



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
Bid Receiving Public Works and Government  
Services Canada/Réception des  
soumissions/Travaux publics et Services  
gouvernementaux Canada  
See herein for bid submission  
instructions/  
Voir la présente pour les  
instructions sur la présentation  
d'une soumission  
NA  
Ontario

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

**Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Public Works and Government Services Canada  
Ontario Region  
10th Floor, 4900 Yonge Street  
Toronto  
Ontario  
M2N 6A6

<b>Title - Sujet</b> toilettes portables	
<b>Solicitation No. - N° de l'invitation</b> EP168-202144/A	<b>Date</b> 2020-10-25
<b>Client Reference No. - N° de référence du client</b> EP168-202144	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$TOR-302-7985	
<b>File No. - N° de dossier</b> TOR-0-43044 (302)	<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 2020-12-07</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Berends, Robert	<b>Buyer Id - Id de l'acheteur</b> tor302
<b>Telephone No. - N° de téléphone</b> (647) 308-5031 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA National Capital Area (Ottawa) Phase III, Place du Portage 11 Laurier Street Gatineau Quebec K1A0S5 Canada	

**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>

## TABLE OF CONTENTS

<b>PART 1 - GENERAL INFORMATION .....</b>	<b>2</b>
1.1 STATEMENT OF WORK.....	3
1.2 DEBRIEFINGS .....	3
1.3 TRADE AGREEMENTS.....	3
1.4 EPOST CONNECT SERVICE.....	3
<b>PART 2 - BIDDER INSTRUCTIONS.....</b>	<b>3</b>
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	4
2.3 ENQUIRIES - BIDSOLICITATION.....	4
2.4 APPLICABLE LAWS.....	5
<b>PART 3 - BID PREPARATION INSTRUCTIONS .....</b>	<b>5</b>
3.1 BID PREPARATION INSTRUCTION.....	6
<b>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....</b>	<b>7</b>
4.1 EVALUATION PROCEDURES.....	7
4.2 TECHNICAL EVALUATIO.....	7
4.3 FINANCIAL EVALUATION.....	7
4.4 BASIS OF SELECTION .....	7
<b>PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION.....</b>	<b>10</b>
5.1 CERTIFICATIONS REQUIRED WITH THE BID.....	10
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION.....	10
<b>PART 6 - RESULTING CONTRACT CLAUSES.....</b>	<b>11</b>
6.1 SECURITY REQUIREMENTS.....	11
6.2 REQUIREMENT.....	11
6.3 STANDARD CLAUSES AND CONDITIONS.....	11
6.4 TERM OF CONTRACT.....	11
6.5 AUTHORITIES.....	11
6.6 PAYMENT.....	12
6.7 INVOICING INSTRUCTIONS .....	13
6.8 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	13
6.9 APPLICABLE LAWS .....	13
6.10 PRIORITY OF DOCUMENTS.....	13
6.11 SACC MANUAL CLAUSES.....	13
6.12 INSURANCE.....	13
<b>ANNEX "A" - REQUIREMENT.....</b>	<b>14</b>
<b>ANNEX "B" - BASIS OF PAYMENT.....</b>	<b>17</b>
<b>ANNEX "C" - ELECTRONIC PAYMENT INSTRUCTIONS.....</b>	<b>18</b>
<b>ANNEX "D" - MANDATORY TECHNICAL RITERIA.....</b>	<b>19</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The requirement is detailed under Article 6.2, Part 6 - Resulting Contract Clauses.

### **1.2 Debriefings**

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

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

### **1.4 Epost Connect Service**

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

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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

**2.1.3** The 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

**2.1.4** The following modification is to the standard instructions 2003:  
Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:  
Delete: sixty (60) days  
Insert: ninety (90) days

#### 2.1.5 SACC Manual Clauses

SACC Manual clause **B1000T** (2014-06-26) – Condition of Material - Bid

### 2.2 Submission of Bids – Epost only

**2.2.1** Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the RFSO.  
[TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.oreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca) (email address for epost Connect service)

**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 Instruction **2006**, or to send offers 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 (6) days before the Request for Proposals closing date.

**2.2.2** Due to the nature of the bid solicitation, bids transmitted by facsimile or hardcopy to PWGSC will not be accepted.

### 2.3 Enquiries - Bid Solicitation

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

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

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the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.4 Applicable Laws**

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

**2.4.2** 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.

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

### **3.1 Bid Preparation Instructions**

- 3.1.1** If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

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

Section I: Technical Bid  
Section II: Financial Bid  
Section III: Certifications  
Section IV: Additional Information

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.

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

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

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

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

#### **3.3.2 Electronic Payment of Invoices**

- (i) If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex C - Electronic Payment Instruments, to identify which ones are accepted.
- (ii) If Annex C - Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.
- (iii) Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

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

Bidders must submit and comply with the certifications and additional information required under Part 5 that have not been included in their Technical Bid.

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

### **4.1 Evaluation Procedures**

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

### **4.2 Technical Evaluation**

#### **(a) Mandatory Technical Criteria**

The proposed Thermographic Camera must meet the mandatory criteria in Annex D. Failure to meet any one of the mandatory criteria will result in your bid being declared non-responsive.

### **4.3 Financial Evaluation**

#### **(a) Mandatory Financial Criteria**

- (i) The Bidder must submit with its bid, pricing details in accordance with Annex B - Basis of Payment, in Canadian dollars.
- (ii) The Total Evaluated Price will be the sum of the Total Extended Price of Table 1.
- (iii) The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

### **4.4 Basis of Selection – Mandatory Technical Criteria**

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.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions – Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's website](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed) ([http://www.esdc.gc.ca/en/jobs/workplace/human\\_rights/employment\\_equity/federal\\_contractor\\_program.page?&\\_ga=1.229006812.1158694905.1413548969#afed](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969#afed)).

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.



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## PART 6 - RESULTING CONTRACT CLAUSES

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

### 6.1 Security Requirements

There is no security requirement applicable to the Contract.

### 6.2 Requirement

The Contractor must perform the Work in accordance with the Requirement at Annex "A".

### 6.3 Standard Clauses and Conditions

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

#### 6.3.1 General Conditions

2010A (2020-05-28), General Conditions – Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from February 1, 2021 to February 28, 2024 inclusive.

#### 6.5.1 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 10 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### 6.4.2 Delivery Date

All the deliverables must be received on or before February 1, 2021.

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:  
Robert Berends  
Supply Specialist  
Public Works and Government Services Canada

Acquisitions Branch - Ontario Region  
Telephone: 416-308-5031  
E-mail address: [Robert.berends@pwgsc.gc.ca](mailto:Robert.berends@pwgsc.gc.ca)

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

#### 6.5.2 Project Authority (to be provided at Contract Award)

The Project Authority for the Contract is:

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

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

#### 6.5.3 Contractor's Representative (to be provided with bid)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
PBN: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### 6.6 Payment

#### 6.6.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price, as specified in Annex B for a cost of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra. Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### 6.6.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17), Limitation of Price

#### 6.6.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12), Monthly Payment

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#### **6.6.4 SACC Manual Clauses**

SACC Manual clause C2000C (2007-11-30), Taxes - Foreign-based Contractor

#### **6.6.5 Electronic Payment of Invoices**

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

- i. Visa Acquisition Card;
- ii. MasterCard Acquisition Card;
- iii. Direct Deposit (Domestic and International);
- iv. Electronic Data Interchange (EDI);
- v. Wire Transfer (International Only); or
- vi. Large Value Transfer System (LVTS) (Over \$25M).

#### **6.7 Invoicing Instructions**

**6.7.1** The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

**6.7.2** Invoices must be distributed as follows:

- (i) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- (ii) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **6.8 Certifications and Additional Information**

##### **6.8.1 Compliance**

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

#### **6.9 Applicable Laws**

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

#### **6.10 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) these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- (b) the general conditions 2010A (2020-05-28), General Conditions – Goods (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment; and
- (e) the Contractor's bid dated \_\_\_\_\_. (*insert at time of contract award*)

#### **6.11 SACC Manual Clauses**

B7500C (2006-06-16) Excess Goods

#### **6.12 Insurance**

G1005C (2016-01-28), Insurance

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## ANNEX "A"

### REQUIREMENT

#### **LIST OF FIGURES**

Figure 1: Location of town of Latchford, Ontario. ....	18
Figure 2: Location of Dam within town of Latchford. Location of Service Building shown a solid circle.....	19
Figure 3: Aerial view of Latchford Dam. Green arrow and rectangle show intended location of toilet trailer.....	20
Figure 6: Gate access to operations deck. Location for toilet trailer is around corner of building at left of photo. ....	21
Figure 7: Approximate placement location.....	22

#### **SCOPE SUMMARY**

Canada requires a heated and air conditioned toilet trailer for the use of the Damkeepers at Latchford Dam for a number of years.

The Latchford Dam, is off Highway 11 within the Town of Latchford, which is about 130 km north of North Bay (see Figures 1 and 2). There are currently no sanitary services (water, toilets) at the Latchford Dam.

Contractor must provide, clean and maintain, and repair the trailer as needed and remove it at the end of the contract.

#### **TECHNICAL REQUIREMENTS FOR TOILET TRAILER**

##### **1) Configuration and Size**

- a) Trailer must be a Unisex facility.
- b) Trailer must be mounted on rubber wheels.
- c) Trailer must be fit in area 18' by 10' maximum to avoid interference with building fittings, gates, and other items on dam deck.
- d) Trailer must have its own steps for users to enter from dam deck to trailer.

##### **2) Water and Sewage Tanks**

- a) Trailer must be a self-enclosed system, including clean water and wastewater storage tanks. (There is no running water on site).
- b) Size water and sewage tanks commensurate with sink, urinal, and toilet flow rates to suit an estimated 16 uses per month in December to March and 8 uses per month at other times of year.

##### **3) Toilet and Urinal**

- a) Toilets and urinals must flush with one action (either by foot or by hand) without user having to open or close additional valves. Auto-flush urinals are also acceptable.

- b) Provide a holder for toilet paper within reaching distance of a person sitting on each toilet.

4) **Sink**

- a) Provide warm water for hand washing through faucets that are turned-on by hand and which close by themselves after a short time.
- b) Provide hand-operated dispensers for liquid soap.
- c) Provide holders for paper hand towels.

5) **Power Supply and HVAC**

- a) Provide a 220 Volt 30-Amp twist lock (L14) plug and electrical cord with which to plug into building receptacle.
- b) Trailer must be designed and insulated for use in winter climates.
- c) Trailer must be ventilated, heated, and air-conditioned (controlled by thermostat that Damkeepers can set).
- d) Trailer must be heat-traced where needed to prevent freezing of water or sewage in winter.
- e) Trailer must be equipped with sufficient artificial lighting so that Damkeepers can use toilet safely in hours of darkness.

6) **Outfitting**

- a) Supply all accessories necessary for using the facility between regular service visits, (e.g. toilet paper, urinal cakes, soap, hand towels, clean water, etc.)
- b) Supply sufficient Lysol wipes to enable Damkeepers to sanitize doorknobs etc. for COVID after their own use of toilet in between Contractor's visits.
- c) Supply a spare jug of soap, and spare toilet paper and hand towels within each room of the trailer.
- d) Provide a wastepaper basket.
- e) Provide a plunger or similar un-blocking device complete with a bucket in which to store it, lest plunger drip on floor.
- f) Provide a fire extinguisher.
- g) Provide one spare light bulb for each type on trailer.

## **CONTRACT SCOPE OF WORK**

### **ACTIVITY 1: Submittals**

- 1) Submit the following preliminary documentation no later than 7 calendar days after Award and before going to site:
  - a) **Inspection Checklists** to be used during the monthly site visits;
  - b) **Health and Safety Submittals**
  - c) **Environmental Protection Plan**
- 2) Technical Authority will review and comment on submittals. Contractor must revise and resubmit as needed. This process will continue until acceptable submittals have been made.
- 3) Contractor may not go on site until acceptable submittals have been received.

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**ACTIVITY 2: Delivery and Installation of Toilet Trailer**

- 1) Deliver trailer to the site.
- 2) Damkeepers will open gate to gain access to dam's operations deck.
- 3) Park trailer the side of service building, just inside access gate. (See Figure 5 and 6 for location). Damkeepers will provide additional guidance for exact positioning within that location.
  - a) Trailer must not be closer than 1.5m from building, lest it interfere with any building piping or systems protruding from the wall.
  - b) Trailer must not interfere with steam outlet or steam trench on downstream side of deck.
  - c) Apply brakes, blocks, or other means to keep trailer from moving once in final position.
- 4) Prepare and fill trailer for immediate use.
- 5) **Demonstration and Training.**—Make demonstration to Damkeepers the proper operation of the facilities, as well as basic troubleshooting suitable for end-users (at minimum: re-filling soap dispenser, changing light bulbs, un-blocking toilet).

**ACTIVITY 3: Monthly Maintenance Visits**

- 1) Provide a monthly site visits to undertake the following:
  - a) general cleaning
  - b) sanitizing (against COVID)
  - c) inspections
  - d) filling of water tank,
  - e) pumping of sewage tank
  - f) removal of used hand towels, and
  - g) re-stocking of all supplies (i.e. toilet paper, Lysol wipes, water, cleaning products, parts etc.)
- 2) Follow spill prevention precautions from EPP and SSHAHSP when handling sewage.
- 3) Contractor may deposit the waste at any site which will comply with all Federal, Provincial, and Municipal requirements. It is the Contractors responsibility to make such all arrangements and secure all necessary permits.
- 4) Provide mechanical maintenance (such as but not limited to changing grommets and washers, internal cleaning, changing filters, etc.) required to keep toilet facility in good working order and free of major damage.
- 5) **Housekeeping.**—Leave the dam and work areas clean upon completion of work each day. Dispose of rubbish and waste materials off-site in accordance with local requirements for waste disposal. Replace key in building before leaving site.
- 6) Submit, via email to Technical Authority, a copy of each completed inspection and maintenance checklist within 3 days of site visits, along with invoice.
- 7) Include rental in monthly invoices.

**ACTIVITY 4: Additional Service & Repairs Arising (Unscheduled Work)**

- 1) A need for additional maintenance visits or repairs may arise between regular visits. Damkeepers will call if the need arises for additional cleaning, pumping, or re-stocking between regularly scheduled maintenance visits, or if a technical problem with the trailer arises which they cannot resolve on their own.

- 2) **Answering Service.**—Provide answering service on the following schedule:
  - a) December to March: 7 days/week, 9 AM – 9 PM
  - b) Rest of year: Monday-Friday, 9 AM – 5 PM.
- 3) **Response Time.**—Arrive on site for service within 72 hours of receiving Damkeeper's call.
- 4) **Additional Service Visits.**—Provide same scope of services as described for ACTIVITY 4.
- 5) **Repair Visits**
  - a) Effect repairs to the trailer as needed.
  - b) If repairs to the trailer cannot be completed 1 week, or if estimated cost of repairs will exceed the cost of replacing trailer, then replace trailer with an equivalent or better model to that originally provided.
- 6) **Housekeeping.**—Leave the dam and work areas clean upon completion of work each day. Dispose of rubbish and waste materials off-site in accordance with local requirements for waste disposal. Replace key in building before leaving site.
- 7) Submit via email to Technical Authority a report describing work done within 3 days of site visit.

#### **ACTIVITY 5: Demobilization and Removal**

- 1) At the end of this contract, remove all equipment and services described in this SOW.
- 2) Return site to its original state.

#### **ADMINISTRATIVE REQUIREMENTS**

##### **Location and Access**

- 1) **Location of Dam.**—The Latchford Dam, is off Highway 11 within the Town of Latchford, which is about 130 km north of North Bay (see Figures 1 and 2). There are currently no sanitary services (water, toilets) at the Latchford Dam.
- 2) **Intended Location of Toilet Trailer.**—A service building exists on the left abutment (left when looking downstream). The toilet is to be placed adjacent to this building, on the operations deck which is fenced off to the public. Power is available through the main service building and Canada will provide an outlet on the building's exterior wall exterior suitable for the trailer; the Contractor need only to connect trailer to power outlet (see Figure 3).
- 3) **Contractor Parking.**—Ample parking available on the upstream side of the service building.
- 4) **Access to Dam Deck.**—Access to the dam deck is controlled by a chain link fence. A padlock closes the gate in this fence. If access is needed the contractor will be provided with a key to the padlock. (See Figure 3)
- 5) **Snow Clearing.**—Damkeepers will provide snow clearing necessary for the contractor to access the trailer for servicing during the life of the contract.

##### **Health & Safety Requirements**

- 1) **Responsibility**
  - a) When on the dam site, the Contractor is responsible for health and safety of his own personnel and all sub-contractors and must comply with the requirements of the Province of Ontario.
  - b) If unforeseen or peculiar safety-related conditions arise during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of the Province of Work and advise Contracting Authority and Technical Authority both verbally and in writing.



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- c) Submit to Contracting Authority and Technical Authority copies of all reports or directions issued by Federal or Provincial health and safety inspectors, all incident and accident reports.
- 2) **Health and Safety Submittals.**—PWGSC requires the following submittals proving Contractor compliance with legislated requirements.
- a) **Company Information**
- i) *Clearance Certificate* from the Workplace Safety Insurance Board of Ontario.
  - ii) Company's *Health & Safety Policy Statement* meeting the requirement of the Provincial Occupational Health and Safety Act.
  - iii) Company's *Occupational Health and Safety Program* meeting the requirements of the Provincial Occupational Health and Safety Act.
  - iv) *Site-Specific Hazard Assessment and Health and Safety Plan (SSHAHSP)*
    - (1) Develop written SSHAHSP based on hazard assessment before starting Work on site. Given the simplicity of this contract, the document is likely to be only one page long.
    - (2) Technical Authority's review of SSHAHSP should not be construed as approval and does not reduce the Contractor's overall responsibility.
    - (3) SSHAHSP must include the following:
      - (a) **Part 1 - Safety Hazard Assessment and Mitigation Measures.**—Consider the operations to be performed at the dam site and identify all safety hazards. Currently known hazards include, but are not necessarily limited to:
        - (i) Remote location
        - (ii) Weather hazards (extreme hot, cold, precipitation)
        - (iii) Trip-and-fall hazards such as uneven ground and slippery surfaces including icy surfaces (in winter).
        - (iv) Pinch hazards
        - (v) Electrical hazards
        - (vi) Contact with sewage
        - (vii) Other hazards Contractor foresees during the work.
      - (b) For each safety hazard identified, describe measures and controls that will be used to protect employees (and subcontractor's personnel, if any) and for ensuring compliance with Federal, Provincial, and Municipal laws and regulations. Mitigation measures may be a simple cross-reference to the appropriate section of the Company's Health and Safety Manual, or a custom-written description.
      - (c) **Part 2 - Contingency and Emergency Response Plan.**—Describe standard operating procedures specific to the project site to be implemented during emergencies.
      - (d) **Part 3 - Emergency Contacts.**—This is simply a list of names, roles, and phone numbers, and must include all sub-contractors. Include name of nearest health facility, a map showing its location, and how it will be contacted during an emergency.
    - (4) Implement and enforce requirements of SSHAHSP whenever work takes place at the dam site.

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## **Environmental Protection Requirements**

### **1) Responsibility**

- a) Proximity of toilet trailer to river necessitates that Contractor take extra precautions when handling sewage.
- b) Contractor is responsible for protection of the environment during all work at the dam site and must not release sewage into river.
- c) Handle all wastes in accordance with applicable federal and provincial laws, regulations, codes, and guidelines. Submit copies of all waste disposal certificates.
- d) Immediately address environmental non-compliance issues, whether identified by authority having jurisdiction or by Contracting Authority or Technical Authority. Contracting Authority or Technical Authority may stop work if non-compliance of environmental requirements is not corrected.

### **2) Requirements for Spills**

- a) **Prevention.**—When handling of sewage, take measures to prevent release of spills or leaks into environment.
- b) **Response.**—Provide appropriate spill kits, to be on-site and available at all times when sewage is being handled. Be prepared to mitigate, intercept, clean up, and dispose of spills or releases that may occur. Provide pumping crew with an appropriately-sized spill kit and ensure they keep spill kit on-site it handy at all times during work for which a risk of spills exists.
- c) **Reporting.**—Promptly report spills and releases potentially causing damage to environment to:
  - i) Technical Authority
  - ii) Ontario Ministry of the Environment SPILL Coordinator (Telephone No. 1-800-268-6060 website <http://www.ontario.ca/page/report-spill#!/>).
  - iii) Authority having jurisdiction or interest in spill or release including conservation authority, water supply authorities, drainage authority, road authority, and fire department.
- d) Further information on dangerous goods emergency clean-up and precautions including a list of companies performing this work can be obtained from Transport Canada's 24-hour number (613) 996-6666 collect.
- e) Upon request, provide to Contracting Authority and Technical Authority all additional evidence of compliance with municipal, provincial, and federal environmental laws and regulations.
- f) Submit copies of all environmental incident and accident reports to Contracting Authority and Technical Authority.

### **3) Environmental Protraction Plan**

- a) Develop and submit an Environmental Protection Plan (EPP) for work to take place at the dam site.
- b) Implement and enforce requirements of EPP whenever work takes place at the dam site.
- c) Given the relative simplicity of this Contract, the EPP is likely to be only a page long and is most conveniently presented in the form of a table. EPP must contain:
  - i) **Part 1 - Environmental Hazard Assessment and Mitigation Measures.**—Assess and list environmental hazards specific to work at the dam site. Known hazards include:
    - (1) risk of spills of sewage
    - (2) risk of spill of soap and other cleaning products
    - (3) There may be others depending on Contractor's chosen work procedures.

- (4) For each hazard listed, describe what procedures and materials you will use to prevent damage to surrounding environment and for ensuring compliance with Federal, Provincial, and Municipal laws and regulations.
- ii) **Part 2 - Environmental Emergency Measures.**—Describe equipment and procedures you will use in event of unforeseen spill of sewage, and all other potential environmental emergencies.
- iii) **Part 3 - Waste Disposal.**—Identify methods and locations for hazardous and non-hazardous waste handling and disposal.

## IMAGES

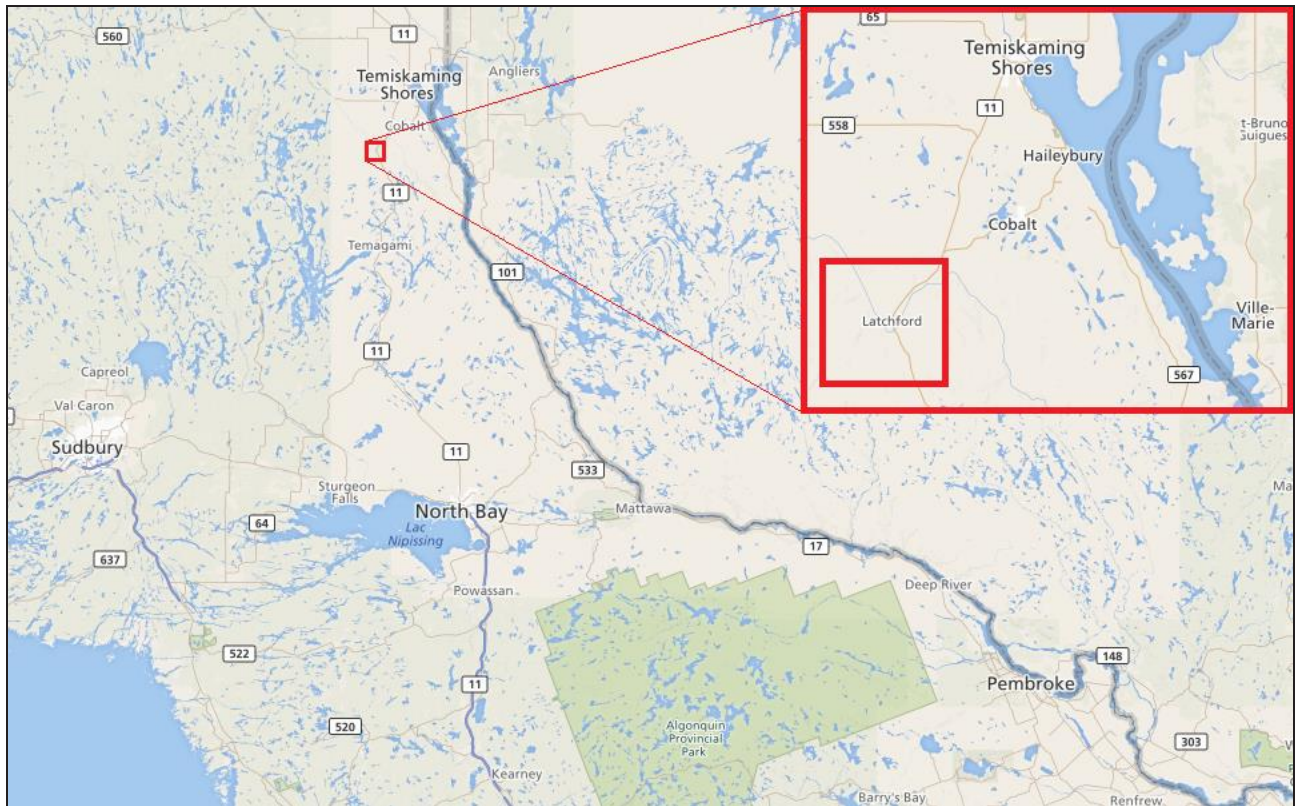
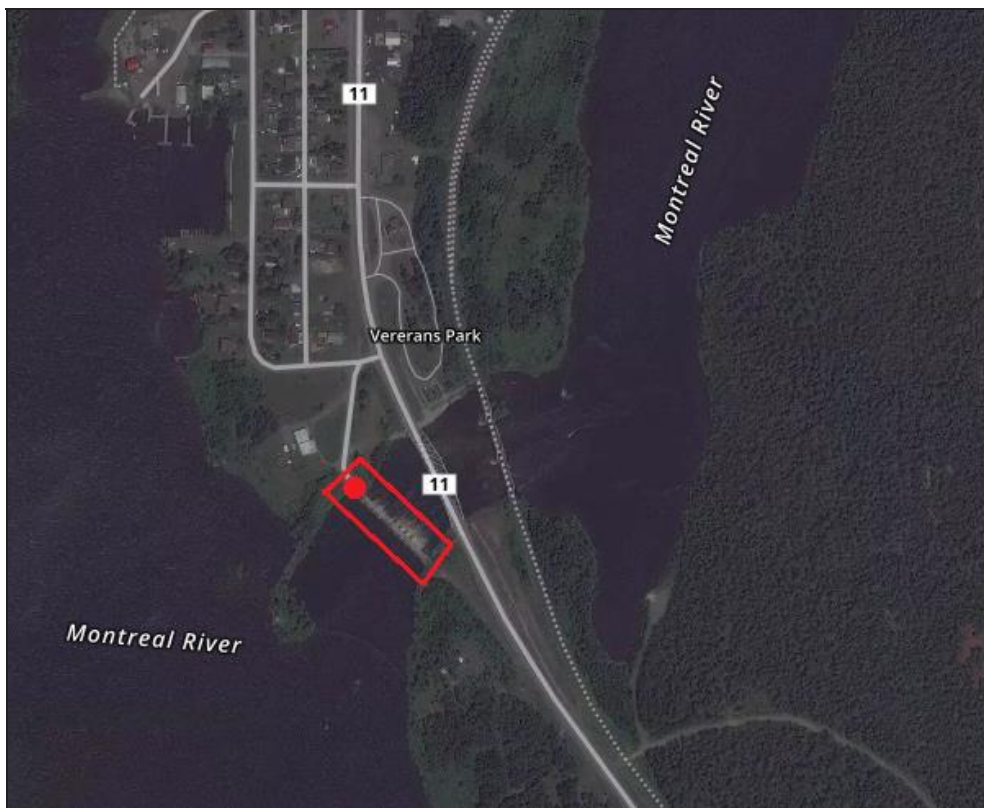


Figure 1: Location of town of Latchford, Ontario.



*Figure 2: Location of Dam within town of Latchford. Location of Service Building shown a solid circle.*

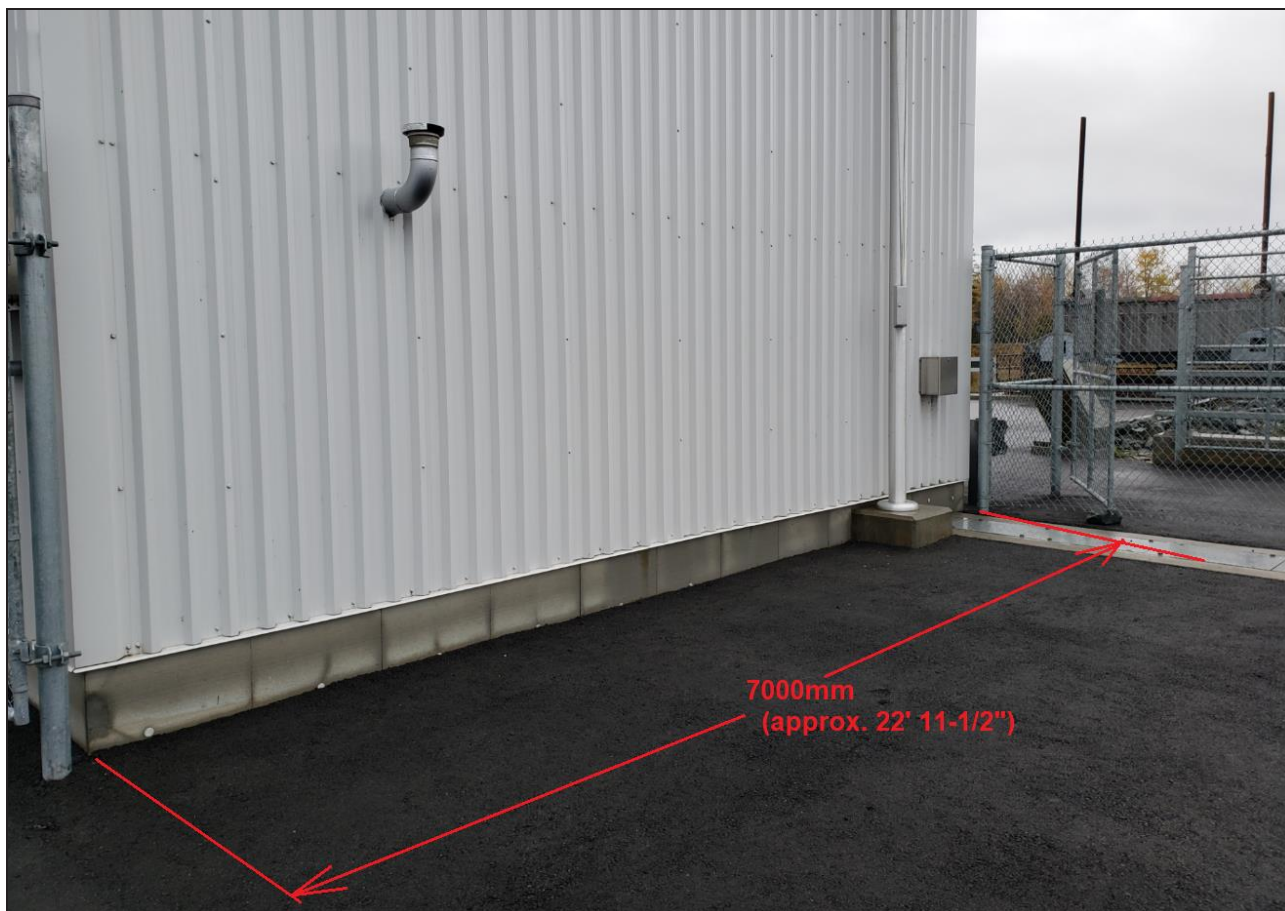




*Figure 3: Aerial view of Latchford Dam. Green arrow and rectangle show intended location of toilet trailer.*



*Figure 4: Gate access to operations deck. Location for toilet trailer is around corner of building at left of photo.*



*Figure 5: Approximate placement location*

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## ANNEX "B"

### BASIS OF PAYMENT

The firm unit price must be an all-inclusive price for the supply and delivery of the requirement in accordance with Annex A – Requirement, in Canadian funds, including customs duties, all delivery and transportation charges, FOB destination, applicable taxes extra.

#### 1. Firm Contract Period

The initial period of the Contract is from February 1, 2021 to January 31, 2024.

#### 2. Optional Periods

The optional periods of the Contract is between the following dates, inclusive.

Contract Year	From	To
Option 1 (Year 4)	February 1, 2024	January 31, 2025
Option 2 (Year 5)	February 1, 2025	January 31, 2026
Option 3 (Year 6)	February 1, 2026	January 31, 2027



**Table 1**

Description	Unit of Measure	Quantity	Firm Unit Price(\$)	Total Extended Price(\$)
All Submittals				
Delivery and Installation of Toilet Trailer				
Rental Charges per Year	Year 1	1		
	Year 2	1		
	Year 3	1		
	Optional 1 ( Year 4)	1		
	Optional 2 ( Year 5)	1		
	Optional 3 ( Year 6)	1		
Monthly Maintenance Visits (Total of 1 visit per month on an agreed upon date with the Project Authority on each month)	(Year 1) 1 per Month	12		
	(Year 2) 1 per Month	12		
	(Year 3) 1 per Month	12		
	Optional 1 ( Year 4) 1 per Month	12		
	Optional 2 ( Year 5) 1 per Month	12		
	Optional 3 ( Year 6) 1 per Month	12		
Demobilization and Removal	Each	1		
Total Extended Price (Line A)				

**Table 2**

For additional unscheduled maintenance service visits on an “as-and-when-required” basis.

	FIRM UNIT PRICE per visit (\$)					
Additional Service Visits	Year 1	Year 2	Year 3	Optional Year 4	Optional Year 5	Optional Year 6

**Table 3**

For additional unscheduled repair service visits on an “as-and-when-required”

	FIRM HOURLY RATES					
Hours	Year 1	Year 2	Year 3	Option 1 Year 4	Option 2 Year 5	Option 3 Year 6
Repair Hours	\$	\$	\$	\$	\$	\$

**Table 4**

Canada will reimburse the Contractor for the cost of sub-contractors, materials, and rented equipment. This is the cost incurred by Contractor to acquire a specific part, material, or rental of equipment needed for the work, and includes but is not necessarily limited to the supplier's invoice price (less trade discounts), plus applicable charges related to shipping, foreign exchange, customs duty, and brokerage.

Mark up includes all internal costs by the Contractor related to researching and sourcing, material handling, and general and administrative expenses, plus profit for which no additional labour will be paid.

Item No.	Item	
1	Mark-up on sub-contractors, materials, and rented equipment =	%

### **Travel and Living Expenses for Repairs**

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, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/d10/en>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Canada will not pay the Contractor any incidental expense allowance for authorized travel.

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

All payments are subject to government audit.

## **ANNEX “C”**

### **ELECTRONIC PAYMENT INSTRUCTIONS**

#### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- ☐ ( ) VISA Acquisition Card;
- ☐ ( ) MasterCard Acquisition Card;
- ☐ ( ) Direct Deposit (Domestic and International);
- ☐ ( ) Electronic Data Interchange (EDI);
- ☐ ( ) Wire Transfer (International Only);
- ☐ ( ) Large Value Transfer System (LVTS) (Over \$25M)

## ANNEX "D"

### MANDATORY TECHNICAL CRITERIA

- 1) In order to facilitate the evaluation of the bid, Canada requests that bidder address and present topics in the order of the evaluation criteria under the same headings.
- 2) The Bidder must provide documentation (supply pictures, sketches, brochures, and all other information necessary to describe their proposed facility) in their bid demonstrating that their proposal meets each and every criterion. Supporting documentation could include but not limited to, a printed operator's manual, printed technical/sales brochures and/or certifications.
- 3) Canada will not check websites. All information needed to evaluate the Technical Bid must be provided by the Bidder in the Technical Bid package.
- 4) Bidders should complete column C.
- 5) Failure to provide supporting documentation may result in the bid being deemed non-responsive.

A	B	C
No.	Criterion	Bidder's Response
	<b>TECHNICAL REQUIREMENTS FOR TOILET TRAILER</b>	<b>Identify where the supporting documentation is located in the bid. (Bidders to insert page number)</b>
<b>1</b>	<b>Trailer</b>	
1a.	Trailer must be mounted on rubber wheels so that it can be moved, if needed, for heavy equipment access on deck..	
1b.	Trailer must be fit in area 18'X10' maximum to avoid interference with building fittings, gates, and other items on dam deck.	
1c.	Trailer must have its own steps for users to enter from dam deck to trailer.	
<b>2</b>	<b>Water and Sewage Tanks</b>	
2a.	Trailer must be a self-enclosed system, including clean water and wastewater storage tanks. (There is no running water on site).	
2b.	Water and sewage tanks will be sized commensurate with sink, urinal, and toilet flow rates to suit an estimated 16 uses per month in December to March and 8 uses per month at other times of year.	

<b>A</b>	<b>B</b>	<b>C</b>
<b>No.</b>	<b>Criterion</b>	<b>Bidder's Response</b>
<b>3</b>	<b>Toilet and Urinal</b>	
3a.	Toilets and urinals must flush with one action (either by foot or by hand) without user having to open or close additional valves. Auto-flush urinals are also acceptable.	
<b>4</b>	<b>Sink Operation</b>	
4a.	Provide warm water for hand washing through faucets that are turned-on by hand and which close by themselves after a short time.	
<b>5</b>	<b>Power Supply and HVAC</b>	
5a.	Provide a 220V 30Amp twist lock (L14) plug and electrical cord to plug into building receptacle from which electricity for the trailer will be taken.	
5b.	Trailer must be designed and insulated for use in winter climates.	
5c.	Trailer must be ventilated, heated, and air-conditioned.	
5d.	Trailer must be heat traced where needed to prevent freezing of water or sewage in winter.	
5e.	Trailer must be equipped with sufficient artificial lighting so that Damkeepers can use toilet safely in hours of darkness.	