuance of any Contract will be contingent upon internal approval in accordance with Canada's policies. If such approval is not given, no Contract will be awarded.

### **4.4 Deliverables after Contract Award**

Refer to Annex "H2".

## PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

### 5.1 Certifications Required Precedent to Contract Award

#### 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 website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

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

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex C Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

#### 5.1.3 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.

#### **5.1.4 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.

## **PART 6 - FINANCIAL AND OTHER REQUIREMENTS**

### **6.1 Financial Capability**

SACC Manual Clause A9033T (2012-07-16) Financial Capability

### **6.2 Contract Financial Security – not used**

### **6.3 Vessel Transfer Costs – not used**

### **6.4 Workers' Compensation - Letter of Good Standing**

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The bidder must provide with the bid, a certificate or letter from the applicable Worker's Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

### **6.5 Valid Labour Agreement**

If the Bidder has a labour agreement, or other suitable instrument, in place with all its unionized labour, it must be valid for the proposed period of any resulting contract. Documentary evidence of the agreement or suitable instrument must be provided on or before bid closing date. If this information is not provided with the bid it will render the bid non-responsive.

### **Refer to Annex "I1" for Deliverables/Certifications**

### **6.6 Preliminary Work Schedule**

At the time of bid closing the Bidder must submit to Canada one (1) copy of its preliminary production work schedule. This schedule is to show the commencement and completion dates for the Work in the available work period, including realistic target dates for significant events. This schedule will be reviewed with the successful Bidder at the Pre-Refit Meeting.

The Contractor's Work schedule must include (as a minimum) target dates for each of the following significant events:

- a. Commencement of Work as defined at Article 7.3.1
- b. Period to be in Dry-Dock N/A
- c. All priced work items listed in Annex H Appendix 1
- d. FSR Scheduling for Priced Work Items
- e. Completion of Work as defined at Article 7.3.1
- f. Dock and Sea Trials Period
- g. Resumption of custody by Canada N/A

### **Refer to Annex "I1", Deliverables/Certifications.**

### **6.7 Safety Measures for Fueling and Disembarking Fuel**

Fueling and disembarking fuel from Canadian government vessels must be conducted under the supervision of a responsible supervisor trained and experienced in these operations.

At bid closing date, the Bidder must provide details of its safety measures for fueling and disembarking fuel together with the name and qualifications of the person in charge of this activity. If this information is not provided with the bid it render the bid non-responsive.

## **6.8 ISO 9001:2008 - Quality Management Systems**

The Bidder shall have in place a Quality Management System registered to ISO 9001:2008 or a Quality Management System modeled on ISO 9001-2008 and shall provide at time of bid closing:

- If registered its valid ISO 9001-2008 certification;
- Example of Quality Control Plan (QCP) as per clause 6.16.

Documentation and procedures of bidders may be subject to a Quality System Evaluation (QSE) by the Technical Authority during bid evaluation period.

**Refer to Annex "I1" for Deliverables/Certifications.**

## **6.9 Health and Safety**

The Bidder must submit with its bid objective evidence that it has a documented Health and Safety system fully compliant with all current Federal, Provincial and Municipal regulations. If this information is not provided with the bid it will render the bid non-responsive.

**Refer to Annex "I1" for Deliverable Requirements.**

## **6.10 Fire Protection, Fire Fighting and Training Procedures**

The Bidder must submit with its bid objective evidence that it has documented fire protection, fire fighting and training procedures compliant with current regulations and their insurance requirements. The fire protection, fire fighting and training procedures will, once accepted by Canada, form part of the Contract. Please refer to clause 7.26. If this information is not provided with the bid it will render the bid non-responsive.

**Refer to Annex "I1" for Deliverable Requirements.**

## **6.11 Hazardous Waste**

1. The Bidder acknowledges that sufficient information has been provided by Canada with respect to the location and estimated amount of hazardous materials such as asbestos, lead PCBs, silica or other hazardous materials or toxic substances.
2. The price includes all costs associated with the removal, handling, storage, disposal and/or working in the vicinity of hazardous materials such as asbestos, lead, PCBs, silica and other hazardous materials or toxic substances on board the vessel, including those costs resulting from the need to comply with applicable laws and regulations in relation to the removal, handling, disposal or storage of hazardous materials or toxic substances.
3. The completion date for the Work takes into account the fact that the removal, handling, storage, disposal and/or working in the vicinity of hazardous materials such as asbestos, lead, PCBs, silica and other hazardous materials or toxic substances may be affected by the need to comply with applicable federal, provincial and municipal laws or regulations and that this will not be considered to be an excusable delay.

## **6.12 Insurance Requirements**

The Bidder must provide with its bid a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex "D". If this information is not provided with the bid it will render the bid non-responsive.

**Refer to Annex "I1", Deliverables/Certifications.**

### 6.13 Welding Certification

1. Welding must be performed by a welder certified by the Canadian Welding Bureau and in accordance with the requirements of the following Canadian Standards Association (CSA) standards:

- (a) CSA W47.1-03, Certification for Companies for Fusion Welding of Steel (Minimum Division Level 2.1); and
- (b) CSA W47.2-M1987 (R2003), Certification for Companies for Fusion Welding of Aluminum (Minimum Division Level 2.1).

The bidder shall submit proof of certification with the bid. The certification shall remain valid for the duration of the contract. If this information is not provided with the bid it will render the bid non-responsive.

Proof of Certification for Companies for Fusion Welding of Aluminum is not required with the bid but must be readily available before the commencement of any fabrication work, and upon request from the Technical Authority. The certification shall remain valid for the duration of the contract.

**Refer to Annex " I1" for Deliverables/Certifications.**

### 6.14 Project Management Services

The Bidder is required to provide a Project Management Team experienced and capable of successfully managing the ship refit contract as defined herein. Project management personnel, services and deliverables must comply with the requirements detailed in the contract.

#### 1. Intent

- (a) Job titles used in this annex are for clarity within this document only. The Contractor is free to choose job titles that suit its organization.
- (b) The Contractor, through its Project Management Team, is responsible to discharge the duties and supply the deliverables required in the Contract and the Specifications.
- (c) Project Management encompasses the direction and control of such functions as engineering, planning, purchasing, manufacturing, assembly, overhauls, installations and test and trials.

#### 2. Project Manager

- (a) The Contractor must supply an experienced Project Manager (PM).
- (b) The PM must have experience in managing a project of this nature.

#### 3. Project Management Team

Other than the Project Manager, the Contractor must assign and vary other job descriptions to suit its organization; provided however that the collective resume of its Project Management must provide for the effective control of the project elements including but not limited to:

- i. Project Management
- ii. Quality Assurance
- iii. Planning and Scheduling

#### 4. Tender Deliverable

Names, brief resumes, and list of duties for each of the team members that ensures that each of the project elements listed in Article 3. above have been addressed.

#### 5. Reports

The following Management Reports and Documentation are to be prepared and maintained by the Contractor and submitted to Canada in accordance with the Contract or upon request by the Contracting Authority.

- i. Production Work Schedule
- ii. Inspection Summary Report
- lii. Growth Work Summary

**Refer to Annex "I1" for Deliverables/Certifications.**

#### **6.15 List of Proposed Subcontractors**

If the bid includes the use of subcontractors, the Bidder shall provide a list of all subcontractors including a description of the things to be purchased, a description of the work to be performed by specification section 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, i.e. subcontract work valued at less than \$ 5,000.00 aggregate for the project.

**Refer to Annex "I1" for Deliverables/Certifications.**

#### **6.16 Quality Control Plan**

At the time of bid closing the Bidder must submit to Canada an example of its Quality Control Plan (QCP) as applied on previous projects of the same nature.

**Refer to Annex "I1" for Deliverables/Certifications.**

#### **6.17 Inspection and Test Plan**

At the time of bid closing the Bidder must submit to Canada an example of an Inspection and Test Plan (ITP) complete with requirement and inspection reports as developed on previous projects of the same nature.

**Refer to Annex "I1" for Deliverables/Certifications.**

#### **6.18 Environmental Protection**

At the time of bid closing the Bidder must submit details of its environmental emergency response plans, waste management procedures and/or formal environmental training undertaken by its employees.

**Refer to Annex "I1" for Deliverables/Certifications.**



## 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 Requirement

a) The Requirement is:

- a) To carry out an alongside 5 year/10,000 hour Maintenance of the Arva Crane of the Canadian Coast Guard Vessel **CCG Limnos** in accordance with Annex A – Statement of Work, and any associated technical information.
- b) carry out any unscheduled work authorized by the Contracting Authority.

### 7.2 Standard Clauses and Conditions

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

#### 7.2.1 General Conditions

2030 (2020-05-28), General Conditions - Higher Complexity - Goods, apply to and form part of the Contract.

2030 (2020-05-28) General Conditions Higher Complexity - Goods are hereby amended as follows:

#### Section 22 Warranty

- 1. The Contractor, if requested by Canada, must replace or repair at its own expense any finished work, excluding Government Issue incorporated in the Work, which becomes defective or which fails to conform to contract requirements as a result of faulty or inefficient manufacture, material or workmanship.
- 2. Despite acceptance of the finished work, and without restricting any other term of the Contract or any condition, warranty or provision imposed by law, the Contractor warrants that the following will be free from all defects and will conform with the requirements of the Contract:
  - (a) The painting of the underwater portion of the hull for a period of 365 days commencing from the date of undocking, except that the Contractor will only be liable to repair and/or replace to a value to be determined as follows:

Original cost to Canada of the underwater painting work, divided by 365 days and multiplied by the number of days remaining in the warranty period. The resultant sum would represent the "Dollar Credit" due to Canada from the Contractor.
  - (b) All other painting work for a period of 365 days commencing from the date of acceptance of the Work;

- (c) All other items of work for a period of ninety (90) days commencing from the date of acceptance of the Work, except that:
- (i) the warranty on the work related to any system or equipment not immediately placed in continuous use or service will be for a period of ninety (90) days from the date of acceptance of the vessel;
  - (ii) for all outstanding defects, deviations, and work items listed on the Acceptance Document at Delivery, the warranty will be ninety (90) days from the subsequent date of acceptance for each item.
3. The Contractor agrees to pass to Canada, and exercise on behalf of Canada, all warranties on the materials supplied or held by the Contractor which exceed the periods indicated above.
4. Refer to Annex "E" and its Appendix "1" for Warranty Defect Claim Procedures and forms.

## 7.2.2 Supplemental General Conditions

1031-2 (2012-07-16), Contract Cost Principles, apply and form part of the Contract.

1029 (2020-05-28) Ship Repairs, apply and form part of the Contract.

## 7.3 Term of Contract

### 7.3.1 Work Period - Marine

1. Work must commence and be completed as follows:

Commence: January 4, 2021  
Complete: January 25, 2021

2. The Contractor agrees that the above time (the "Work Period") provides an adequate period to perform the subject work and absorb a reasonable amount of unscheduled work. The Contractor certifies that they have sufficient material and human resources allocated or available to complete the subject work and a reasonable amount of unscheduled work within the Work Period.

Canada has the right to delay the arrival of the Vessel at the Contractor's facility subject to the following conditions:

- a) Canada gives 10 calendar days advance notice of a 15 day maximum delay.

The Contractor may claim no additional cost when arrival of the vessel at the Contractor's facility is delayed up to a maximum of 15 calendar days beyond the commencement date, above. The Completion Date shall be extended by a period equal to the length of the delay.

- b) Canada does not provide 10 calendar days advance notice of a delay.

The Completion Date shall be reasonably adjusted to reflect the impact of the delay on the arrival of the Vessel and Canada shall pay only the Daily Services Fee referred to in the Basis of Payment for the period of the delay.

### 7.3.2 Additional Instructions to Work Period

From refit start date of January 4th, 2021 to January 25, 2021 the vessel will be manned during the work period and will be considered to be in commission. The vessel during that period will be in the care and custody of CCG and under its control.

### 7.3.3 Time is of the Essence

Refer to SACC Manual Clause 2030 (2020-05-28), sub-section 10, Time is of the Essence.

## 7.4 Authorities

### 7.4.1 Contracting Authority

The Contracting Authority for the Contract is:

Jessica Blackburn  
Department of Public Works and Government Services Canada (PWGSC)  
Defence and Major Procurement Branch  
PWGSC, 6C2 Place du Portage, Phase III  
11 Laurier Street,  
Gatineau, Quebec, K1A 0S5  
Tel: (819) 239-2672  
E-Mail : [jessica.blackburn@pwgsc.gc.ca](mailto:jessica.blackburn@pwgsc.gc.ca)

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

### 7.4.2 Technical Authority

The Technical Authority for the Contract is:

Name will be determined at Contract Award

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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.

### 7.4.3 Inspection Authority

The Inspection Authority for the Contract is the Canadian Coast Guard.

Name will be determined at Contract Award

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
E-mail: \_\_\_\_\_

The Inspection Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for the inspection of the Work and acceptance of the finished work. The Inspection Authority may be represented on-site by a designated inspector and any other Government of Canada Inspector who may from time to time be assigned in support of the designated inspector.

## **7.5 Payment**

### **7.5.1 Basis of Payment - 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 Basis of Payment Annex "B" for the Known Work. Applicable Taxes are extra, if applicable. Payment for unscheduled work shall be in accordance with Annex "B".

No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Specifications, will be authorized or paid to the Contractor unless such design changes, modifications or interpretations have been authorized in writing, by the Contracting Authority prior to their incorporation in the Work.

### **7.5.2 Terms of Payment - Progress Payment**

1. Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 90 percent of the amount claimed and approved by Canada if:
  - (a) an accurate and complete claim for payment using form PWGSC-TPSGC 1111 <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>, Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
  - (b) the amount claimed is in accordance with the basis of payment;
  - (c) the total amount for all progress payments paid by Canada does not exceed 90 percent of the total amount to be paid under the Contract;
  - (d) all certificates appearing on form PWGSC-TPSGC 1111 have been signed by the respective authorized representatives.
2. The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.
3. Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

### **7.5.3 Liens - Section 427 of the Bank Act**

**SACC Manual Clause H4500C (2010-01-11) Liens - Section 427 of the Bank Act**

### **7.5.4 Limitation of Price**

**SACC Manual Clause C6000C (2017-08-17) Limitation of Price**

### **7.5.5 Time Verification**

**SACC Manual Clause C0711C (2008-05-12) Time Verification**

## 7.6 Invoicing Instructions

The Contractor must submit invoices in accordance with the information required in Section 13 of 2030 **(2020-05-28)**, General Conditions, Higher Complexity, Goods, Article 7.5 Payment and Article 7.6 Invoicing Instructions.

### 7.6.1 Invoices

1. Invoices are to be made out to:

Canadian Coast Guard Marine Engineering  
520 Exmouth Street  
Sarnia, ON, N7T 8B1  
Attn: Helen Evans

And;

The original invoice to be forwarded for verification to:

Public Works and Government Services Canada  
Marine Systems Directorate  
Ship Refit Division  
6C2 Place du Portage, Phase III  
11 Laurier Street  
Gatineau, Quebec K1A 0S5  
Attention: Jessica Blackburn

2. Canada will only make payment upon receipt of a satisfactory invoice duly supported by specified release documents and any other documents called for under the Contract.
3. The Contractor shall not submit an invoice prior to the completion and acceptance of the Work or shipment of the items to which it relates.

### 7.6.2 Invoicing Instructions - Progress Claim

1. The Contractor must submit a claim for payment using form PWGSC-TPSGC 1111 <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/1111.pdf>, Claim for Progress Payment.

Each claim must show:

- (a) all information required on form PWGSC-TPSGC 1111;
  - (b) all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
2. Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.
  3. The Contractor must prepare and certify one original and two (2) copies of the claim on form PWGSC-TPSGC 1111, and forward it to the Contracting Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place.

The Contracting Authority will then forward the original and two (2) copies of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

4. The Contractor must not submit claims until all work identified in the claim is completed.

### 7.6.3 Warranty Holdback

A warranty holdback of 5% of the total contract price as last amended (Applicable Taxes excluded) will be applied to the final claim for payment. This holdback will be payable by Canada upon the expiry of the 90 day warranty period(s) applicable to the Work. Applicable Taxes, as appropriate, is to be calculated and paid on the total amount of the claim before the 5% holdback is applied. At the time that the holdback is released, there will be no Applicable Taxes payable, as it was included in previous payments.

## 7.7 Certifications

### 7.7.1 Compliance

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

## 7.8 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## 7.9 Applicable Laws

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

## 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 Supplemental General Conditions 1029, (2018-12-06), Ship Repairs;
- (c) the General Conditions 2030, (2020-05-28), General Conditions - Higher Complexity - Goods
- (d) the General Conditions 1031-2, (2012-07-16), Contract Cost Principles;
- (e) Bidder Questions and Answers
- (f) Annex "A", Statement of Work;
- (g) Annex "B", Basis of Payment;
- (h) Annex "C", Federal Contractors Program for Employment Equity - Certification;
- (i) Annex "D", Insurance Requirements;
- (j) Annex "E", Warranty;
- (k) Annex "F", Procedure for Unscheduled Work;
- (l) Annex "G", Quality Control/Inspection;
- (m) Annex "H", Financial Bid Presentation Sheet;
- (n) Annex "I", Deliverables/Certifications
- (o) the Contractor's bid dated \_\_\_\_\_ (insert date of bid),

## 7.11 Insurance Requirements

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

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil 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) working 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 Limitation of Contractor's Liability for Damages to Canada**

1. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees.

2. Whether the claim is based in contract, tort, or another cause of action, the Contractor's liability for all damages suffered by Canada caused by the Contractor's performance of or failure to perform the Contract is limited to \$10 million per incident or occurrence to an annual aggregate of \$20 million for losses or damage caused in any one year of carrying out the Contract, each year starting on the date of coming into force of the Contract or its anniversary. This limitation of the Contractor's liability does not apply to nor include:

- (a) Any infringement of intellectual property rights;
- (b) Any breach of warranty obligations;
- (c) Any liability of Canada to a third party arising from any act or omission of the Contractor in performing the Contract; or
- (d) Any loss for which the policies of insurance specified in the Contract or any other policies of insurance held by the Contractor would provide insurance coverage.

3. Each Party agrees that it is fully liable for any damages that it causes to any third party in connection with the Contract, regardless of whether the third party makes its claim against Canada or the Contractor. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada for that amount.

4. The Parties agree that nothing herein is intended to limit any insurable interest of the Contractor nor to limit the amounts otherwise recoverable under any insurance policy. The Parties agree that to the extent that the insurance coverage required to be maintained by the Contractor under this Contract or any additional insurance coverage maintained by the Contractor, whichever is greater, is more than the limitations of liability described in sub article (2), the limitations provided herein are increased accordingly and the Contractor shall be liable for the higher amount to the full extent of the insurance proceeds recovered.

5. If, at any time, the total cumulative liability of the Contractor for losses or damage suffered by Canada caused by the Contractor's performance of or failure to perform the Contract, excluding liability described under subsection 2(a), (b), (c) and (d) exceeds \$40 million, either Party may terminate the Contract by giving notice in writing to the other Party and neither Party will make any claim against the other for damages, costs, expected profits or any other such loss arising out of the termination. However, no such termination or expiry of the Contract shall reduce or terminate



any of the liabilities that have accrued to the effective date of the termination but which liabilities are subject to the limitations as specified in sub-article (1) through (4) above.

6. The date of termination pursuant to this Article, shall be the date specified by Canada in its notice to terminate, or, if the Contractor exercises the right to terminate, in a notice to the Contractor from Canada in response to the Contractor's notice to terminate. The date of termination shall be in Canada's discretion to a maximum of 12 months after service of the original notice to terminate served by either Party pursuant to sub-article 5, above.

7. Nothing shall limit Canada's other remedies, including Canada's right to terminate the Contract for default for breach by the Contractor of any of its obligations under this Contract, notwithstanding that the Contractor may have reached any limitation of its liability hereunder.

### **7.13 Financial Security – not used**

### **7.14 Sub-contracts and Sub-contractor List**

The Contracting Authority is to be notified, in writing, of any changes to the list of subcontractors before commencing the work.

When the Contractor sub-contracts work, a copy of the sub-contract purchase order is to be passed to the Contracting Authority. In addition, the Contractor must monitor progress of sub-contracted work and inform the Inspection Authority on pertinent stages of work to permit inspection when considered necessary by the Inspection Authority.

### **7.15 Work Schedule and Reports**

No later than **five (5) calendar days** after contract award, the preliminary work schedule provided with the bid must be revised, detailed and resubmitted in preparation to the contract award meeting.

The Contractor must provide a detailed work schedule showing the commencement and completion dates for the Work in the available work period, including realistic target dates for significant events.

During the work period the schedule is to be reviewed on an ongoing basis by the Inspection Authority and the Contractor, updated when necessary, and available in the Contractor's office for review by Canada's authorities to determine the progress of the Work.

### **7.16 Insulation Materials - Asbestos Free**

All materials used to insulate or re-insulate any surfaces on board the vessel must meet Transport Canada Marine standards, for commercial marine work, and, for all work, be free from asbestos in any form. The Contractor must ensure that all machinery and equipment located below or adjacent to surfaces to be re-insulated are adequately covered and protected before removing existing insulation.

### **7.17 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.

### **7.18 ISO 9001:2008 - Quality Management Systems**

In the performance of the Work described in the Contract, the Contractor must comply with the requirements of:



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ISO 9001:2008 - Quality management systems - Requirements, published by the International Organization for Standardization (ISO), current edition at date of submission of Contractor's bid.

The Contractor's quality management system must address each requirement contained in the standard, however, the Contractor is not required to be registered to the applicable standard.

## 7.19 Project Management Services

The Contractor is required to provide their own Project Management Team experienced and capable of successfully managing the ship repair contract as defined herein. Project management personnel, services and deliverables must comply with the requirements detailed in the contract.

### 1. Intent

(a) Job titles used in this annex are for clarity within this document only. The Contractor is free to choose job titles that suit its organization.

(b) The Contractor, through its Project Management Team, is responsible to discharge the duties and supply the deliverables required in the Contract and the Specifications.

(c) Project Management encompasses the direction and control of such functions as engineering, planning, purchasing, manufacturing, assembly, overhauls, installations and test and trials.

### 2. Project Manager

(a) The Contractor must supply an experienced Project Manager (PM).

(b) The PM must have experience in managing a project of this nature.

### 3. Project Management Team

Other than the Project Manager, the Contractor must assign and vary other job descriptions to suit its organization; provided however that the collective resume of its Project Management must provide for the effective control of the project elements including but not limited to:

- i. Project Management
- ii. Quality Assurance
- iii. Planning and Scheduling

### 4. Reports

The following Management Reports and Documentation are to be prepared and maintained by the Contractor and submitted to Canada in accordance with the Contract or upon request by the Contracting Authority.

- i. Production Work Schedule
- ii. Inspection Summary Report
- iii. Growth Work Summary

## 7.20 Quality Control Plan

The Contractor must implement and follow the Quality Control Plan (QCP) prepared according to the latest issue (at contract date) of ISO 10005:2005 Quality management - Guidelines for quality plans, approved by the Inspection and the Technical Authority. The QCP must describe how the Contractor will conform to the specified quality requirements of the Contract and specify how the required quality activities are to be carried out, including quality assurance of subcontractors. The Contractor must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the QCP. The QCP must be made available to the Inspection and Technical Authority for review and approval **within five (5) calendar days** after contract award.

The documents referenced in the QCP must be made available when requested by the Inspection Authority.

The Contractor must make appropriate amendments to the QCP throughout the term of the Contract to reflect current and planned quality activities. Amendments to the QCP must be acceptable to the Inspection Authority and the Technical Authority.

**Refer to Annex "G" for details.**

#### **7.21 Inspection and Test Plan**

The Contractor must in support of its Quality Control Plan (QCP), implement an approved Inspection and Test Plan (ITP).

The Contractor must provide at no additional cost to Canada, all applicable test data, all Contractor technical data, test pieces and samples as may reasonably be required by the Inspection Authority to verify conformance to contract requirements. The Contractor must forward at his expense such technical data, test data, test pieces and samples to such location as the Inspection Authority may direct.

**Refer to Annex "G" for details.**

#### **7.22 Equipment/Systems: Inspection/Test**

Inspections, Tests and Trials of Equipment, Machinery and Systems shall be conducted in accordance with the Specification. The Contractor is responsible for performing, or having performed, all Inspections, Tests and Trials necessary to substantiate that the materiel and services provided conform to contract requirements.

**Refer to Annex "G" for details.**

#### **7.23 Environmental Protection**

The Contractor and its sub-contractors engaged in the Work on a Crown vessel must carry out the Work in compliance with applicable municipal, provincial and federal environmental laws, regulations and industry standards.

The Contractor must have detailed procedures and processes for identifying, removing, tracking, storing, transporting and disposing of all potential pollutants and hazardous material encountered, to ensure compliance as required above. The contractor must maintain in force their Environmental Protection procedures through the course of the contract.

All waste disposal certificates are to be provided to the Technical Authority, with information copies sent to the Contracting Authority. Furthermore, additional evidence of compliance with municipal, provincial and federal environmental laws and regulations is to be furnished by the Contractor to the Contracting Authority when so requested.

The Contractor must have environmental emergency response plans and/or procedures in place. Contractor and subcontractor employees must have received the appropriate training in emergency preparedness and response. Contractor personnel engaging in activities which may cause environmental impacts or potential non compliance situations, must be competent to do so on the basis of appropriate education, training, or experience.

#### **7.24 Hazardous Waste**

1. The Contractor acknowledges that sufficient information has been provided by Canada with respect to the location and estimated amount of hazardous materials such as asbestos, lead PCBs, silica or other hazardous materials or toxic substances.
2. The price includes all costs associated with the removal, handling, storage, disposal and/or working in the vicinity of hazardous materials such as asbestos, lead, PCBs, silica and other hazardous materials or toxic

substances on board the vessel, including those costs resulting from the need to comply with applicable laws and regulations in relation to the removal, handling, disposal or storage of hazardous materials or toxic substances.

3. The completion date for the Work takes into account the fact that the removal, handling, storage, disposal and/or working in the vicinity of hazardous materials such as asbestos, lead, PCBs, silica and other hazardous materials or toxic substances may be affected by the need to comply with applicable federal, provincial and municipal laws or regulations and that this will not be considered to be an excusable delay.

#### **7.25 Supervision of Fueling and Disembarking Fuel**

The Contractor must ensure that fueling and disembarking of fuel from Canadian government vessels are conducted under the supervision of a responsible supervisor trained and experienced in these operations.

All fueling and disembarking of fuel on CCGS Limnos must be done in accordance with the Contractor's submitted and accepted procedures.

#### **7.26 Fire Protection, Fire Fighting and Training**

The Contractor must maintain in force their fire protection, firefighting and training procedures through the course of the Contract.

#### **7.27 Loan of Equipment - Marine**

The Contractor may apply for the loan of the Government special tools and test equipment particular to the subject vessel as identified in the Specifications. The provision of other equipment required for the execution of work in the Specifications is the sole responsibility of the Contractor.

Equipment loaned under this provision must be used only for work under this Contract and may be subject to demurrage charges if not returned on the date required by Canada. In addition, equipment loaned under the above provision must be returned in a like condition, subject to normal wear and tear.

A list of Government equipment that the Contractor intends to request must be submitted to the Contracting Authority within **three (3) days** of Contract Award to permit timely supply or for alternate arrangements to be made. The request must state the time frame for which the equipment is required.

**Refer to Annex "J1" for Deliverables/Certifications.**

#### **7.28 Welding Certification**

1. The Contractor must ensure that welding is performed by a welder certified by the Canadian Welding Bureau (CWB) in accordance with the requirements of the following Canadian Standards Association (CSA) standards:

- (a) CSA W47.1-03, Certification for Companies for Fusion Welding of Steel (Minimum Division Level 2.1); and
- (b) CSA W47.2-M1987 (R2003), Certification for Companies for Fusion Welding of Aluminum (Minimum Division Level 2.1).

2. In addition, welding must be done in accordance with the requirements of the applicable drawings and specifications.

3. Before the commencement of any fabrication work, and upon request from the Technical Authority, the Contractor must provide approved welding procedures and/or a list of welding personnel intended to be used in the completion of the work. The list must identify the CWB welding procedure qualifications attained by each of the personnel listed and must be accompanied by a copy of each person's current CWB welding certification.

## **7.29 Procedures for Design Change or Additional Work**

SACC Manual Clause B5007C (2010-01-11) Procedures for Design Change or Additional Work

In addition, refer to Annex "F".

## **7.30 Vessel manned Refits**

SACC Manual Clause A0032C (2011-05-16) Vessel Manned Refits.

1. The vessel will be manned during the work period and will be considered to be out of commission. The vessel during that period will remain in the care or custody of Canada and under its control.
2. Fire fighting equipment must be readily accessible and made available by the Contractor should a fire emergency arise. The Contractor must take adequate precautions when burning or welding is carried out in compartments or other confined areas of the vessel.

Refer to Annex "I" for details.

## **7.31 Pre-Refit Meeting**

A Pre-Refit meeting will be convened and chaired by the Contracting Authority at a time and place to be determined. At that meeting the contractor will introduce all its management personnel as per its organization chart, and Canada will introduce authorities. Details of ship's arrival and work commencement will be discussed.

## **7.32 Progress Meetings**

Progress meetings, chaired by the Contracting Authority, will take place as and when required, generally once a month. Interim meetings may also be scheduled. Contractor attendees at these meetings will, as a minimum, be its Contract (Project) Manager, Production Manager (Superintendent) and Quality Assurance Manager. Progress meetings will generally incorporate Technical meetings to be chaired by the Technical Authority.

## **7.33 Outstanding Work and Acceptance**

1. The Inspection Authority, in conjunction with the Contractor, will prepare a list of outstanding work items at the end of the work period. This list will form the annexes to the formal acceptance document for the vessel. A contract completion meeting will be convened by the Inspection Authority on the work completion date to review and sign off the form PWGSC-TPSGC1205, Acceptance. In addition to any amount held under the Warranty Holdback Clause, a holdback of twice the estimated value of outstanding work will be held until that work is completed.
2. The Contractor must complete the above form in three (3) copies, which will be distributed by the Inspection Authority as follows:
  - (a) original to the Contracting Authority;
  - (b) one copy to the Technical Authority;
  - (c) one copy to the Contractor.

**Refer to Annex "I" for details of Acceptance Procedures and Reports.**

## **7.34 Scrap and Waste Material**

Despite any other provision of the Contract, scrap and waste materials other than accountable material, derived from the Contract, will revert to the Contractor as part of the Contract Price.

### **7.35 Vessel Access by Canada**

Canada reserves the right to have its personnel carry out limited work on equipment on board the vessel. This work will be carried out at times mutually acceptable to Canada and the Contractor.

### **7.36 Workers Compensation**

The Contractor must maintain its account in good standing with the applicable provincial or territorial Workers' Compensation Board for the duration of the Contract.

### **7.37 Dispute Resolution**

The parties agree to follow the procedures below for the settlement of any disputes which may arise throughout the life of this Contract prior to seeking redress through court procedures:

- (a) Disputes arising from this Contract will in the first instance be resolved by the Contracting Authority and the Contractor's Contract Administrator within 15 working days or such additional time as may be agreed to by both parties.
- (b) Failing resolution under (a) above, the Manager of the Ship Refit Division (MD) of the Marine Systems Directorate at PWGSC and the Contractor's Representative Supervisor will attempt to resolve the dispute within an additional fifteen (15) working days.
- (c) Failing resolution under (a) or (b) above, the Senior Director of the Marine Systems Directorate at PWGSC, and the Contractor's Senior Management will attempt to resolve the dispute within an additional thirty (30) working days.
- (d) Notwithstanding the above procedure, either party may seek a decision through the courts at any time during the dispute.

### **7.38 Failure to Deliver**

Time is of the essence of the Contract. Changes in the Completion date not caused by Canada are Contractor defaults, will prejudice Canada and are at the Contractor's expense. The Completion date will not be extended without consideration being provided by the Contractor acceptable to Canada in the form of adjustment to the price, warranty or services to be provided.

### **7.39 Care, Custody and Control**

Refer to Annex "I" and Supplemental General Conditions 1029 (2018-12-06) Ship Repairs Article 08 Where Vessel Remains in Commission.

### **7.40 Permits, Licenses and Certificates**

The Contractor must obtain and maintain all permits, licenses and certificates of approval required for the work to be performed under any applicable federal, provincial or municipal legislation. The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, license or certificate to Canada.

### **7.41 Export Licences**

Where material is to be imported into Canada, the Contractor is responsible for obtaining all necessary export licenses from the country of origin in sufficient time to enable the export.

#### **7.42 Foreign Nationals (Canadian Contractor)**

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

#### **7.43 Equivalency of Equipment**

- (a) The Contractor guarantees that the equipment to be delivered under the Contract is:
  - (i) equivalent in form, fit, function and quality to the existing equipment owned by Canada that was described in the bid solicitation that resulted in the Contract; and
  - (ii) fully compatible, interchangeable and interoperable with the existing equipment owned by Canada.
- (b) The Contractor also guarantees that any warranties with third parties concerning the existing equipment owned by Canada will not be adversely affected by Canada's use of the equipment delivered under the Contract (for example, by interconnecting the equipment) or by any other services provided by the Contractor under the Contract. If Canada determines in its sole discretion that any such warranty has been adversely affected, at Canada's sole option, the Contractor must:
  - (i) pay to Canada the amount that Canada must pay to the original supplier (or an authorized reseller of that supplier) to re-certify Canada's existing equipment for warranty purposes and any other amounts paid by Canada to a third party in order to restore the equipment to full warranty status;
  - (ii) perform all warranty work on Canada's existing equipment in place of the original supplier; or
  - (iii) pay to Canada the amount that Canada must pay to the original supplier (or an authorized reseller of that supplier) to perform maintenance work on the equipment that otherwise would have been covered by the warranty.
- (c) The Contractor agrees that, during the Contract Period, if Canada determines that any of the equipment is not equivalent in form, fit, function and quality to the existing equipment owned by Canada or is not fully compatible, interchangeable and interoperable with the existing equipment owned by Canada, the Contractor must immediately and entirely at its own expense take all steps necessary to ensure that the equipment satisfies these requirements (for example, by implementing any additional software or firmware), failing which Canada will have the immediate right to terminate the Contract for default. The Contractor agrees that, if Canada terminates the Contract for this reason, the Contractor must pay to Canada the costs of reprocurring the equipment from a third party and the difference, if any, in price paid by Canada to the third party. The Contractor acknowledges that its failure to deliver equivalent equipment that satisfies the above requirements may result in the Contractor (as well as its affiliates and any other entities with whom the Contractor or its principals do not deal at arm's length) being unable to propose equivalent substitutes in response to future PWGSC bid solicitations.

#### **7.44 Travel and Living Expenses - National Joint Council Travel Directive**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices

Solicitation No. - N° de l'invitation  
F2599-205004/A  
Client Ref. No. - N° de réf. du client  
F2599205004

Amd. No. - N° de la modif.  
File No. - N° du dossier  
039mdF2599-205004

Buyer ID - Id de l'acheteur  
039md  
CCC No./N° CCC - FMS No./N° VME

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B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All travel must have the prior authorization of the Contracting Authority.

All payments are subject to government audit.

## ANNEX A

### STATEMENT OF WORK - SPECIFICATIONS

# **CCGS LIMNOS**

## **Spec #911.19 – ARVA Crane 5 yr Survey**

**January 04, 2021**

Prepared by:  
Marine Engineering, Central and Arctic  
520 Exmouth Street  
Sarnia, ON  
N7T 8B1



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## **G 1.0**      **GENERAL NOTES**

### **G 1.1**      **Identification**

- G 1.1.1      These General Notes describe the CCG requirements applicable to all accompanying Technical Specifications.

### **G 1.2**      **Vessel Particulars**

Name:                      CCGS Limnos  
 ON:                        328088  
 Type:                      Twin Screw, Mid Shore Science Vessel  
 Class of Voyage:      NC1 Limited, IW1  
 Year Built:               1968  
 Shipbuilder:            Port Weller Dry Docks Limited, St. Catharines

Principal Dimensions:

Length O.A.	44.8 m (147'-0")
Length Load Waterline	41.3 m (135'-6")
Breadth Moulded	9.75 m (32'-0")
Depth Moulded	3.66 m (12'- 0")
Mean Draft Moulded	2.6 m (8'-0")

Tonnages:

Gross	489
Registered	146

Displacement:      615 Tons

Propulsion:

Twin Thrust Master azimuthing propulsion units; twin Caterpillar C18 diesel engines @ 1000 total B.H.P.

### **G 1.3**      **References**

- G 1.3.1      Applicable regulations and documentation:

<b>FSSM Procedures</b>	<b>Title</b>
FSSM	Fleet Safety and Security Manual (Latest Edition)
Ship Specific	Vessel Specific - Asbestos Risk Assessment Report and Management Plan
Ship Specific	Vessel Specific – Lead Paint Test Report

<b>Publications</b>	<b>Title</b>
TP 127	Ships Electrical Standards
NFPA 306 2014	Standard for the Control of Gas Hazards on Vessels
TP 3669	Standards for Navigating Appliances and Equipment
TP 11469	Guide to Structural Fire Protection
TP 14231	Marine Occupational Health and Safety Program
TP 14612	Procedures for Approval of Life-saving Appliances and Fire Safety Systems, Equipment and Products
IEEE45	Institute of Electrical and Electronics Engineers, Recommended Practice for Electrical Installations on Shipboard
70-000-000-EU-JA-001	Specification for the Installation of Shipboard Electronic Equipment
IEC 60533	Electrical and Electronic installations in ships – Electromagnetic Compatibility
IEC 60945	Maritime Navigation and Radio communication equipment and systems – methods of testing and required test results.
EPS Report 1/RA/2	Environmental Code of Practice for the Elimination of Fluorocarbon Emissions from Refrigeration and Air Conditioning Systems - Environment Canada
NFPA 10	Standard for portable fire extinguishers
18-080-000-SG-003 (formerly DFO/5884 - TP 12445E)	Paints And Coatings Standard

<b>Standards</b>	<b>Title</b>
CCG	CCG CAD using AutoCAD <a href="http://intra.coast-guard.ca/folios/00922/docs/ccgststden.zip">http://intra.coast-guard.ca/folios/00922/docs/ccgststden.zip</a>
CCG	CCG Electronic Data standard
CCG	CCG Trim and Stability Book Production MECTS# 3350860
CCG	Colour Coding Standard for Piping Systems 30-000-000-ES-TE-001
CSA W47.1	Certification of Companies for Fusion Welding of Steel Structures Division 2 Certification
CSA W47.2	Certification of Companies for Fusion Welding of Aluminum
CSA W59	Welded Steel Construction – Metal Arc Welding

CSA W59.2	Welded Aluminum Construction
ISO 9712:2005	International Standards for NDT
CT-043-EQ-EG-001-E	Welding Specification <a href="http://intra.coast-guard.ca/folios/00922/docs/WeldingSpecification-eng.pdf">http://intra.coast-guard.ca/folios/00922/docs/WeldingSpecification-eng.pdf</a>
SSPC	The Society for Protective Coatings
ISO 8501-1:2007	Preparation of steel substrates before application of paints and related products
ISO 10816-1:1995	Mechanical vibration -- Evaluation of machine vibration by measurements on non-rotating parts -- Part 1: General guidelines
ASME Y14.100	American Society of Mechanical Engineers Y14.100 - 2017 Engineering Drawing Practices - Nov. 14, 2017

<b>Regulations</b>	<b>Title</b>
MOHS	Maritime Occupational Health and Safety
CSA	Canada Shipping Act
Machinery Regs.	Marine Machinery Regulations (SOR/90-264)
Vessel Fire Safety Regs.	Vessel Fire Safety Regulations (SOR/2017-14)
Hull Regs.	Hull Inspection Regulations (C.R.C., C. 1432)
Cargo Regs	Cargo, Fumigation and Regulations (SOR/2007-128)
Canada Labour Code	Canada Labour Code (R.S.C., 1985, c. L-2)
Workers' Safety & Compensation Commission work-safe regulation of the province or territory where the work is preformed	<a href="http://www.ccohs.ca/oshanswers/information/wcb_canada.html">http://www.ccohs.ca/oshanswers/information/wcb_canada.html</a>

### G 1.3.2 Abbreviations

ACM: Asbestos Containing Material	MCA: Matériaux contenant de l'amiante
CFM: Contractor Furnished Material and/or Equipment	MFE: Materials Provided by Contractor
CLC: Canada Labour Code	CCT: Code canadien du travail

CSA: Canadian Standards Association	CSA: Association canadienne de normalisation - ACNOR
CWB: Canadian Welding Bureau	BCS: Bureau canadien du soudage
DFO/CCG: Department of Fisheries and Oceans, Canadian Coast Guard	MPO/ GCC: Ministère des Pêches et des Océans, Garde côtière canadienne
FSR: Manufacturer's Field Service Representative	RSF: Représentant de service du fabricant
FSSM: Fleet Safety and Security Manual	MSSF: Fleet Safety and Security Manual
GSM: Government Supplied Material and/or Equipment	MFG: Matériel fourni par le Gouvernement
HC: Health Canada	SC: Santé Canada
IEEE: The Institute of Electrical & Electronic Engineers Inc.	IEEE: Institute of Electrical and Electronic Engineers
MSDS: Material Safety Data Sheet	FS: Fiche signalétique
NDT: Non Destructive Testing	END: Essais non destructifs
OEM: Original Equipment Manufacturer	FEO: Fabricant d'équipement d'origine
OHS: Occupational Health and Safety	SST: Santé et sécurité au travail
PWGSC: Public Works and Government Services Canada	TPSGC: Travaux publics et Services gouvernementaux Canada
RO: Recognized Organization as defined by Canada Shipping Act.	OR: organismes reconnus par la Loi sur la marine marchande du Canada
SSMS: Safety and Security Management System	SGSS: Système de gestion de la sécurité et de la sûreté
TBS: Treasury Board of Canada Secretariat	SCT: Secrétariat du Conseil du Trésor du Canada
TA: Technical Authority -CCG Superintendent, Marine Engineering Western Region, or her delegated Representative.	AT: Autorité technique – Représentant du propriétaire (GCC)
TCMS: Transport Canada Marine Safety	SMTC: Sécurité Maritime de Transports Canada
TI: Technical Inspector – CCG delegated.	AI: Autorité de l'Inspection – Inspecteur technique (GCC)
VCS: Vessel Condition Survey	DCC: Demande de Changement de Configuration
VLE: Vessel Life Extension	PVN: Prolongement de vie d'un navire
WCB: Workers' Compensation Board	CNESST: Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST)
WHMIS Workplace Hazardous Materials Information System	SIMDUT: Système d'information sur les matières dangereuses utilisées au travail

## **G 1.4 Occupational Health and Safety**

**G 1.4.1** The Contractor and all sub-contractors must follow Occupational Health and Safety (OHS) procedures in accordance with applicable federal and provincial OHS

regulations ensuring that Contractor activities are carried out in a safe manner and do not endanger the safety of any personnel.

G 1.4.2 The Contractor and the Contractor's employees, including any sub-contractors must attend a safety orientation meeting of the vessel prior to the commencement of any work in order to familiarize the Contractor's employees with ship specific hazards and permit systems for work protocols as well as procedures for Security, Hazard Prevention, Hazard Intervention and Pre-Job Safety Assessments. The Contractor will have access to an uncontrolled copy of the Fleet Safety and Security Manual.

G 1.4.3 The Contractor must comply with the Fleet Safety and Security Manual, DFO/5737 and shipboard work instructions in addition to the applicable Canada Labour Code regulations while performing work involving the following;

- Hot Work;
- Work Aloft;
- Confined Space Entry;
- Gas Freeing for Entry and Hot Work;
- Lock Out/Tag Out;
- Pre-Job Safety Assessments.

G 1.4.4 For the purpose of the Lock Out/Tag Out procedure the Contractor must supply locks and locking devices for the Contractor's employees in addition to those provided by the Chief Engineer for the ship's crew.

G 1.4.5 The Contractor and Contractor's employees will not have access to the vessel's washrooms and crew mess facilities. The Contractor must provide the necessary amenities for the Contractor's and sub-contractors employees as required.

**G 1.5 Access to Worksite**

G 1.5.1 The Contractor must ensure the TA and CG staff has unrestricted access to the worksite at all times during the contract period.

**G 1.6 Workplace Hazardous Materials Information System (WHIMS)**

G 1.6.1 The Contractor must provide the TA with Material Safety Data Sheets (MSDS) for all Contractor supplied WHIMS controlled products.

G 1.6.2 The TA will provide the Contractor with access to MSD sheets for all controlled products on the ship for all specified work items.

**G 1.7 Smoking in the Work Space**

- G 1.7.1 The Contractor must ensure compliance with the Non- Smokers' Health Act. The Contractor must ensure that every employer, and any person acting on behalf of an employer, must ensure that persons refrain from smoking in any work space under the control of the employer. The Contractor must ensure that there is absolutely no smoking onboard the vessel.

**G 1.8 Clean and Hazard Free Worksite**

- G 1.8.1 Before the Contractor starts any work on the vessel the Contractor's Quality Assurance Representative, the TA must walk through each space and area where work is to take place, including access and removal routes and areas adjacent to those where the work is to be done as a result of this specification. The Contractor's Quality Assurance Representative must take digital pictures of each area showing the outfit therein and download the photos in JPG format onto a CD or DVD. Each picture must be dated and labeled as to the location on the vessel. Copies of this CD or DVD are to be provided to the TA for reference purposes within 48 hours of the start of the contract.
- G 1.8.2 The Contractor, during the work period must maintain those areas of the vessel which Contractor personnel use to access those areas where work is to be undertaken, in a clean condition, free from debris and remove garbage daily.
- G 1.8.3 Areas that pose a hazard as a result of the specification work are to be secured and clearly identified by the Contractor with signage to advise and protect all personnel from the hazard in accordance with applicable Canada Labour Code requirements.
- G 1.8.4 Upon completion of this contract, the Contractor must be responsible for the removal of all garbage generated from the work of this specification and for returning the vessel to the state of cleanliness in which the vessel was at the start of the contract period.
- G 1.8.5 Once all known work and final clean-up has been completed the Contractor's QA Representative, the TA must perform a 'walk through' of the vessel to view all areas where work was performed by the Contractor. Any deficiencies or damage noted must be recorded and compared to the photos and if deemed to have been caused by the Contractor as a result of the work the damage must be repaired by the Contractor at no cost to the Coast Guard.

**G 1.9 Fire Protection**

- G 1.9.1 The Contractor must ensure the isolation, removal and installation of fire detection and suppression systems or any components thereof, is performed by a qualified technician. When the fire detection or fire suppression system is deactivated or



disabled by the Contractor during the contract, the system(s) must be recertified by a qualified technician as fully functional. A signed and dated original copy of the certificate must be delivered to the TA before the end of the contract.

G 1.9.2 The Contractor must notify the TA and obtain written approval from the TA prior to disturbing, removing, isolating, deactivating / disabling or locking out any part of the fire detection or suppression systems, including heat and smoke sensors.

G 1.9.3 The Contractor must ensure protection against fire at all times including when working on the ship's fire detection and / or suppression system(s). This may be accomplished as suggested below and only with the written permission of the TA:

- Disabling only one portion of a system at a time;
- By maintaining system function using spares while work is in progress;
- Other means acceptable to and approved by the TA.

G 1.9.4 The Contractor must note that failure to take the necessary precautions while performing work on the vessel's fire suppression system(s) could result in the accidental discharge of the fire suppression agent(s). The Contractor must recharge and certify at his cost, container(s) or systems that are discharged as a result of such work.

#### **G 1.10 Touch-up / Disturbed Paint**

G 1.10.1 Unless stated otherwise the Contractor must supply and apply two coats of marine primer compatible with the vessel's existing coating system to all new and/or disturbed metal surfaces.

G 1.10.2 The Contractor must prepare all new and disturbed steelwork to the paint manufacturer's standards prior to painting.

#### **G 1.11 CCG Employees and Others on the Vessel**

G 1.11.1 CCG / DFO employees and other personnel such as manufacturer's representatives and/or TCMS or Class surveyors may carry-out other work including work items not included in this specification, onboard the vessel during this work period. Every effort will be made by the TA to ensure this work and the associated inspections and/or surveys do not interfere with the Contractor's work. The Contractor will not be responsible for coordinating the related inspections or payment of inspection fees for this work unless otherwise specified.

#### **G 1.12 Regulatory Inspections and/or Class Surveys**

- G 1.12.1 The Contractor must contact, coordinate and schedule all regulatory inspections and/or class surveys by the applicable authority: i.e. TCMS, HC, Environment Canada or others as required by the specification.
- G 1.12.2 Any documentation generated by the above inspections and/or surveys to show that the inspections and/or surveys were conducted (i.e. original signed and dated certificates) must be provided to the TA.
- G 1.12.3 The Contractor must not substitute inspection by the TA for the required regulatory inspections or class surveys.
- G 1.12.4 The Contractor must provide timely advance notification (minimum of 24 hours) of scheduled regulatory inspections and/or class surveys to the TA so they may witness the inspection.

**G 1.13 Test Results and Data Book**

- G 1.13.1 The Contractor must develop a Test and Trials Plan which must include as a minimum, all tests and trials stated in the specification. This plan must be provided for TA for review xx week(s) prior to the originally scheduled Tests and Trials commencement.
- G 1.13.2 All tests, measurements, calibrations and readings must be recorded, signed by the person taking the measurements, dated and provided in report format both in hard copy and electronic format, to the TA.
- G 1.13.3 Recorded dimensions must be to a precision of three decimal places (unless otherwise stated) in the measuring system currently in use on the vessel.
- G 1.13.4 The Contractor must provide to the TA current and valid calibration certificates for all instrumentation used in the Test and Trials Plan showing that the instruments have been calibrated in accordance with the manufacturer's instructions.
- G 1.13.5 Hard copy reports must be bound in standard 3-ring binders, type written on letter size paper and indexed by specification number. Electronic copies must be in unprotected Adobe PDF format and provide on CD-ROM media. The Contractor must provide 3 hard copies and 1 electronic copy of all reports.
- G 1.13.6 All documentation from the contract period must be inserted in a data book and delivered to the TA on completion of the contract.

**G 1.14 Contractor Supplied Materials and Tools**

- G 1.14.1 The Contractor must ensure all materials are new and unused.

- G 1.14.2 The Contractor must ensure replacement material such as jointing, packing, insulation, small hardware, oils, lubricants, cleaning solvents, preservatives, paints, coatings etc. are in accordance with the equipment manufacturer's drawings, manuals and/or instructions.
- G 1.14.3 Where no particular item is specified or where substitution must be made, the TA must approve the substituted item in writing. The Contractor must provide information about materials used, certificate of grade and quality of various materials to the TA prior to use.
- G 1.14.4 The Contractor must provide all equipment, devices, tools and machinery such as craneage, staging, scaffolding and rigging necessary for the completion of the work in this specification.
- G 1.14.5 The Contractor must provide waste disposal services for any oil, oily waste or other hazardous or controlled waste generated by the work of this specification. The Contractor must provide waste disposal certificates for all of the above generated waste and the disposal certificates must indicate that the disposal was in accordance with Federal, Provincial and Municipal regulations in effect.

**G 1.15 Government Supplied Materials & Tools**

- G 1.15.1 All tools are Contractor supplied unless otherwise stated in the technical specifications.
- G 1.15.2 Where tools are supplied by the TA they must be returned by the Contractor in the same condition as when they were borrowed. Borrowed tools must be inventoried and signed for by the Contractor on receipt and return to the TA.
- G 1.15.3 Any Government supplied material (GSM) must be received by the Contractor and stored in a secure warehouse or storeroom having a controlled environment appropriate for the equipment as per manufacturer's instructions.

**G 1.16 Restricted Areas**

- G 1.16.1 The Contractor must not enter the following areas except to perform work as required by the specifications: all cabins, offices, workshops, Engineers' office, Wheelhouse, Control Room, all washrooms, Galley, Mess Rooms, Lounge areas and any other areas restricted by signage.
- G 1.16.2 The Contractor must give the TA 24 hours advance notice prior to working in any accommodation areas or office spaces. This will allow CCG adequate time to move personnel and secure the areas.

**G 1.17 Contractor Inspections and Protection of Equipment and the Worksite**

G 1.17.1 The Contractor must coordinate an inspection with the TA on the condition and location of items to be removed prior to carrying out the specified work or to gain access to a location to carry out the work.

G 1.17.2 Any damage incurred as a result of the Contractor's work and that is attributable to the Contractor's work performance must be repaired by the Contractor at his expense. Materials used in any replacement or repairs must meet the criteria for Contractor supplied material noted above in section Contractor Supplied Materials and Tools.

G 1.17.3 The Contractor must protect all equipment and surrounding areas from damage. Work areas are to be protected from the ingress of water, welding and blasting grit etc. Temporary covers to work areas must be installed.

**G 1.18 Recording of Work in Progress**

G 1.18.1 The TA may record any work in progress using various means including, but not limited to photography and video, digital or film.

**G 1.19 List of Confined Spaces**

G 1.19.1 The Contractor may request a list of the vessel's identified confined spaces at the Pre-Refit meeting.

**G 1.20 Lead Paint and Paint Coatings**

G 1.20.1 The Contractor must not use lead based paints.

G 1.20.2 CG ships have been painted with lead based paints in the past and as a result some of the Contractor's processes such as grinding, welding and burning may release this lead from the coatings. The Contractor must ensure that coatings in the affected work areas are tested for lead content and that the work is performed in accordance with applicable Federal and Provincial regulations.

G 1.20.3 The Contractor must provide HC product approval for underwater hull surface paints controlled by HC and the Pest Management Regulatory Agency.

**G 1.21 Asbestos Containing Materials**

G 1.21.1 The Contractor must not use any asbestos containing materials.

G 1.21.2 Handling of any asbestos containing materials must be performed by personnel trained and certified in the removal of asbestos in accordance with Federal, Provincial and Municipal regulations in effect and in accordance with the Fleet Safety and Security Manual. The Contractor must provide the TA with disposal certificates for

all asbestos containing material removed from the vessel indicating that the disposal was in accordance with Federal, Provincial and Municipal regulations in effect.

**G 1.22     Removed Materials and Equipment**

- G 1.22.1     All removed equipment as a result of this specification must remain the property of the Coast Guard unless otherwise instructed in the specification sections.

**G 1.23     Welding Certification**

- G 1.23.1     For any work requiring the application of fusion welding for steel structures the Contractor and/or the sub-contractor welders must be certified by the Canadian Welding Bureau in accordance with CSA Standards W47.1-03, latest revision – Certification of Companies for Fusion Welding of Steel Division 2 Certification as a minimum. Current copies of certification (including those of the welders) must be provided to the TA.

**G 1.24     Electrical Installations**

- G 1.24.1     All electrical installations and repairs must be carried out in accordance with the latest revisions of Transport Canada Marine Safety Electrical Standard TP127E and IEEE Standard 45 Recommended Practice for Electrical Installation on Ships.

**G 1.25     Test/Inspection Records and Certificates**

- G 1.25.1     Test and/or Inspection Records and Certificates are identified as a deliverable in the individual specification item requesting them.
- G 1.25.2     Test and/or Inspection Records and Certificates, must be included as a separate section in the Databook and indexed/arranged in numeric order by specification number.
- G 1.25.3     The Contractor is responsible for maintaining a complete and accurate record of all tests and trials conducted on the vessel and on each piece of equipment. Prior to the commencement of a trial, all relevant documentation and associated test sheets, including shop test data, must be complete and attached to the trials agenda.

**10.0    Safety and Security – NOT USED****11.0    Hull and Related Structures - NOT USED****12.0    Propulsion and Manuevering - NOT USED****13.0    Power Generation Systems - NOT USED****14.0    Power Distribution Systems - NOT USED****15.0    Auxiliary Systems - NOT USED****16.0    Domestic Systems - NOT USED**

## **17.0 Deck equipment**

### **17.1 ARVA CRANE – 5 YEAR SURVEY**

#### **17.1.A Identification**

17.1.A.1 Complete the 5 year/10,000 hour maintenance on the ARVA Crane based on ARVA manual and the 2019 Pre-Inspection report.

#### **17.1.B References**

##### **17.1.B.1 Documents**

17.1.B.1.1 ARVA Crane Manual

17.1.B.1.2 ARVA 5 Year Crane Pre-Inspection, 2019

17.1.B.1.3 ARVA Crane Commissioning Report

17.1.B.1.4 Cargo, Fumigation and Tackle Regulations, Schedule 4.

17.1.B.1.5 ABS Guide for Certification of Lifting Appliances, April 2019.

##### **17.1.B.2 Field Service Representative Requirements**

17.1.B.2.1 The Contractor must obtain the services of Arva to complete the work outlined in this specification.

Contact info:

Shawn Smith  
Arva Industries Inc.  
43 Gaylord Road,  
St. Thomas, ON, Canada  
Phone: (519) 637-1855

#### **17.1.C Statement of Work**

17.1.C.1 Under guidance of the Arva Field Service Representative and as per manual, Contractor to complete 10,000 hour/5 year maintenance on Arva Crane on board CCGS Limnos. All replaced parts must be new CSM OEM approved. All lubrication to be specified by Arva FSR and to be new CSM OEM approved.

- Inspect unit for obvious structural damage.
- Lubricate all joints as required in section 4 of ARVA Crane manual.
- Lubricate control lever joints.

- Lubricate lift cylinder rod pins.
  - Lubricate slew ring bearing.
  - Lubricate boom point sheave.
  - Lubricate boom extend cylinder trunnions.
  - Lubricate boom pivot pin.
  - Check torques swing reduction bolts.
  - Lubricate swing gear teeth.
  - Visually check slew ring seals.
  - Replace seals in control valve.
  - Replace and lubricate boom wear pads.
  - Replace all hydraulic hoses.
  - Replace seals in all cylinders.
  - Replace seals in hydraulic valves.
- 17.1.C.2 Contractor must inspect and measure slew bearings. Measurements to be provided to the TA. Any deficiencies will be managed by 1379.
- 17.1.C.3 Contractor must disassemble and rebuild swing drive and gearbox, replacing seals, brake friction discs, springs and bearings with new CSM OEM approved. Gearbox to be refilled with CSM new Petro Canada Traxon 80W-90. Any deficiencies will be managed by 1379.
- 17.1.C.4 Contractor must disassemble and rebuild winch as per manual with new CSM OEM approved seals and bearings and using new CSM Mobil SCH Gear 150 oil. Any deficiencies will be managed by 1379.
- 17.1.C.5 Contractor must inspect and clean electric swivel.
- 17.1.C.6 Contractor must inspect and calibrate load monitor system. Contractor must supply calibration certificate to the TA.
- 17.1.C.7 Contractor must disassemble and rebuild flow divider with new CSM OEM approved seals and bearings.
- 17.1.C.8 Contractor must disassemble and rebuild the power unit. Contractor must replace coupling insert with new CSM OEM approved coupling insert. Contractor must replace motor bearings with new CSM OEM approved bearings.
- 17.1.C.9 Contractor must take megger readings of the windings and provide report to TA.
- 17.1.C.10 Contractor must disassemble and rebuild pump, replacing seals and bearings with new CSM OEM approved.



17.1.C.11 Contractor must measure and provide copy of measurements to the TA for the following:

- sheave pins, bushings and bores;
- boom cylinder pins, bushings and bores;
- extension cylinders pins, bushings and bores;
- boom pin, bushings and bores.

17.1.C.12 Contractor must drain and clean hydraulic oil tank to the satisfaction of the TA. Waste oil to be disposed of at contractor's expense, in compliance with provincial and federal regulations. Certificate of disposal to be provided to TA. Contractor must refill tank with new CSM PetroCan Hydrex AW 32 hydraulic oil. Contractor must replace with new CSM OEM approved return filter and return filter housing seal.

17.1.C.13 Contractor must clean suction strainer.

17.1.C.14 Contractor must visually inspect hose reel assembly for wear and function. Any deficiencies will be dealt with by 1379.

17.1.C.15 Contractor must have turret welds inspected using non-destructive testing and provide report to the TA. Any findings from the NDT will be corrected by 1379.

17.1.C.16 Contractor must retorque all turret bolts to 804 lbs/ft lubricated, as per OEM recommendation.

17.1.C.17 Contractor must replace the three vibration mounts with new CSM OEM approved mounts.

#### **17.1.D Proof of Performance**

##### **17.1.D.1 Inspection**

17.1.D.1.1 American Bureau of Shipping (ABS) must be given the opportunity to witness any disassembly and work as outlined in this specification. ABS must be present for final testing/trials of the crane.

17.1.D.1.2 ABS will be completing both annual and 5 year survey inspection as per Cargo, Fumigation and Tackle Regulations, Schedule 4 for a Category 1 lifting appliance.

17.1.D.1.3 ABS will be completing both annual (Section 7-9) and 5 year (Section 7-11) survey based on ABS Guide for Certification of Lifting Appliances, April 2019.

##### **17.1.D.2 Reports**

17.1.D.2.1 Contractor must provide a final report with all measurements outlined in specification 17.12, calibration certificate, disposal certificate of all waste fluids, bolt certification and NDT report for turret welds to the TA.

**17.1.D.3 Testing/Trials**

17.1.D.3.1 Contractor must prove operation of crane by completing testing as outlined in commissioning report. Tests include:

- a) Function and Operational no load test.
- b) Overload and Proof Test
- c) Performance test with rated loads.

17.1.D.3.2 Contractor must prove operation of crane as per Cargo, Fumigation and Tackle Regulation, Schedule 4, Category 1 lifting appliance as outlined in Appendix A.

## **18.0    Communications and Navigation- NOT USED**

## **19.0    Control Systems - NOT USED**

## **Appendix A- Cargo, Fumigation and Tackle Regulations**

Schedule 4 (Subsections 303(1) and (2), paragraph 339(a) and section 344)

### **Testing of Lifting Appliances**

**1** (1) A category 1 lifting appliance, category 2 lifting appliance or category 3 lifting appliance with an SWL of 20 tonnes or less shall be tested with a load equal to 125% of its SWL.

(2) A category 1 lifting appliance, category 2 lifting appliance or category 3 lifting appliance with an SWL of more than 20 tonnes but not more than 50 tonnes shall be tested with a load equal to its SWL plus 5 tonnes.

(3) A category 1 lifting appliance, category 2 lifting appliance or category 3 lifting appliance with an SWL of more than 50 tonnes shall be tested with a load equal to 110% of its SWL.

(4) A category 5 lifting appliance shall be tested assembled with its accessory gear with a load equal to 110% of the working load of the assembled appliance.

**2** During the testing of a category 1 lifting appliance, category 2 lifting appliance or category 3 lifting appliance,

(a) the load shall be lifted with the lifting appliance at an angle that is not more than 15° from the horizontal or at the lowest feasible working angle; and

(b) the load shall be swung as far as possible in both directions after it has been lifted.

**3** A lifting appliance, other than a mobile crane, with a jib that has a variable radius shall be tested with the load at the maximum and minimum radii of the jib.

**4** A lifting appliance designed to articulate, telescope and elevate under full-load conditions shall be tested with the load over its full operational range.

**5** (1) Subject to subsection (2), the test shall be carried out using a dead load.

(2) A spring or hydraulic balance may be used for the test instead of a dead load if

(a) the appliance is not rigged for union purchase and is being tested after the renewal, modification or repair of a stress-bearing part other than a part of the brake system;

- (b) a dead load is not available for the test;
- (c) the balance was calibrated by a competent person not more than 12 months before the test; and
- (d) the indicator on the balance remains constant for at least five minutes during the test.

**6 (1)** A category 4 lifting appliance that is to be used on a vessel that is not a restricted vessel shall be tested

- (a) on the vessel or onshore
  - (i) at its maximum and minimum radii, and at one or more of its intermediate radii, with a load equal to its SWL on a vessel at those radii, or
  - (ii) at its maximum and minimum projected radii while on board the vessel with a load less than or equal to its SWL on a vessel at those radii; and
- (b) on completion of installation on a vessel, over its full operational range on the vessel at at least the maximum radius at which it was tested under paragraph (a) with at least the load with which it was tested under that paragraph.

**(2)** A category 4 lifting appliance that is to be used onshore or on a restricted vessel shall be tested

- (a) over its full operational range at its maximum radius at base-boom length with at least 100% of the maximum weight permitted by the manufacturer's load rating chart at that radius; and
- (b) over its full operational range
  - (i) at its maximum and minimum radii, and at one or more of its intermediate radii, with a load equal to its SWL at those radii, or
  - (ii) at its maximum and minimum projected radii with a load less than or equal to its SWL at those radii.

## ANNEX B - BASIS OF PAYMENT

Annex B will form the Basis of Payment for the resulting Contract and should not be filled in at the bid submission stage.

### B1 Contract Firm Price

A)	Known Work For work as stated in PART 7 - article 7.1, specified in Annex A and detailed in the attached Annex H – Appendix 1 - Pricing Data Sheet for the FIRM PRICE of:	\$
B)	Applicable taxes of line A) only:	\$
C)	<b>Cost of Financial Security as per 7.13</b>	\$ NOT USED
D)	Total firm Price including Applicable Taxes [A+B]	\$

### B2 Unscheduled Work

The Contractor will be paid for unscheduled work arising, as authorized by Canada. The authorized unscheduled work will be calculated as follows:

"Number of hours (to be negotiated) X \$\_\_\_\_\_, being the Contractor's firm hourly charge-out labour rate which includes overhead, consumables, and profit, plus net laid-down cost of materials to which will be added a mark-up of 10%, plus applicable taxes, of the total cost of material and labour. The firm hourly charge-out labour rate and the material mark-up will remain firm for the duration of the Contract and any subsequent amendments."

B2.1: Notwithstanding definitions or usage elsewhere in this document, or in the Contractor's Cost Management System, when negotiating hours for unscheduled work, PWGSC will consider only those hours of labour directly involved in the production of the subject work package.

Elements of Related Labour Costs identified in this section B2.2 below, will not be negotiated, but will be compensated for in accordance with B2.2.

B2.2: Allowance for Related Labour Costs such as: Management, all Supervision, Purchasing and Material Handling, Quality Assurance and Reporting, First Aid, Gas Free Certification Inspecting and Reporting, Estimating, and Preparing Unscheduled Work Submissions will be included as Overhead for the purposes of determining the Charge-out Labour Rate entered in line B2 above.

B2.3: The 10% mark-up rate for materials will also apply to subcontracted costs. The mark-up rate includes any allowance for material and subcontract management not allowed for in the Charge-out Labour Rate. The Contractor will not be entitled to a separate labour component for the purchase and handling of materials or subcontract administration.

### Pro-rated Prices Unscheduled Work

Hours and prices for unscheduled work shall be based on comparable historical data applicable to similar work at the same facility, or shall be determined by pro-rating the quoted Work costs in the Contract when in similar areas of the vessel.

### B3 Overtime

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Contracting Authority. There will be no overtime payment for Known Work. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the overtime performed pursuant to the written authorization. Payment for authorized overtime will be calculated as follows:

For unscheduled work, the Contractor will be paid the authorized overtime hours at the following charge-out labour rates:

a. Time and One Half\*\*: \$\_\_\_\_\_ per hour

b. Double Time\*\*\*: \$\_\_\_\_\_ per hour

This rate shall be a blended rate for all classes of labour, engineering and foreperson and shall include all overheads, supervision and profit.

These rates will remain firm for the duration of the Contract, including all amendments and are subject to audit if considered necessary by Canada.

\* Regular time is defined as an 8 hour work day.

\*\* Time and One Half is defined as time in excess of the Regular Time\*.

\*\*\* Double Time is defined as Sundays and Statutory Holidays.

#### B4 Daily Services Fee

In the event of a delay in the performance of the Work that lengthens the Work period beyond the date specified in this Contract, and if such delay is recognized and agreed upon by the Contracting Authority as being

attributable to Canada, Canada agrees to pay the Contractor the daily services fee, described below, for each day of such delay. This fee shall be the sole liability of Canada to the Contractor for the delay.

The firm daily services fee is:

a. For a Working Day: \$\_\_\_\_\_

b. For a Non-Working Day: \$\_\_\_\_\_

The above fees shall include but not be limited to, all aspects of the following costs: Project Management Services, Administrative Support, Production Services, Quality Assurance, Material Support, Planned Maintenance and Ship Services, and all other resources and direct costs needed to maintain the Vessel at the Contractor's facility. These fees are firm and not subject to any additional charges for mark-up or profit.

#### B5 Vessel, Refit, Repair or Docking Cost

The following costs must be included in the price:

B5.1: Ship Services: include all costs for ship services such as water, steam, electricity, etc., required for vessel maintenance for the duration of the Contract.

B5.2: Docking and Undocking include:

- a. all costs resulting from dry docking, wharfage, security, shoring, shifting and/or moving of the vessel within the successful Bidder's facility;
- b. the cost of services to tie up the vessel alongside and to cast off.

Unless specified otherwise, the vessel will be delivered by Canada to the successful Bidder's facility alongside a mutually agreed safe transfer point, afloat and upright, and the successful Bidder will do the same when the Work is completed. The cost of services to tie up the vessel alongside and to cast

off must be included in the evaluation price.

- B5.3: Field Service Representatives/Supervisory Services: include all costs for field service Representatives / supervisory services including manufacturers' representatives, engineers, etc. The Contractor is responsible for the performance of all subcontractors and FSRs.

These services must not be an extra charge except where unscheduled work requiring these services is added to the Contract.

- B5.4: Removals: include all costs for removals necessary to carry out the Work and will be the responsibility of the successful Bidder whether or not they are identified in the specifications, except those removals not apparent when viewing the vessel or examining the drawings. The successful Bidder will also be responsible for safe storage of removed items and reinstalling them on completion of the Work. The successful Bidder will be responsible for renewal of components damaged during removal.

- B5.5: Sheltering, Staging, Cranage and Transportation: include the cost of all sheltering, staging including handrails, cranage and transportation to carry out the Work as specified.

The Contractor will be responsible for the cost of any necessary modification of these facilities to meet applicable safety regulations.

#### B6 Pricing Data Sheets

Parameters from the Pricing Data Sheets will be used at Canada's sole discretion in the determination of unscheduled work price.



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ANNEX C to PART 5 - BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit Employment and Social Development Canada (ESDC) – Labour's website  
([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page)).

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

OR

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

## ANNEX D - INSURANCE REQUIREMENTS

### D1. Ship Repairers' Liability Insurance

1. The Contractor must obtain Ship Repairer's 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 \$10,000,000 per accident or occurrence and in the annual aggregate.
2. The Ship Repairer's Liability insurance 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 as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
  - b. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Environment Canada and Public Works and Government Services Canada for any and all loss of or damage to the vessel, however caused.
  - c. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - 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. 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.

### D2. 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 \$10,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability Insurance 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. 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.
  - d. 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.
  - e. 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.
  - f. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - g. Employers' Liability (or confirmation that all employees are covered by Worker's Compensation (WSIB) or a similar program)

- h. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority with thirty (30) days written notice of policy cancellation.
- i. If the policy is written on a claims-made basis, coverage must be in place for a period of at least twelve (12) months after the completion or termination of the Contract. Employees and, if applicable, Volunteers must be included as Additional Insured.
- j. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- k. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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## ANNEX E – WARRANTY

### 1. Scope

The following are the procedures that suit the particular requirements for warranty considerations after Work Acceptance.

### 2. Reporting Failures with Warranty Potential

a) The initial purpose of a report of a failure is to facilitate the decision as to whether or not to involve warranty and to generate action to effect repairs. Therefore in addition to identification, location data, etc. the report must contain details of the defect. Warranty decisions as a general rule are to be made locally and the administrative process is to be in accordance with procedures as indicated.

b) These procedures are necessary as invoking a warranty does not simply mean that the warrantor will automatically proceed with repairs at his expense. A review of the defect may well result in a disclaimer of responsibility, therefore, it is imperative that during such a review the Department is directly represented by competent technical authority qualified to agree or disagree with the warrantor's assertions. The Technical Authority in conjunction with the Inspection Authority will assume this role.

### 3. Procedures

a) Immediately it becomes known to the Ship's Staff or the onsite representative that an equipment/system is performing below accepted standards or has become defective, the procedures for the investigation and reporting are as follows:

I. The vessel advises the Technical Authority (TA) when a defect, which is considered to be directly associated the Work, has occurred.

II. On reception of the advice, the TA will review the Specification and the Acceptance Document and will consult with the Inspection Authority (IA) and the Contracting Authority (CA) as required to confirm if the reported defect is subject to warranty or not. Following the verification of a valid/invalid warranty claim, the TA in consultation with the Ship's Staff or the onsite representative will complete the Tombstone Data and section 1 of the Warranty Claim Form (Refit) Appendix 1 of Annex E. In case of an invalid claim, the TA will complete the appropriate portion of the Section 5 of the claim and will return the claim to the onsite representative with a copy to the CA. If the claim is deemed valid, the TA will forward the original to the Contractor for review and investigation with a copy to the CA.

Warranty defect claims may be forwarded in hard copy, by fax or by e-mail whichever format is the most convenient.

b) On reception of the warranty claim, the Contractor must review the claim, investigate and determine their position:

I. Assuming the Contractor accepts full responsibility for repair, the Contractor completes the appropriate portion of the Section 2 providing details on actions to be taken with date and location and return it to the TA with copy to the CA; or

II. In the event that the Contractor disputes the claim and disclaims its responsibility or agrees to share the responsibility, the contractor is to complete the appropriate portion of the Section 2, providing reasons supporting its position and return the claim to the CA with copy to the TA.

c) When a warranty defect claim is disputed by the Contractor, the CA will collect all the available information, will consult with the TA and IA as required and the Contractor and will come to a decision as of how the claim shall be handled. The CA will then complete the Section 3 of the claim and will provide reasons supporting the decision. If the Contractor still dispute the CA's decision then the contract clause 17-Dispute Resolution must be followed.

Depending on the severity of the claim, the CA may recommend that the TA correct the defect using in-house resources or by contracting the work out. In both cases, all associated costs for the repairs are to be recorded as a possible credit against the contract by PWGSC action. Material costs and man-hours expended in correcting the defect will be recorded and entered in Section 4 of the Warranty Claim Form. On completion of the repair work, the TA will forward the Warranty Claim Form to the CA. During that whole process the TA will ensure that defective parts are to be retained pending settlement of claim.

d) Defective equipment associated with potential warranty should not normally be dismantled until the Contractor's representative has had the opportunity to observe the defect.

e) Upon acceptance of the warranty claim and related corrective actions by the Contractor, Canada or both, the TA will ensure that the work is accepted and the warranty claim is closed out. By acting in this manner, the TA will ensure that the appropriate portion of the Section 5 of the Warranty Claim is completed and signed by the required authorities and representatives and will forward to IA, CA and Contractor.

#### 4. Liability

a) Agreement between the Contracting Authority, Inspection Authority, Technical Authority and the Contractor will result in one of the following conditions:

I. The Contractor accepts full responsibility for costs to repair or overhaul under the warranty provisions of the contract;

II. The Technical Authority accepts full responsibility for repair and overhaul of item concerned; or

III. The Contractor and the Technical Authority agree to share responsibility for the costs to repair or overhaul the unserviceable item, in such cases the PWGSC Contracting Authority will negotiate the best possible sharing arrangement.


b) In the event of a dispute as in paragraph 3, iii, the Contracting Authority will take necessary action with the Contractor while the Technical Authority will inform its Senior Management and will take appropriate action to ensure that all cost associated to the repair with any pertinent data are recorded.

c) The total cost of processing warranty claims must include accommodation and travel costs of the Contractor's employees as well as equipment/system down time and operational constraints. Accordingly, the cost to remedy the defect, in man-hours and material, will be discussed between the Contracting, Inspection and Technical Authorities to determine the best course of action.

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		Travaux publics et Services gouvernementaux Canada	Public Works and Government Services Canada		
				APPENDIX 1 TO ANNEX E	
<b>WARRANTY CLAIM FORM (Refit)</b> <b>FORMULAIRE DE RÉCLAMATION DE GARANTIE (Radoub)</b>					
Vessel Name - Nom du navire		File No. - No. du dossier		Contract No. - No. du contrat	
Customer Department - Ministère client				Warranty Claim Serial No. No. de série de réclamation de garantie	
<b>Defect's Impact on Vessel's Operations</b> Conséquence du défaut sur les opérations du navire			<b>The Defect Must Be Corrected;</b> Le défaut doit être corrigé;		
Vessel out of service Navire hors d'usage	Vessel Limited Operation Opération réduite du navire	No immediate consequence Sans conséquence immédiate	Immediately Immédiatement	When directed by Canada Tel qu'avisé par le Canada	To be agreed between Canada and Contractor À être entendue entre le Canada et l'entrepreneur
<b>1. Description of the Defect - Description du défaut</b>					
<p><b>Note:</b> This section must be filled by Technical Authority (TA) in consort with the Ship's Staff (on site responsible) . On a determination of a valid claim, the TA will forward the claim to the Contractor and CC the Contracting Authority (CA). - Cette section doit être complétée par l'Autorité Technique conjointement avec l'équipage (responsable sur place). Si la réclamation est jugée valable l'AT transmettra la réclamation à l'entrepreneur avec copie à l'Autorité Contractante (AC).</p>					
Reference to Contract Article and/or Specification No. Référence à l'article du contrat et/ou devis no.					
<b>Description</b>					
Prepared by the on site responsible Préparé par le responsable sur place			Approved by Technical Authority Approuvé par l'Autorité Technique		
Date			Date		

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<b>2. Contractor's Investigation and Position - Examen et position de l'entrepreneur</b>	
<b>Note:</b> The Contractor must investigate the claim, determine its position, complete this section 2 and return the claim to the TA and cc the CA. - L'entrepreneur doit faire l'examen de la réclamation, déterminer sa position, compléter la présente section 2 et retourner la réclamation l'AT avec copie à l'AC.	
Contractor recognizes its total responsibility and will proceed with corrective action(s) L'entrepreneur reconnaît son entière responsabilité et corrigera le défaut	
Provide details on action(s) to take place with date and location. Fournir les détails de(s) action(s) qui seront prise ainsi que la date et le lieu.	
Contractor recognizes a partial responsibility. L'Entrepreneur reconnaît une responsabilité partielle.	
Provide details supporting the above position with proposed sharing. Fournir les détails justifiant la position ci-dessus ainsi que le partage proposé.	
Contractor disclaims any responsibility. L'entrepreneur refuse toute responsabilité.	
Provide details supporting the above position. Fournir les détails justifiant la position ci-dessus	
Contractor's representative Représentant de l'entrepreneur	Date

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**5. Work Acceptance and Warranty Claim Closing - Acceptation des travaux et fermeture de la réclamation de garantie**

**Valid claim corrected by the Contractor and work accepted by Canada -  
Réclamation valable corrigée par l'entrepreneur et travaux acceptés par le Canada**

Remarks  
Remarques

Contractor's representative - Représentant de l'entrepreneur

Inspection Authority - Autorité d'inspection

Date

Date

**Valid claim corrected by the Contractor and Canada and work accepted by Canada -  
Réclamation valable corrigée par l'entrepreneur et le Canada et travaux acceptés  
par le Canada**

Remarks  
Remarques

Contractor's representative - Représentant de l'entrepreneur

Inspection Authority - Autorité d'inspection

Date

Date

Technical Authority - Autorité technique

Contracting Authority - Autorité contractante

Date

Date

**Valid claim corrected by Canada and work accepted by Canada -  
Réclamation valable corrigée par le Canada et travaux acceptés par le Canada**

Remarks  
Remarques

Inspection Authority - Autorité d'inspection

Technical Authority - Autorité technique

Date

Date

Contracting Authority - Autorité contractante

Date

**Invalid claim - Réclamation non fondée**

Remarks  
Remarques

Technical Authority - Autorité technique

Contracting Authority - Autorité contractante

Date

Date

## ANNEX F – PROCEDURE FOR UNSCHEDULED WORK

### F1. Purpose

The unscheduled work Procedure has been instituted for the following purposes:

- a. To establish a uniform method of dealing with requests for unscheduled work;
- b. To obtain the necessary Technical Authority approval and Contracting Authority authorization before unscheduled work commences;
- c. To provide a means of maintaining a record of unscheduled work requirements including serial numbers, dates and accumulated cost. The Contractor shall have a cost accounting system that is capable of assigning job numbers for each unscheduled work requirement so that each requirement can be audited individually.

### F2. Definitions

- a. An unscheduled work Procedure is a contractual procedure whereby changes to the scope of work under the Contract may be defined, priced and contractually agreed to. Such changes may arise from:
  - i. "Work Arising" from opening up of machinery and/or surveys of equipment and material,  
OR
  - ii. "New Work" not initially specified but required on the Vessel.
- b. The procedure does not allow for the correction of deficiencies in the Contractor's Bid.
- c. No unscheduled work may be undertaken by the Contractor without written authorization by the Contracting Authority, except under emergency circumstances as described in sub paragraph 3(b) unscheduled work.
- d. Work undertaken without written Contracting Authority authorization will be considered the Contractor's responsibility and cost.
- e. The appropriate PWGSC form is the final summary of the definition of the unscheduled work requirement, and the costs negotiated and agreed to.

### F3. Procedures

- a. The procedure involves the electronic form PWGSC 1379 for refit and repair and will be the only form for authorizing all unscheduled work.
- b. Emergency measures required to prevent loss or damage to the Vessel which would occur if this procedure were followed, shall be taken by the Contractor on its own authority. The responsibility for the cost of such measures shall be determined in accordance with the terms and conditions of the Contract.
- c. The Technical Authority will initiate a work estimate request by defining the unscheduled work requirement. It will attach drawings, sketches, additional specifications, other clarifying details as appropriate, and allocate their serial number for the request.
- d. Notwithstanding the foregoing, the Contractor may propose to the technical Authority in writing either by letter or some type of Defect Advice Form (A Contractor owned form) that certain unscheduled work should be carried out.
- e. The Technical Authority will either reject or accept such proposal and advise the Contractor and Contracting Authority. Acceptance of the proposal is not to be construed as authorization for the work

to proceed. If required, the Technical Authority will then define the unscheduled work requirement in accordance with sub paragraph 3(c).

- f. The Contractor will electronically submit its proposal to the Contracting Authority together with all price support and any qualifications, remarks or other information as requested.  
The price support shall demonstrate the relationship between the scope of work, the Contractor's estimated costs and its selling price. It is a breakdown of the Contractor's unit rates, estimates of person hours by trade, estimate of material cost per item for both the Contractor and all of its subcontractors including quotations, estimates and any related schedule impact and an evaluation of the Contractor's time required to perform the unscheduled work.
- g. The Contractor shall provide copies of purchase orders and paid invoices for subcontracts and/or material, including stocked items. The Contractor shall provide a minimum of two quotations for subcontracts or material. If other than the lowest or sole source is being recommended for quality and/or delivery considerations, this shall be noted. Upon request by the Contractor, the Contracting Authority shall be permitted to meet with any proposed subcontractor or material supplier for discussion of the price, and always with the Contractor's representative present.
- h. After discussion between the Contracting Authority and the Contractor and if no negotiation is required, the Contracting Authority will seek confirmation from the Technical Authority to proceed with the work by signing the form noted above in sub paragraph 3(d). The Contracting Authority will then sign and authorize the unscheduled work to proceed.
- i. In the event that the Technical Authority does not wish to proceed with the work, the Contracting Authority will cancel the proposed unscheduled work in writing.
- j. In the event the negotiation involves a credit, the appropriate PWGSC form will be noted accordingly.
- k. In the event that the Technical Authority requires unscheduled work of an urgent nature or an impasse has occurred in negotiations the commencement of unscheduled work should not be unduly delayed and should be processed as follows:
  - The Contractor will complete PWGSC 1379 form indicating the estimated cost and provide it to the Contracting Authority.
  - If the Technical Authority wishes to proceed, both the Technical Authority and the Contracting Authority will sign the completed PWGSC form. It will be understood and accepted that this cost will be a ceiling price cost and therefore only subject to downward adjustment.
  - A serial number will be allocated and will include Suffix A.

The work will proceed with the understanding that following an audit of the Contractor's actual costs for completing the described work, the cost will be finalized at the ceiling price or lower, if justified by the audit. A new PWGSC form will then be completed with the finalized costs, signed and issued with the same Serial Number without the suffix "A", and bearing a notation that this form is replacing and canceling the form having the same Serial Number with the suffix "A".

NOTE: PWGSC forms bearing serial numbers with a suffix A shall not be included in any contract amendments and therefore no payment shall be made until final resolution of the prices and subsequent incorporation into the contract have been completed.

#### F4. Amendment to Contract or Formal Agreement

The contract will be amended from time to time in accordance with the contract terms in order to incorporate costs that have been authorized on the proper PWGSC form(s).

## ANNEX G – QUALITY CONTROL / INSPECTION

### G1 Quality Control Plan

The Contractor must implement and follow the Quality Control Plan (QCP), prepared in accordance with the latest issue (at contract date) of the ISO 10005 : 2005 Quality Management – Guidelines for quality plans, approved by both the Inspection and the Technical Authority. The QCP must describe how the Contractor will conform to the specified quality requirements of the Contract and specify how the required quality activities are to be carried out, including quality assurance of subcontractors. The Contractor must include a traceability matrix from the elements of the specified quality requirements to the corresponding paragraphs in the QCP. The QCP must be made available to both the Inspection and Technical Authority for review and approval within five (5) calendar days after contract award.

The documents referenced in the QCP must be made available within two (2) working days as and when requested by the Inspection Authority. The Contractor must make appropriate amendments to the QCP throughout the term of the Contract to reflect current and planned quality activities. Amendments to the QCP must be acceptable to the Inspection Authority and the Technical Authority.

### G2 Inspection and Test Plan (ITP)

1. The Contractor must prepare an Inspection and Test Plan (ITP) comprising individual inspection and test plans for each specification item of this project in accordance with the Quality Standard and its Quality Control Plan (QCP). The ITP must be submitted to the Inspection Authority for review and amended by the Contractor to the satisfaction of the Inspection Authority.
  - a. Each ITP must contain all inspection points identified in the Specification highlighting any mandatory points that must be witnessed by the Inspection Authority and other “hold” points imposed by the Contractor to ensure the quality of the work.
  - b. Milestone delivery date for the ITP is given in the Contract however individual ITPs should be forwarded for review as developed.
2. Coding:
  - a. Each ITP is to be coded for identification clearly demonstrating a systematic approach similar to the following (Contractor's system should be defined in its QCP):
    - i. Prefixes for Inspections, Tests and Trials:
      - prefix “1” is a contractor inspection – i.e.: 1H-10-01, 1H-10-02
      - prefix “2” is a contractor post repair test – i.e.: 2H-10-01; and
      - prefix “3” is a contractor post repair test – i.e.: 3H-10-01
  - b. Specification items followed by assigned sequence numbers for inspection processes within each Specification item; and
  - c. Cross reference to a verification document number.

### G3 Inspection and Test Plan Criteria

Inspection criteria, procedures and requirements are stated in the specifications, drawings, technical orders and reference standards invoked by the Specification. Test and trial documentation may also be included or referenced in the Specification. An individual ITP is required for each specification item.

1. All ITPs must be prepared by the Contractor in accordance with the above criteria, its quality plan and must provide the following reference information:
  - a. the ship's name;
  - b. the specification number item;

- c. equipment/system description and a statement defining the parameter which is being inspected;
- d. a list of applicable documents referenced or specified in the inspection procedure;
- e. the inspection, test or trial requirements specified in the specification;
- f. the tools and equipment required to accomplish the inspection;
- g. the environmental conditions under which the inspections are to be conducted and the tolerances on the inspection conditions;
- h. a detailed step by step procedure of how each inspection is to be performed, conformance parameters, accept/reject criteria and recording of results, deficiencies found and description of corrective action(s) required;
- i. name and signature of the person who prepared the plan, date prepared and amendment level; and
- j. names and signatures of the persons conducting and witnessing the inspection, test or trial.

2. Contractor Imposed Testing:

- a. Tests and trials in addition to those given in the specification must be approved by the Inspection Authority.
- b. Amendments: Amendment action for the ITPs must be ongoing throughout the refit and reflect the inspection requirements for unscheduled work. Amendments must be submitted as developed, but not less frequently than once every second week.

G4 Conduct of Inspection

1. Inspections must be conducted in accordance with the ITP and as detailed in G4.
2. The Contractor must provide its own staff or subcontracted staff to conduct inspections, test and trials; excepting that Technical Authority or Inspection Authority personnel may be designated in the specification in which case the Contractor must ensure that its own staff are provided in support of such inspection, test and/or trial.
3. The Contractor must ensure that the required conditions stated in the ITP prevail at the commencement of and for the duration of each inspection, test and/or trial.
4. The Contractor must ensure that personnel required for equipment operation and records taking during the inspection, test and/or trial are briefed and available at the start and throughout the duration of the inspection, test and/or trial. Tradesmen or FSRs who may be required to effect minor changes or adjustments in the installation must be available at short notice.
5. The Contractor is to coordinate the activities of all personnel taking part in each inspection, test and/or trial and ensure that safe conditions prevail throughout the inspection, test and/or trial.

G5 Inspection Records and Reports

1. The Contractor on the inspection record, test or trials sheets as applicable must record the results of each inspection. The Contractor must maintain files of completed inspection records consistent with the Quality Standard and its Quality Plan for this project.
2. The Contractor's QC representative (and the FSR when required) must sign as having witnessed the inspection, test or trial on the inspection record. The Contractor must forward originals of completed inspection records, together with completed test(s) and/or trials sheets to the Inspection Authority as they are completed.
3. Unsatisfactory inspection, test and/or trial results for which corrective action cannot be completed during the normal course of the inspection, test and/or trial will require the Contractor to establish and record the cause of the unsatisfactory condition to the satisfaction of the Inspection Authority. Representatives to Canada may assist in identification where appropriate.

4. Corrective action to remove the cause of unsatisfactory inspections must be submitted to the Inspection Authority in writing by the Contractor for approval before affecting such repairs and rescheduling of the unsatisfactory inspection, test and/or trial. Such notices must be included in the final records passed to the Inspection Authority.
5. The Contractor must undertake rectification of defects and deficiencies in the Contractor's installation or repair as soon as practicable. The Contractor is responsible to schedule such repairs at its own risk.
6. The Contractor must reschedule unsatisfactory inspections after any required repairs have been completed.
7. Quality Control, Inspection and Test records that substantiate conformance to the specified requirements including records of corrective actions must be retained by the Contractor for three (3) years from the date of completion or termination of the Contract and must be made available to the Inspection Authority upon request.

#### G6 Inspection and Trials Process

1. Drawing and purchase orders:
  - a. Upon receipt of two (2) copies of each drawing or purchase order, the designated Inspection Authority will review its content against the provisions of the specification. Where discrepancies are noted the Inspection Authority will formally advise all concerned in writing, using the Discrepancy Notice. The resolution of any such discrepancy is a matter for consultation between the Contractor and other Crown Authorities.

NOTE: The Inspection Authority is NOT responsible for the resolution of discrepancies.

2. Inspection:
  - a. Upon receipt and acceptance of the Contractor's ITP, inspection will consist of a number of inspection points supplemented by such other inspections, tests, demonstrations and/or trials as may be deemed necessary by the Inspection Authority to permit them to certify that the work has been performed in compliance with the provisions of the specification. The Contractor must be responsible for notifying the designated Inspection Authority of when the work will be available for inspection sufficiently in advance to permit the designated Inspection Authority to arrange for the appropriate inspection.
  - b. The Inspection Authority will inspect the materials, equipment and work throughout the project against the provisions of the specification and where non-conformances are noted, will issue appropriate inspection non-conformance reports (NCR).
  - c. The Contract requires the implementation of a Quality Assurance/Quality Control (QA/QC) system so the Inspection Authority requires the Contractor to provide a copy of its internal inspection report pertaining to a work item, before conducting the requested inspection. If third party inspections are required by the Contract the reports of these inspections must be submitted before the Work is inspected by the PWGSC Inspection Authority.
  - d. Incorrect or false QA/QC documentation submitted to the Inspection Authority prior to inspection of the Work the Inspection Authority may issue an Inspection non-conformance report against the Work. In addition, a separate report may be issued against the Contractor's QA/QC system.
  - e. Before carrying out any inspection, the PWGSC Inspection Authority must review the requirements for the Work and the acceptance and/or rejections standards to be applied. Where more than one standard or requirement are applicable, the order of precedence in the Contract will identify the priority.

3. Inspection Non-Conformance Report:

- a. An Inspection Non-Conformance Report will be issued for each non-conformance noted by the Inspection Authority. Each report will be uniquely numbered for reference purposes, will be signed and dated by the Inspection Authority and will describe the non-conformance.
- b. When the non-conformance has been corrected by the Contractor and has been re-inspected and accepted by the Inspection Authority, the Inspection Authority will update the report with applicable signature and date.
- c. At completion of the project the content of all Inspection Non-Conformance Reports which have not been signed off by the Inspection Authority will be transferred to the Acceptance documents before the Inspection Authority's certification of such documents.

4. Tests, trials and demonstrations

- a. To enable the Inspection Authority to certify that the Work has been performed satisfactorily and in accordance with the Contract and specification, the Contractor must schedule, co-ordinate, perform and record all specified tests, trials and demonstrations required.
- b. Where the specification contains a specific performance requirements for any component, equipment, sub-system or system the Contractor must test each component, equipment, sub-system or system to the satisfaction of the Inspection Authority to prove that the specified performance has been achieved and that the component, equipment, sub-system or system perform as per specification.
- c. Tests, trials and demonstrations must be conducted in accordance with a logical, systematic schedule which must ensure that all associated components and equipment are proven before sub-system demonstrations or testing, and that the sub-systems are proven before system demonstration or testing.
- d. Where the specification does not contain specific performance requirements of any component, equipment, sub-system or system, the Contractor must demonstrate such component, equipment, sub-system or system to the satisfaction of the Inspection Authority.
- e. The Contractor must submit its ITP as detailed in G2.
- f. The Contractor must co-ordinate each test, trial and demonstration with all interested parties including the Inspection Authority, Contracting and Technical Authorities, regulatory authorities, Classification Society, subcontractors etc. The Contractor must provide the Inspection Authority and other Crown Authorities with a minimum of five (5) working days notice of each scheduled test, trial or demonstration.
- g. The Contractor must keep written records of all tests, trials and demonstrations conducted as detailed in G5. The Contractor may utilize the PWGSC Standards Tests & Trials Record Sheets which can be customized by the Contractor to suit individual test or trial requirements. These record sheets are available from the Inspection Authority in digital format.
- h. The Contractor must in all respects be responsible for the conduct of all tests and trials in accordance with the requirements of the Contract.

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- i. The Inspection Authority and the Technical Authority reserve the right to defer commencement of or continuation with any sea trials for any reasonable cause, including but not limited to:
  - i. adverse weather;
  - ii. visibility
  - iii. equipment failure or degradation;
  - iv. lack of qualified personnel; and
  - v. inadequate or non-compliance with safety standards.



## ANNEX H – FINANCIAL BID PRESENTATION SHEET

### H1 Price for Evaluation Cove Isle:

A)	<p>Known Work</p> <p>For work as stated in Part 1 – GENERAL INFORMATION, article 1.2, specified in Annex A – Statements of Work and detailed in the attached ANNEX H – Financial Bid Presentation Sheet – Appendix 1 - Pricing Data Sheet for a FIRM PRICE of:</p>	\$ _____
B)	<p>Unscheduled Work – Contractor labour cost</p> <p>Estimated labour hours at a firm charge out labour rate including overhead and profit for evaluation purposes only:</p> <p>500 person hours x \$ _____ per hour for a PRICE of: See Annex H, article H2.1 and H2.2 below.</p> <p>Overtime premium for time and one half: Estimated hours for evaluation purposes only: 100 person hours x \$ _____ per hour for a PRICE of: See Annex H, article H3 below.</p> <p>Overtime premium for double time: Estimated hours for evaluation purposes only: 100 person hours x \$ _____ per hour for a PRICE of: See Annex H, article H3 below.</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
C)	<p>Daily Service Fees</p> <p>For evaluation purpose only as per Annex H, article H4:</p> <p>Five (5) working days x \$ _____ firm daily service fee</p> <p>Two (2) non-working days x \$ _____ firm daily service fee</p>	<p>\$ _____</p> <p>\$ _____</p>
D)	<p>Vessel Transfer Cost</p> <p>For evaluation purpose only as per Annex H, article H6:</p> <p>Proposed shipyard/ship repair facility _____</p>	\$ <b><u>NOT USED</u></b>
E)	<p><b>Cost of Financial Security as per 6.2</b></p> <p>Type of Financial Security (as per 6.2.1):</p> <p><u>NOT USED</u></p>	\$ <b><u>NOT USED</u></b>
F)	<p>EVALUATION PRICE</p> <p>[A + B + C] for an EVALUATION PRICE (applicable taxes excluded) of:</p>	\$ _____

## H2 Unscheduled Work

The Contractor will be paid for unscheduled work arising as authorized by Canada. The authorized unscheduled work will be calculated as follows:

Number of hours (to be negotiated) x \$ \_\_\_\_\_ for the Contractor's firm hourly charge-out labour rate. This rate is to include consumables, overhead and profit. The net laid-down cost of materials which may include a mark-up of ten (10) percent plus applicable taxes. The firm hourly charge-out labour rate and the material mark-up will remain firm for the duration of the Contract including any subsequent amendments.

- H2.1: Notwithstanding definitions or usage elsewhere in the Contract or in the Contractor's Cost Management System, when negotiating hours for unscheduled work PWGSC will consider only those hours of labour directly involved in the production of the subject work package.
- H2.2: Allowance for related labour costs such as management, all supervision, purchasing and material handling, quality assurance and reporting, first aid, gas free certification inspecting and reporting and estimating and preparing unscheduled work submissions will be included as overhead for the purposes of determining the charge-out labour rate as entered in section H2 above.
- H2.3: The ten (10) percent mark-up rate for material will also apply to subcontracted costs. The mark-up rate includes any allowance for material and subcontract management not allowable in the charge out labour rate. The Contractor will not be entitled to a separate labour component for the purchase and handling of materials or subcontract administration.

### Pro-rated Prices Unscheduled Work

Hours and prices for unscheduled work shall be based on comparable historical data applicable to similar work at the same facility, or shall be determined by pro-rating the quoted Work costs in the Contract when in similar areas of the vessel.

## H3 Overtime

The Contractor must not perform any overtime under the Contract unless authorized in advance in writing by the Contracting Authority. There will be no overtime payment for Known Work. Any request for payment must be accompanied by a copy of the overtime authorization and a report containing the overtime performed pursuant to the written authorization. Overtime shall not be paid unless authorized in writing by the Contracting Authority. Payment for authorized overtime will be calculated as follows:

For unscheduled work, the Contractor will be paid the authorized overtime hours at the following charge-out labour rates:

- a. Time and One Half\*\*: \$ \_\_\_\_\_ per hour;
- b. Double Time\*\*\*: \$ \_\_\_\_\_ per hour.

This rate shall be a blended rate for all classes of labor, engineering and foreperson and shall include all overheads, supervision and profit.

These rates will remain firm for the duration of the Contract, including all amendments and

are subject to audit if considered necessary by Canada.

\* Regular time is defined as an 8 hour work day

\*\* Overtime Time and One-Half Rate is defined as time in excess of the regular time\*,.

\*\*\* Overtime Double Time Rate is defined as Sundays and Statutory Holidays Pro-rated Prices

#### H4 Daily Services Fees

In the event of a delay in the performance of the Work and if such delay is recognized and agreed upon by the Contracting Authority as being attributable to Canada, Canada agrees to pay the Contractor the daily service fee described below for each day the Work is delayed. This fee shall be the sole liability of Canada to the Contractor for the delay.

The firm daily services fee is:

- a. For a working day: \$ \_\_\_\_\_
- b. For a non-working day: \$ \_\_\_\_\_

The above fees shall include but not be limited to all aspects of the following costs: project management services, administrative support, production services, quality assurance, material support, planned maintenance and ship services and all other resources and direct costs required to maintain the vessel at the Contractor's facility. These fees are firm and not subject to any additional charges for mark up or profit.

#### H5 Vessel, Refit, Repair or Docking Costs

The following costs must be included in the price:

1. Ship services: include all costs for ship services such as water, steam, electricity etc. that are required for vessel maintenance for the duration of the Contract.
2. Docking and undocking includes:
  - a. all costs resulting from dry docking, wharfage, security, shoring, shifting and/or moving of the vessel within the successful Bidder's facility;
  - b. the cost of services to tie up the vessel alongside and to cast off.

Unless specified otherwise, the vessel will be delivered by Canada to the successful Bidder's facility alongside a mutually agreed safe transfer point, afloat and upright, and the successful Bidder will do the same when the Work is completed. The cost of services to tie up the vessel alongside and to cast off must be included in the evaluation price.

3. Field services representatives/supervisory services: consist of the costs for field service representatives and/or supervisory services including manufacturers' representatives, engineers, etc.

These services must not be an extra charge except where unscheduled work requiring these services is added to the Contract.

4. Removals: include all costs for removals necessary to carry out the Work and will be the

responsibility of the successful Bidder regardless if they are identified in the specification, except those removals not apparent when viewing the vessel or examining the drawings. The successful Bidder will also be responsible for safe storage of removed items and reinstallation of all items on completion of the Work. The successful Bidder will be responsible for renewal of components damaged while in their custody including during removal or reinstallation.

5. Sheltering, staging, cramage and transportation: include the cost of all sheltering, staging including handrails, carnage and transportation to carry out the Work as specified.

The successful Bidder will be responsible for the cost of any necessary modification of these facilities in order to meet applicable safety regulations.

#### H6 Vessel Transfer Costs – N/A

1. The evaluation price must include the cost for transferring the vessel from its home port to the shipyard/ship repair facility where the Work will be performed and the cost of transferring the vessel to its home port following completion of the Work, in accordance with the following:
  - a. The Bidder must provide the location of the shipyard/ship repair facility where it proposes to perform the Work together with the applicable vessel transfer cost from the list provided under G6, paragraph 2 of this section, which shall be entered into Annex H – Financial Bid Presentation Sheet, H1 Price for Evaluation, item D);
  - b. If the list provided under H6, paragraph 2 of this section does not provide the shipyard/ship repair location where the Bidder intends to perform the Work, the Bidder must advise the Contracting Authority of its proposed location for performing the Work in writing at least ten (10) calendar days prior to bid closing date. The Contracting Authority will confirm to the Bidder, in writing, at least five (5) calendar days before the bid closing date, the location of the shipyard/ship repair and the applicable vessel transfer cost.

A bid that specifies a location for executing the Work which is not on the list under H6, paragraph 2 of this section and for which a notification in writing has not been received by the Contracting Authority as required, will be considered non-responsive.

2. Vessel information and list of shipyard/ship repair facilities and applicable vessel transfer costs

Vessels: CCGS Limnos  
Home Port: Burlington, Ontario

Transfer costs in the case of vessels transferred using a government delivery crew include the fuel cost at the vessel's most economical speed of transit and for unmanned refits only, crew transportation costs for the delivery crew based on the location of the vessel's home port and the shipyard/ship repair facility. Crew transportation costs do not include any members of the delivery crew who remain at the shipyard/ship repair facility in order to discharge project responsibility related to the vessel being transferred.

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Transfer costs in the case of the vessels transferred unmanned by either commercial towing, railway, highway or other suitable means of transportation must be:

- i. included as part of the Bidder's financial bid in the case where the Bidder is responsible for the transfer; or
- ii. identified as the applicable vessel transfer cost, as given in the list below, in the case when Canada is responsible for the transfer.

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## ANNEX H – Appendix 1 – PRICING DATA SHEET (CCGS Limnos– Alongside Refit 2021)

**ANNEX H – Appendix 1 - PRICING DATA SHEET F2599-205004**

**For completion of the Pricing Data Sheet, the Bidder must price all lines as detailed below. The line for the Total Cost of each Spec Item must include each of the detailed items listed, as well as any and all costs associated with completing the full requirement of the Spec Item.**

Company name:		Limnos Alongside Refit 2020						
Spec #	Spec Ref #	Description	Total Hours	Total Labour Cost (\$)	Total Material Cost (\$)	Total FSR & Sub-Contractor Cost (\$)	Total Firm Price	Unit Cost (\$)
<b>17</b>		<b>ARVA CRANE 5yr SURVEY</b>						
	17.1.C.1	Arva FSR						
	17.1.C.1	10,000 hour/5 year maintenance						
	17.1.C.2	Inspection and Measurement of Slew Bearings						
	17.1.C.3	Disassemble and Rebuild Swing Drive and Gearbox						
	17.1.C.4	Disassemble and Rebuild Winch						
	17.1.C.5	Inspect and clean electric swivel						
	17.1.C.6	Inspect and calibrate load monitor system						
	17.1.C.7	Disassemble and rebuild flow divider						
	17.1.C.8	Disassemble and rebuild power unit						
	17.1.C.9	Megger readings of the windings - report						
	17.1.C.10	Disassemble and rebuild pump						
	17.1.C.11	Measurements						
	17.1.C.12	Drain, clean & Refill Hydraulic oil tank						
	17.1.C.13	Clean Suction Strainer						
	17.1.C.14	Inspection of Hose Reel Assembly						
	17.1.C.15	NDT Turret Welds - Firm Price						
	17.1.C.15	Turret Welds - Unit Rate						\$ /foot
	17.1.C.16	Retorque Turret Bolts						
	17.1.C.17	Replace Vibration Mounts						
	17.1.D.2	Reports						
	17.1.D.3	Testing						
		<b>Total Cost - Spec 17 - Arva Crane Survey</b>						
		<b>Total</b>						

**Transfer this amount under  
Annex H, Table H1.**

## ANNEX I

### DELIVERABLES/CERTIFICATIONS

#### I1 Mandatory Tender Deliverables Check List

Notwithstanding deliverable requirements specified within the bid solicitation and its associated Technical Specification (Annex A), mandatory deliverables that must be submitted with the Bidder's tender to be deemed responsive are summarized below.

The Bidder must submit a completed Annex "I1" Deliverables/ Certifications.

The following are mandatory and the Bidder's submission will be evaluated against the requirements as defined herein. The Bidder must be determined to be compliant on each item to be considered responsive.

Item	Description	Completed and Attached
1	Invitation To Tender document part 1 page 1 completed and signed;	
2	Completed Annex "H" Financial Bid Presentation Sheet", clauses H1 through H6;	
3	Completed Pricing Data Sheets, per clause 3.1 Section II, Annex "H",Appendix 1;	
4	Completed Annex "I1" Deliverables/Certifications;	
5	Changes to Applicable Laws (if any), as per clause 2.4	
6	Integrity Provisions - Associated Information, section 5.1.1	
7	Federal Contractors Program for Employment Equity, Complete section 5.1.2	
8	Proof of good standing with Worker's Compensation Board, as per clause 6.5	
9	Proof of valid Labor Agreement or similar instrument covering the work period, as per clause 6.6	
10	Preliminary Work Schedule , per clause 6.7;	
11	Fueling and Disembarking Procedures, as per clause 6.8;	
12	If Registered its Valid ISO 9001-2008 Certification, as per clause 6.9	
13	Objective evidence of documented Health and Safety System, as per clause 6.10;	
14	Objective evidence of documented Fire Protection, Fire Fighting and Training Procedure, as per clause 6.11	
15	Insurance Requirements, as per clause 6.13	
16	Proof of welding certification, as per clause 6.14	
17	Project Management as per clause 6.15	
18	List of subcontractors, as per clause 6.16	
19	Example of its Quality Control Plan, as per clause 6.17	



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20	Example of an Inspection and Test Plan as per clause 6.18	
21	Details of Environmental Emergency Response Plan, Details of Formal Environmental Training as per Clause 6.19	

## I2 Deliverables after Contract Award

Item	Description	Reference	Due By
1	Insurance requirements as per Annex "D"	Clause 7.11 and Annex "D"	10 Working Days after contract award
2	Revised Work Schedule	Clause 7.15	5 calendar days after contract award
3	Contract Financial Security	Clause 7.13	Not used
4	The Contractor's Quality Control Plan	Clause 7.20	5 calendar days after contract award
5	The list of Government specialized loaned equipment that the Contractor intends to request.	Clause 7.27	3 calendar days after contract award

## I3 Deliverables Prior to Contract Award (If Requested)

Item	Description	Reference	Due By
1	Financial Capability	Clause 6.1	5 Working Days prior to contract award if requested