



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

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et
Océans Canada
301 Bishop Drive | 301 promenade Bishop
Fredericton, NB, E3C 2M6

Email / Courriel : [DFOtenders-
soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca)

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Title / Titre General Maintenance Services for the Canadian Coast Guard College (CCG)		Date November 19 2020
Solicitation No. / N° de l'invitation F5211-200336		
Client Reference No. / No. de référence du client(e) F4709-206041		
Solicitation Closes / L'invitation prend fin At / à : 14 :00 PM AST (Atlantic Standard Time) / HNA (Heure Normale de l'Atlantique) On / le : January 5 2020		
F.O.B. / F.A.B. Destination	Taxes See herein — Voir ci-inclus	Duty / Droits See herein — Voir ci-inclus
Destination of Goods and Services / Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to : / Adresser toute demande de renseignements à : Hannah State Senior Contracting Officer Email / Courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		

Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur	
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
3. To apply for the required level of security status (or if you are uncertain about having the status), you must contact the Regional Security Officer at the Department of Fisheries and Oceans at Christian.Guay@dfo-mpo.gc.ca or at **613-991-0417** phone.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

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

1.4 Trade Agreements

The requirement is subject to the Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), World Trade Organization-Agreement on Government Procurement (WTO-AGP), Canada-Panama Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA), Canada - Ukraine Free Trade Agreement (CUFTA), Canada - European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement, and the Canadian Free Trade Agreement (CFTA).



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to DFO will not be accepted.

2.3 Enquiries - Bid Solicitation

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

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

2.4 Applicable Laws

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



Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 Optional Site Visit

It is highly recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 1190 Westmount Rd. on Tuesday December 3rd 2020. The site visit will begin at 9:00am AST, in Conference Room E222 (Artic/Atlantic).

Bidders are requested to communicate with the Contracting Authority no later than **November 25, 2020** to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

Section I: Technical Bid (one soft copy in PDF format)

Section II: Financial Bid (one soft copy in PDF format)

Section III: Certifications (one soft copy in PDF format)

Important Note:

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

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

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.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

Section III: Certifications

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



ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all-inclusive fixed hourly rate for each of the resource categories identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Annex A of this bid solicitation required to be performed within the province of Nova Scotia;
- b. Travel between the successful bidder's place of business and locations within the province of Nova Scotia; and
- c. The relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Initial Offer Period – Contract award to March 31, 2022

No.	Description: Class of Labour, material or plant	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter/Journeyman	\$ _____	2080	\$ _____
		Certified Electrician/Journeyman	\$ _____	2080	\$ _____
		Certified Plumber/Journeyman	\$ _____	2080	\$ _____
		Certified Control Technician	\$ _____	150	\$ _____
		Certified Refrigeration Mechanic	\$ _____	2080	\$ _____
		Labourers	\$ _____	7260	\$ _____
		Painters	\$ _____	6240	\$ _____
2	Outside Regular Hours Monday through Sunday, included all day Saturday, Sunday and holidays	Certified Carpenter/Journeyman	\$ _____	100	\$ _____
		Certified Electrician/Journeyman	\$ _____	100	\$ _____
		Certified Plumber/Journeyman	\$ _____	100	\$ _____
		Certified Control Technician	\$ _____	100	\$ _____
		Certified Refrigeration Mechanic	\$ _____	100	\$ _____
		Labourers	\$ _____	400	\$ _____
		Painters	\$ _____	5	\$ _____
3	Emergency Calls	Certified Carpenter/Journeyman	\$ _____	100	\$ _____



	Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Electrician/Journeyman	\$ _____	100	\$ _____
		Certified Plumber/Journeyman	\$ _____	100	\$ _____
		Certified Control Technician	\$ _____	100	\$ _____
		Certified Refrigeration Mechanic	\$ _____	100	\$ _____
		Labourers	\$ _____	400	\$ _____
		Painters	\$ _____	5	\$ _____
4	Materials and Miscellaneous				\$40,000.00
	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates. (Estimated \$36,363.00 + 10% markup)				
Subtotal for Initial Offer Period:					
TAXES (Please insert, as applicable) ____%:					

Optional Offer Period 1 – April 1, 2022 to March 31, 2023

No.	Description: Class of Labour, material or plant	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter/Journeyman	\$ _____	2080	\$ _____
		Certified Electrician/Journeyman	\$ _____	2080	\$ _____
		Certified Plumber/Journeyman	\$ _____	2080	\$ _____
		Certified Control Technician	\$ _____	150	\$ _____
		Certified Refrigeration Mechanic	\$ _____	2080	\$ _____
		Labourers	\$ _____	7260	\$ _____
		Painters	\$ _____	6240	\$ _____
2	Outside Regular Hours Monday through Sunday, included all day Saturday, Sunday and holidays	Certified Carpenter/Journeyman	\$ _____	100	\$ _____
		Certified Electrician/Journeyman	\$ _____	100	\$ _____
		Certified Plumber/Journeyman	\$ _____	100	\$ _____
		Certified Control Technician	\$ _____	100	\$ _____
		Certified Refrigeration Mechanic	\$ _____	100	\$ _____
		Labourers	\$ _____	400	\$ _____
		Painters	\$ _____	5	\$ _____
3	Emergency Calls Anytime as	Certified Carpenter/Journeyman	\$ _____	100	\$ _____
		Certified	\$ _____	100	\$ _____



	requested, on site within a maximum of one (1) hour from call.	Electrician/Journeyman			
		Certified Plumber/Journeyman	\$ _____	100	\$ _____
		Certified Control Technician	\$ _____	100	\$ _____
		Certified Refrigeration Mechanic	\$ _____	100	\$ _____
		Labourers	\$ _____	400	\$ _____
		Painters	\$ _____	5	\$ _____
4	Materials and Miscellaneous				\$40,000.00
	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates. (Estimated \$36,363.00 + 10% markup)				
Subtotal for Optional Offer Period 1:					
TAXES (Please insert, as applicable) ____%:					

Optional Offer Period 2 – April 1, 2023 to March 31, 2024

No.	Description: Class of Labour, material or plant	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter/Journeyman	\$ _____	2080	\$ _____
		Certified Electrician/Journeyman	\$ _____	2080	\$ _____
		Certified Plumber/Journeyman	\$ _____	2080	\$ _____
		Certified Control Technician	\$ _____	150	\$ _____
		Certified Refrigeration Mechanic	\$ _____	2080	\$ _____
		Labourers	\$ _____	7260	\$ _____
		Painters	\$ _____	6240	\$ _____
2	Outside Regular Hours Monday through Sunday, included all day Saturday, Sunday and holidays	Certified Carpenter/Journeyman	\$ _____	100	\$ _____
		Certified Electrician/Journeyman	\$ _____	100	\$ _____
		Certified Plumber/Journeyman	\$ _____	100	\$ _____
		Certified Control Technician	\$ _____	100	\$ _____
		Certified Refrigeration Mechanic	\$ _____	100	\$ _____
		Labourers	\$ _____	400	\$ _____
		Painters	\$ _____	5	\$ _____
3	Emergency Calls Anytime as requested, on	Certified Carpenter/Journeyman	\$ _____	100	\$ _____
		Certified Electrician/Journeyman	\$ _____	100	\$ _____



	site within a maximum of one (1) hour from call.	Certified Plumber/Journeyman	\$ _____	100	\$ _____
		Certified Control Technician	\$ _____	100	\$ _____
		Certified Refrigeration Mechanic	\$ _____	100	\$ _____
		Labourers	\$ _____	400	\$ _____
		Painters	\$ _____	5	\$ _____
4	Materials and Miscellaneous				\$40,000.00
	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates. (Estimated \$36,363.00 + 10% markup)				
Subtotal for Optional Offer Period 2:					
TAXES (Please insert, as applicable) ____%:					

Optional Offer Period 3 – April 1, 2024 to March 31, 2025

No.	Description: Class of Labour, material or plant	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter/Journeyman	\$ _____	2080	\$ _____
		Certified Electrician/Journeyman	\$ _____	2080	\$ _____
		Certified Plumber/Journeyman	\$ _____	2080	\$ _____
		Certified Control Technician	\$ _____	150	\$ _____
		Certified Refrigeration Mechanic	\$ _____	2080	\$ _____
		Labourers	\$ _____	7260	\$ _____
		Painters	\$ _____	6240	\$ _____
2	Outside Regular Hours Monday through Sunday, included all day Saturday, Sunday and holidays	Certified Carpenter/Journeyman	\$ _____	100	\$ _____
		Certified Electrician/Journeyman	\$ _____	100	\$ _____
		Certified Plumber/Journeyman	\$ _____	100	\$ _____
		Certified Control Technician	\$ _____	100	\$ _____
		Certified Refrigeration Mechanic	\$ _____	100	\$ _____
		Labourers	\$ _____	400	\$ _____
		Painters	\$ _____	5	\$ _____
3	Emergency Calls Anytime as requested, on	Certified Carpenter/Journeyman	\$ _____	100	\$ _____
		Certified Electrician/Journeyman	\$ _____	100	\$ _____



	site within a maximum of one (1) hour from call.	Certified Plumber/Journeyperson	\$ _____	100	\$ _____
		Certified Control Technician	\$ _____	100	\$ _____
		Certified Refrigeration Mechanic	\$ _____	100	\$ _____
		Labourers	\$ _____	400	\$ _____
		Painters	\$ _____	5	\$ _____
4	Materials and Miscellaneous				
	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates. (Estimated \$36,363.00 + 10% markup)				\$40,000.00
Subtotal for Optional Offer Period 3:					
TAXES (Please insert, as applicable) ____%:					

EVALUATED PRICE	
Subtotal for Initial Offer Period:	\$ _____
Subtotal for Optional Offer Period One:	\$ _____
Subtotal for Optional Offer Period Two:	\$ _____
Subtotal for Optional Offer Period Three:	
Total Evaluated Price (Exclusive of Taxes):	\$ _____



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

4.2.1 Mandatory Technical Criteria

Please see Annex G for details.

4.2.2 Point Rated Technical Criteria

Please see Annex G for details.

4.2.3 Financial Evaluation

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

4.3 Basis of Selection

4.3.1 Basis of Selection – Highest Combined Rating of Technical Merit [70%] and Price [30%]

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
 - c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 100 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.



7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd



PART 5 - CERTIFICATIONS

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 Precedent to Contract Award

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

5.1.1 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 \(http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html\)](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.

5.1.2 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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

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 titled 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.



5.2 Certifications Required with the Bid

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

5.2.1 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.

5.2.2 Status and Availability of Resources

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

Name and Signature of Bidder's Representative

5.2.3 Electronic Payment of Invoices – Bid

The Bidder accepts any of the following Electronic Payment Instrument(s):

- () Acquisition Card;
- () Direct Deposit (Domestic and International)

5.2.4 Personnel Identification Form (PIF)

Bidders must complete the Personnel Identification Form found in Attachment 1 to Part 5.

5.2.5 List of Names for Integrity Verification Form

Bidders must complete the List of Names for Integrity Verification form found in Attachment 2 to Part 5.

5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
 Title: _____
 Address: _____
 Telephone: _____
 Facsimile: _____
 E-mail: _____

5.4 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor



hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

b) The status of the contractor (individual, unincorporated business, corporation or partnership:

c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory

5.5 Former Public Servant

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

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian



Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes ()

No ()

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

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

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

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes ()

No ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;



- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

Signature

Date

Print Name of Signatory



ATTACHMENT 1 TO PART 5 PERSONNEL IDENTIFICATION FORM

Contract / file number: F5211-200336

PROJECT TITLE: General Maintenance Services for the Canadian Coast Guard College (CCG)

Company Name:	
Address:	
Telephone number:	
Fax number:	
PWGSC file or Certificate #:	

Professional Services (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

Contractor's Authorized Signatory : _____ **Date:** _____

(For Official Use)

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

**For Use at Fisheries and Oceans Canada
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

Contracting Security Authority: _____

Date: _____



ATTACHMENT 2 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

List of names for [integrity verification form](#)



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

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

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC)
2. The Contractor/Offeror personnel requiring access to sensitive work site(s) must EACH hold a valid **Reliability Status**, granted or approved by CISD/PWGSC
3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of CISD/PWGSC
4. The Contractor/Offeror must comply with the provisions of the:
 1. Security Requirements Check List and security guide (if applicable), attached at Annex C
 2. Industrial Security Manual (Latest Edition)

6.2 Statement of Work

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

6.3 Standard Clauses and Conditions

As this contract is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

6.3.1 General Conditions

6.3.1.1 [2010C](#) (2020-05-28) , General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.1.2 Subsection 10 of [2010C](#) (2013-03-21), General Conditions - Professional Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: [2010C](#) 10 (2013-03-21) Invoice submission
Insert: **Invoice submission**



1. Invoices must be submitted in the Contractor's name to DFO.invoicing-facturation.MPO@canada.ca. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - a. Contractor's Name and remittance physical address;
 - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
 - c. Invoice Date;
 - d. Invoice Number;
 - e. Invoice Amount (broken down into item and tax amounts);
 - f. Invoice Currency (if not in Canadian dollars);
 - g. DFO Reference Number (PO Number or other valid reference number);
 - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
 - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - j. deduction for holdback, if applicable;
 - k. the extension of the totals, if applicable; and
 - l. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

6.3.2 Supplemental General Conditions

[4009](#) 01 (2012-07-16) **Conduct of the Work**, apply to and form part of the Contract.

[4009](#) 02 (2013-06-27) **Subcontracts**, apply to and form part of the Contract.

[4009](#) 03 (2012-07-16) **Liability**, apply to and form part of the Contract.

[4009](#) 04 (2012-07-16) **Confidentiality**, 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 date of Contract to March 31, 2022 inclusive.

6.4.2 Option to Extend the Contract



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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Hannah State
Title: Senior Contracting Officer
Department: Fisheries and Oceans Canada
Directorate: Materiel & Procurement Services
Address: 301 Bishop Drive
Fredericton, NB E3C 2M6
Telephone: 506-429-2622
Facsimile: 506-452-3676
E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.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 inserted 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 inserted at contract award)*



The Contractor's Representative for the Contract is:

Name: _____
 Title: _____
 Organization: _____
 Address: _____

 Telephone: ____-____-_____
 Facsimile: ____-____-_____
 E-mail address: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

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

6.7 Payment

6.7.1 Basis of Payment

6.7.1.1 The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex B, to a limitation of expenditure of \$_____ (*to be inserted 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.

6.7.1.2 All prices and amounts of money in the Contract are exclusive of the Goods and Services Tax (GST) or Harmonized Sales Tax (HST), whichever is applicable, unless otherwise indicated. GST or HST, to the extent applicable, will be incorporated into all invoices and progress claims for goods supplied or work performed and will be paid by Her Majesty. The Contractor agrees to remit to Canada Revenue Agency any GST or HST paid or due.

6.7.1.3 Any payment by Her Majesty under this contract is subject to there being an appropriation for the fiscal year in which the payment is to be made.

6.7.1.4 Time Verification C0711C (2008-05-12)

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

6.7.2 Limitation of Expenditure



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

6.7.3 Methods of Payment

6.7.3.1 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.7.4 Electronic Payment of Invoices – Contract

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

- i. Acquisition Card;
- ii. Direct Deposit (Domestic and International)

6.8 Invoicing Instructions

6.8.1 Payments will be made provided that:

6.8.1.1 The invoice(s) must be emailed to DFO Accounts Payable, at the email address indicated below:

Email: DFO.invoicing-facturation.MPO@canada.ca
CC AP Coder: (*to be inserted at contract award*)



6.8.1.2 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.

6.9 Certifications and Additional Information

6.9.1 Compliance

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

6.9.2 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.

6.10 Applicable Laws

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

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions:
 - i) [4009 01](#) (2012-07-16) Conduct of the Work;
 - ii) [4009 02](#) (2013-06-27) Subcontracts;
 - iii) [4009 03](#) (2012-07-16) Liability;
 - iv) [4009 04](#) (2012-07-16) Confidentiality;
- (c) the general conditions [2010C](#) (2020-05-28), Services (Medium Complexity);
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Conditions;
- (h) Annex E, Federal Contractor's Program for Employment Equity;
- (i) Annex F, Loan Agreement;
- (j) the Contractor's bid dated _____ (*to be inserted at Contract Award*).

6.12 Insurance - Specific 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 fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors; coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

6.13 Access to Facilities and Equipment

SACC Manual Clause [B9028C](#) (2007-05-25) - Access to Facilities and Equipment



ANNEX “A” – STATEMENT OF WORK

1.0 Title

GENERAL MAINTENANCE SERVICES FOR THE CANADIAN COAST GUARD (CCG) COLLEGE, SYDNEY, NOVA SCOTIA

2.0 Background

One of Real Property Safety and Security (RPSS) mandates is to provide essential maintenance services for Department of Fisheries and Oceans (DFO) real property assets. The Canadian Coast Guard College (CCGC) is a year round educational facility with a complex variety of maintenance, repair, and management tasks to be considered; therefore a great deal of professional support is required.

3.0 Objectives of the Requirement

The objective of this contract is to provide DFO with an on-site professional Contractor to perform the daily routine maintenance related to building infrastructure, minor repairs, grounds upkeep and general upkeep of the CCGC, under the direction of RPSS.

4.0 Scope of Work

The scope of work comprise, but shall not be limited to, the provisions of all labour, materials, test equipment, supervision and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment, including structural, electrical, mechanical, controls, painting, landscape and snow removal as specified within this specification and/or shown on drawings/specifications provided by DFO-RPSS Project Authority.

More details of the Scope of Work may be found in Annex “A” – Sections 1 to 6 below.

5.0 Estimated Level of Effort

The estimated level of effort provided to DFO will be as follows:

No.	Description: Class of Labour, material or plant	Estimated Quantity (hrs)				
		Initial Period (Contract Award to March 31, 2022)	Option Period 1 (April 1, 2022 to March 31, 2023)	Option Period 2 (April 1, 2023 to March 31, 2024)	Option Period 3 (April 1, 2024 to March 31, 2025)	
1	During Regular hours 08:00 – 16:30 Monday to Friday	Certified Carpenter/Journey person	Up to 2080	Up to 2080	Up to 2080	Up to 2080
		Certified Electrician/Journey person	Up to 2080	Up to 2080	Up to 2080	Up to 2080
		Certified Plumber/Journey person	Up to 2080	Up to 2080	Up to 2080	Up to 2080
		Certified Control Technician	Up to 150	Up to 150	Up to 150	Up to 150
		Certified Refrigeration Mechanic	Up to 2080	Up to 2080	Up to 2080	Up to 2080
		Labourers	Up to 7260	Up to 7260	Up to 7260	Up to 7260
	Painters	Up to 6240	Up to 6240	Up to 6240	Up to 6240	



2	Outside Regular Hours Monday through Sunday, included all day Saturday, Sunday and holidays	Certified Carpenter/Journey person	Up to 100	Up to 100	Up to 100	Up to 100
		Certified Electrician/Journey person	Up to 100	Up to 100	Up to 100	Up to 100
		Certified Plumber/Journey person	Up to 100	Up to 100	Up to 100	Up to 100
		Certified Control Technician	Up to 100	Up to 100	Up to 100	Up to 100
		Certified Refrigeration Mechanic	Up to 100	Up to 100	Up to 100	Up to 100
		Labourers	Up to 400	Up to 400	Up to 400	Up to 400
		Painters	Up to 5	Up to 5	Up to 5	Up to 5
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter/Journey person	Up to 100	Up to 100	Up to 100	Up to 100
		Certified Electrician/Journey person	Up to 100	Up to 100	Up to 100	Up to 100
		Certified Plumber/Journey person	Up to 100	Up to 100	Up to 100	Up to 100
		Certified Control Technician	Up to 100	Up to 100	Up to 100	Up to 100
		Certified Refrigeration Mechanic	Up to 100	Up to 100	Up to 100	Up to 100
		Labourers	Up to 400	Up to 400	Up to 400	Up to 400
		Painters	Up to 5	Up to 5	Up to 5	Up to 5

***This is an estimated level of effort and in no way is a commitment of work by the Government of Canada.**

6.0 Tasks and Deliverables

- 6.1 Minor carpentry construction, cement and/or repairs, flooring and related work. (Carpenters License Imperative)
- 6.2 Minor mechanical work, installation and repair, e.g., plumbing, sheet metal, HVAC systems etc. (Plumbing License Imperative)
- 6.3 Minor electrical work. Installation and repair of 120/208, 120/240, and 347/600v systems (Electrical license Imperative)
- 6.4 Minor interior finish work, e.g., drywall, wall covering, plastering, painting, flooring, ceiling tiles, etc.
- 6.5 Minor exterior work, e.g., siding, painting, caulking, brick, concrete and mortar repair, roof repairs, glass replacement, etc.
- 6.6 Asbestos and mold control (No known asbestos on site) (Must be licensed).
- 6.7 General Labour tasks, cleanup of debris, moving of furniture etc.
- 6.8 Snow removal and ice control.



6.9. Landscape and grounds maintenance.

6.10 HVAC Controls work (Must be by a Certified Technician).

7.0 Departmental Support

The Project Authority will be available to assist in coordinating activities as well as providing leadership and access to data collected from the field throughout the duration of the contract.

8.0 Change Management Procedures

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 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.

9.0 Progress Meetings

The Contractor's resources must attend progress meetings, (on-site or they can be done virtually via teleconference or videoconference) as, and when needed, at the Project Authority's discretion throughout the duration of the contract.

10.0 Location of Work

Work will be on site at the Coast Guard College, 1190 Westmount Road, Sydney, Nova Scotia, with the possibility of occasional work at the Canso Canal, Hwy 4, Port Hastings Nova Scotia.

11.0 Travel and Living

The Crown will not reimburse the Contractor for any travel and/or living expenses as part of this contract.

12.0 Language requirements

The Contractor's resources must have an Basic proficiency level in English, in the written, verbal and comprehension areas as described in the table below.



Language Proficiency Grid			
	Oral	Comprehension	Written
Basic	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> ask and answer simple questions; give simple instructions; and, give uncomplicated directions relating to routine work situations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> fully understand very simple texts; grasp the main idea of texts about familiar topics; and, read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> sustain a conversation on concrete topics; report on action taken; give straightforward instructions to employees; and, provide factual descriptions and explanations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> grasp the main idea of most work-related texts; identify specific details; and, distinguish main from subsidiary ideas. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> support opinions, and understand and express hypothetical and conditioned ideas. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> understand most complicated details, inferences and fine points of meaning; and, have a good comprehension of specialized or less familiar material. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> write texts where ideas are developed and presented in a coherent manner.

The following Sections are associated to the Annex “A” Statement of Work

- **ANNEX “A” – SECTION 1: Facilities Description and Definitions**
- **ANNEX “A” – SECTION 2: Work Overview**
- **ANNEX “A” – SECTION 3: Safety Requirements**
- **ANNEX “A” – SECTION 4: Environmental Protection**
- **ANNEX “A” – SECTION 5: Trade Requirements**
- **ANNEX “A” – SECTION 6: Special Requirements**



FACILITIES DESCRIPTION

The Canadian Coast Guard College (hereinafter abbreviated CCGC) is a complex of approximately 33,102 gross square metres located on the 35.6 hectare site in Westmount, Cape Breton, Nova Scotia. The complex is designed in its initial stage to provide technical training to approximately 200 Officer Cadets, employees, and temporary residents in a residential setting. The site is a concentration of technical equipment for training, with roads, wharves, parking facilities and extensive landscaped areas.

The complex is comprised of the following basic areas:

1. The Academic Building - CABOT - (approximately 12,000 square metres) is assigned for Training, Administrative and Service purposes. Within the building are: classroom, laboratory, library, food preparation, dining, boiler plant, lounge, workshop and warehouse facilities. The building is climatically controlled by a combination of ventilation and low pressure hot water heating.
2. The Residence Buildings - PACIFIC, GREAT LAKES, ATLANTIC, ARCTIC, MIRAMICHI, MACKENZIE, ST.LAURENT, SAGUENAY (approximately 17,800 square metres) consists of bed/study rooms, kitchenettes, lounges, laundry rooms, recreation areas, chapel, study halls, storage areas, hallways, tunnels, Alert, games rooms, loading bays, bathrooms, etc.
3. The Physical Training Building - D'IBERVILLE - (approximately 2,600 square metres) includes the gymnasium, swimming pool (25 m X 14 m), locker and shower rooms, squash court, offices, weight training room, classroom lounge, storage rooms and mechanical rooms
4. George L. Hopkins Training Pavilion and Boat-storage Building (approximately 2,000 square metres [includes boat-storage facilities and seamanship instructions areas]). Also included in this area are the wharf and haul-out basin.
5. The area outside the main building complex includes the two staff houses, the gatehouse, the roadway and parking lots, the sports field, baseball field, the grounds security stations and a cross-country trail.
6. The Marine Engineering Training Building - LOUIS ST. LAURENT - consists of classrooms, offices, washrooms, showers and shop space.

DFO-RPSS - RPSS may request services to be provided at the Fisheries Area office whose property is adjacent to the CCGC.

The Canadian Coast Guard College is a Government of Canada owned site. It is utilized to provide training in marine engineering and navigation to officers of the Canadian Coast Guard and is managed by DFO/RPSS with five major facilities: campus, including administrative/academic complex (Cabot building), residences, a sports complex, the waterfront training center, and the marine engineering training building. The College operates on a 24/7 basis. Occupancy of the College changes every year due to enrollment, however at any given time there could be up to 160 Officer Cadets who reside on a full-time basis, as well as individuals who are on extended training.

Site Description

The site is located at 1190 Westmount Rd. Sydney NS. The property is entirely developed and secured by 24/7 on site security. The facility is comprised of sixteen buildings with a combined area of 396,414 sq. ft.



Buildings

1. Cabot Building: Academic, offices, shipping and receiving, maintenance, kitchen. 129,724 sq. ft.
2. West Tunnel: Egress and hallway. 2131 sq. ft.
3. East Tunnel: Egress and hallway. 1636 sq. ft.
4. Arctic/Atlantic: Residence, offices. 35,594 sq. ft.
5. Great Lakes/Pacific: Residence, offices, 31,393 sq. ft.
6. Saguenay/Mirimichi: Residence. 31,312 sq. ft.
7. Telecom/Mackenzie: Residence, offices, operational areas. 30,431 sq. ft.
8. St. Laurent: Residence. 22,451 sq. ft.
9. Alert: Residence, academic, office, security, utility. 21,660
10. D'Iberville: Gym, pool, office, utility. 34,997 sq. ft.
11. Louis St. Laurent: Academic, industrial training, offices, utility. 34,383 sq. ft.
12. Hopkins: Training, offices. 6329 sq. ft.
13. Foster: Training, boat storage. 8,125 sq. ft.
14. House G: Residence. 3,225 sq. ft.
15. House F: Residence. 2,963 sq. ft.
16. Gate House: Security. 60 sq. ft.

DEFINITIONS

Add	Make an addition to.
Adjust	Bring components to a more effective relative position.
Assemble	To take apart and put together again.
Balance Load	To balance the three (3) phases and single phase circuits which enter (or leave) the main switchboards, transformers and distribution panel boards, by calculating new and existing loads accordingly.
Breakdown Maintenance	To perform repairs to damaged equipment due to failures.
Clean	Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matters.
Check/Inspect	View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings. Make a critical appraisal of equipment, component and parts' ability to fulfill their function to a high degree of efficiency.
Client	DFO on behalf of the Canadian Coast Guard College.
Contract Area	The area to be serviced under this contract is the Canadian Coast Guard College Complex .
Director of Operations	The CCGC official who is responsible for the operational requirements of the college.
DFO	The Department of Fisheries and Oceans.
Energy Source	Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.



Facility	The building so named the Canadian Coast Guard College in its entirety.
Hot Work	Hot Work includes any welding, cutting of material by use of torch or other open flame devices and grinding which produces sparks.
Instruct	Inform Property Manager of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
Isolate	To physically prevent the transmission or release of an energy source to machinery or equipment.
Lubricate	Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
Measure	To determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
N.S.C.S.A	Nova Scotia Construction Safety Association.
Normal Working Hours	Monday to Friday, 8 hours per day between 0800 and 1630. Weekends and Statutory Holidays Excluded. During the winter months, shift work may be required for snow removal services. Snow removal shifts may occur anytime day or night.
Overtime Hours	Overtime hours are defined as the portion of any shift lasting longer than 8 (eight) hours, or any call back to work after the normal shift has been worked or during weekends. Workers designated by the contractor (as a result of an RPSS request) to perform shift work for snow removal shall not incur overtime costs to DFO provided: <ol style="list-style-type: none">1. Shifts are no longer than 8 hours in duration.2. Workers have been given 8 hours' notice of a shift change.3. Workers have 8 hours rest between shifts.4. Workers do not work more than 40 hours in a 7 day period from Monday to Sunday. All overtime shall be approved in advance by the RPSS Property Manager.
Paint	Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.
Predictive Maintenance	To perform required repairs that have been declared in advance, on the basis of observation, experience and/or scientific reasons.
Preventative Maintenance	To inspect, test and re-condition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.
Property Manager the	The Property Manager is a staff member of DFO-RPSS who reports to the Director of Real Property.



Prove	Operate and determine if operation produces intended response.
Remove	Take off or away from.
Repack	Fill with packing again.
Repair	Restore to a sound state.
Replace	Restore by removing old components and replacing with new components.
Report	To Property Manager of his/her representative on-site and include in work report, results of inspection and proving, note problems encountered, services required services performed and reading taken.
Shut Down	Take out of services.
Start Up	Return to service.
Tighten	Securely fix in place.
Torque	A predetermined amount of force (work measured in newton metres) Determined by a manufacturer and executed with the use of a torque wrench to turn a nut on a bolt, relating to specific equipment or system.
Treat	Act upon with agent.
WHMIS	Workplace Hazardous Materials Information System.



ANNEX "A" – SECTION 2: Work Overview

1.0 Description of Work

- 1.1 The scope of work comprises, but shall not be limited to, the provisions of all labour, materials, test equipment, supervision and equipment necessary to perform minor construction and/or minor repairs and maintenance to buildings and building equipment, including structural, electrical, mechanical, controls, painting, landscape and snow removal as specified within this specification and/or shown on drawings/specifications provided by DFO-RPSS Project Authority.
- 1.2 For use of completing tasks relating to this Contract, some equipment shall be on loan to the Contractor. The Contractor shall supply all other equipment and tools not included in this list as described in Annex F Schedule "B".
- 1.3 DFO-RPSS reserves the right to add or delete a facility from this Contract. The Contractor shall be given prior notice of such addition or deletion. Any changes to the scope of work must first be authorized through a formal Contract Amendment made by the Contracting Authority.

2.0 Location

- 2.1 Work site in the Canada Coast Guard College facility located at 1190 Westmount Road, Sydney, Cape Breton, Nova Scotia.

3.0 Work Included

- 3.1 Minor carpentry construction, cement and/or repairs, flooring and related work.
- 3.2 Minor mechanical work, installation and repair, e.g., plumbing, sheet metal, HVAC systems etc.
- 3.3 Minor electrical work. Installation and repair of 120/208, 120/240, and 347/600v systems (Electrical license imperative).
- 3.4 Minor interior finish work, e.g., drywall, wall covering, plastering, painting, flooring, ceiling tiles, etc.
- 3.5 Minor exterior work, e.g., siding, painting, caulking, brick, concrete and mortar repair, roof repairs, glass replacement, etc.
- 3.6. Asbestos and mold control.
- 3.7 General Labour tasks, cleanup of debris, moving of furniture etc.
- 3.8 Snow removal and ice control.
- 3.9. Landscape and grounds maintenance.
- 3.10 Controls work (certified technician).

4.0 Work Excluded

- 4.1 Major construction and/or maintenance repairs.



4.2 Major electrical and mechanical work.

4.3 Major painting

5.0 Use of Site

5.1 Limited to areas of work and storage.

5.2. Do not unreasonably encumber site with materials or equipment.

5.3 Move stored products or equipment which interfere with operations of building or other Contractors.

6.0 Emergency and Service Call Up

6.1 The Contractor shall maintain and provide DFO-RPSS with current phone, fax, pager numbers as well as e-mail address to be able to provide response to requests for service from the local Property Manager or his/her alternate on a twenty-four (24) hour, seven (7) day per week basis. The following Work Priorities and Response Times shall apply:

6.1.1 Emergency

A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to designated manager.

Standard Response Times
On site at CCGC: Max 1 hour

6.1.2 Routine

A priority of "Routine" is defined as essential maintenance requirement which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility

Standard Response Times
On site at CCGC: Max 1 hour

7.0 Contractor's Responsibilities

7.1 The Contractor will advise the Property Manager of the telephone number at which the Property Manager or his/her representative may be contacted at any time.

7.2 The Contractor shall not refuse any call for service requested by a Property Manager or his/her alternate and the time lapse between call out and start of work shall be as per item 7.6 of this section.

7.3 Contractor prior to commencement of work, shall report to the commissionaire's desk to log in.



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- 7.4** The Contractor shall contact the Property Manager on the first working day following and "after normal working hours" emergency or urgent call and obtain a requisition or work order number.
- 7.5** The Contractor, when requested by the Property Manager or his/her alternate for an emergency service, will proceed to the site, repair or protect the system or equipment from further damage. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed estimate to complete repairs and put the equipment in proper working order.
- 7.6** The work covered by this Specification may include planned spring start-up and shutdown maintenance service. Upon completion of each scheduled maintenance inspection, the Contractor will submit two (2) completed copies of the Contractor's own "Maintenance Service Report".
- 7.7** Service and/or repair to be provided on an "as and when requested" basis only.
- 7.8** Prior to the start of work, the Contractor must provide names of personnel performing work on this Contract complete with proof of their qualifications.
- 7.9** The Contractor must report to the site with a service truck which can hold up to 3 passengers and have a cargo bed not smaller than four feet wide by eight feet long (can include the tailgate).
- 7.10** Electrical lock out and tag out procedures are to be strictly adhered to. Records of tags are to be made available for viewing upon request by the Property Manager or local authority.
- 7.11** The Contractor shall provide a communication system which shall be able to contact all personnel in case of emergencies. This system shall be maintained in good working order and capable of communication for the location on the site of CCGC .
- 7.12** The Contractor shall ensure at all employees, while engaged in the fulfillment of this contract, be clean and well groomed in personal appearance as directed by DFO-RPSS Property Manager.
- 8.0 Log Books/Work Orders**
- 8.1** The Contractor shall complete all application log books and enter hours on assigned work orders outlining all work performed in the facility. Payment may be withheld until such time that all log entries have been made.
- 8.2** RPSS will provide access to the work order system in use by their office, this is the system to be used to reference all hours and material for individual jobs.
- 9.0 Invoicing**
- 9.1** The Contractor shall submit its Maintenance Service Report with each invoice. No invoice will be considered for payment unless accompanied by the Maintenance Service Report.
- 9.2** Invoice must show:
1. Contract number;
 2. Work location;
 3. Date;



4. Requisition number;
5. Name of person who authorized call;
6. Hours broken down as per Unit Price Table;
7. Material net cost and % mark-up;
8. Tradesperson's name(s) and license number(s).

9.3 In the event of a dispute, the Contractor is to make any and all records available to the Department to substantiate time and/or materials spent on any one job.

9.4 All invoices for the fiscal year (April 1 to March 31) must be submitted for payment before 31 March of each year.

10.0 Site Visits

10.1 The Director of Real Property may, without prior notification, visit the site.

11.0 Codes and Legislated Requirements

11.1 The following Codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the Contract:

1. National Building Code of Canada.
2. National Fire Code.
3. Part II of the Canada Labour Code.
4. Canada Occupational Safety and health Section of Part II of the Canada Labour Code.
5. Canadian Environmental Protection Act.
6. Fire Commission of Canada #301 Standard for Building Construction Operations.
7. Provincial / Territorial Acts and Regulation.
8. Canadian Construction and Canada Labour Safety Codes; Provincial Government, Workers' Compensation Board; and Municipal Statutes and Authorities.
9. Part 7 NBC Canadian Plumbing Code.
10. Canadian Electrical Code, Part I, CSA C22.1.
11. Contractor shall include company "Electrical Safety Requirement". (Includes Lockout Procedures); • The Electrical Safety Requirements (the Procedures) are only a tool which the Contractor may use to assist him or her in interpreting the Codes and Standards set out in the Maintenance Services Standing Offer-Electrical, General Requirements. Codes and Legislated Requirements, DFO-RPSS does not warrant the adequacy of these Procedures and advise that the Procedures do not replace the cited Codes and Standards. The Contractor is responsible to be familiar with the cited Codes and Standards and to ensure that all work undertaken on behalf of DFO-RPSS is completed in a safe manner and, at a minimum, in compliance with the cited Codes and Standards. In the event there is a conflict between these Procedures and the cited Codes and Standards, the cited Codes and Standards are to prevail.
12. Federal Halocarbon Regulation.
13. CSA-B-139-00, Installation Code for Oil Burning Equipment.
14. Painting and Finishing, Section 09900 (To be obtained from the Property Manager upon award of the Contract).
15. Plumbing - General, Section 15400 (To be obtained from the Property Manager upon award of the Contract).
16. Electrical - General, Section 16010 (To be obtained from the Property Manager upon award of the Contract).
17. Materials and workmanship must conform to or exceed applicable standards of Canadian Government Specifications Board (CGSB), Canadian Standards



Association (CSA), American Society for Testing Materials (ASTM) and referenced organizations.

18. The Contractor can obtain addresses for codes and standards from Property Manager upon request.
19. In the event of a conflict between any of the above codes or standards the most stringent shall apply.
20. These standards shall be considered an integral part of the specifications and shall be read in conjunction with the drawings and specifications. The Contractor shall be fully familiar with their contents and requirements as related to the work and materials specified.

12.0 Taxes

- 12.1 Pay applicable Federal, Provincial or Municipal taxes.

13.0 Existing Services

- 13.1 Protect and maintain existing active services.
- 13.2 Connect to existing services with minimum disturbance to occupants and building operations.
- 13.3 Use existing services at no cost.
- 13.4 Use designated sanitary facilities.
- 13.5 Any shutdown to execute service or repair must first be approved by Property Manager or his/her designate. Normal working hours shall be construed as any 8 hours period per day, Monday through Friday, between 0800 hours to 1630 hours inclusive excluding holidays.
- 13.6 Ensure that capacity of services is adequate prior to imposing additional loads. Connecting and disconnecting is the Contractor's expense and responsibility.
- 13.7 Inform the Property Manager immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.
- 13.8 When connecting to or disconnecting from an existing electrical system, ensure there is a balanced load upon completion of work.
- 13.9 It shall be the sole responsibility of the Contractor to ensure that all distribution panel directories are brought up to date upon completion of any modifications or alterations to the electrical distribution system.

14.0 Materials and Equipment

- 14.1. Equipment and materials to be in new condition, CSA certified, and manufactured to standard quoted.
- 14.2. Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from an independent testing agency recognized by the provincial Department of Labour.
- 14.3. Use products of one manufacturer or same type as existing, including classification, unless otherwise specified.



- 14.4. Request direction from Property Manager prior to replacing any component.
- 14.5. Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.
- 14.6. Deliver, store and maintain materials with manufacturer's seals and labels intact.
- 14.7. Store materials in accordance with manufacturer's and supplier's instructions.
- 14.8. Do not store materials on-site without Property Manager's approval.
- 14.9. DFO-RPSS accepts no responsibility for materials or equipment stored on-site.
- 14.10. When an equipment inventory numbering system exists. identify to the appropriate Department contact all pertinent data relative to the new piece of equipment upon installation .
- 14.11. The Contractor to supply shop drawings and manufacturer's instructions and specifications on all new installation for inclusion in the building inventory file.
- 14.12. Where the Contractor supplies equipment purchased from a supplier or manufacturer, the Contractor shall obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in right of Canada.

15.0 Work Done By Other Means

- 15.1 This Contract does not create an exclusive right of the Contractor to perform all minor construction, minor repairs and maintenance work which might be required. The Department reserves the right to have any work done by other means.

16.0 Workmanship

- 16.1 All equipment panels and control covers must be replaced and property fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subjects to inspection and approval.
- 16.2 All work shall be performed by skilled tradespeople and supervised by a competent supervisor at all times.
- 16.3 All work deemed unsatisfactory by the Property Manager will be redone/replaced at no extra cost to the Department.

17.0 Meetings

- 17.1 Attend meetings at site when notified by DFO-RPSS Property Manager.

18.0 Drawing and Maintenance Manuals

- 18.1 Where available, Maintenance Manuals and drawings for new work are to be accessible for viewing by the Property Manager when required. Maintenance Manuals and drawings for existing work are available for viewing from the Property Manager, when required.



- 18.2 Additions, relocation or removal of equipment are to be recorded, dated and initialed by the Contractor or the Property Manager on the "as-built" prints where applicable.
- 18.3 As-built drawing are to be revised according to indicate any deviations to the originals.
- 18.4 The Contractor shall ensure that all new Electrical work is recorded in the log "Records of Electrical Work".

19.0 Site Security

- 19.1. Site security is the responsibility of the Contractor who shall erect temporary site enclosures, barricades and fencing to prevent unauthorized entry, pilferage and vandalism.
- 19.2. Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Property Manager will determine acceptable building security.
- 19.3. After normal business hours, security at some or all facilities may require the presence of an officer from the Canadian Corps of Commissionaires.
- 19.4. All security requirements deemed necessary by DFO-RPSS and/or by the facility client will be the responsibility of the Contractor.

20.0 Security Clearance

- 20.1 The security clearance level for this Contract is Reliability.
- 20.2 The Contractor shall submit his/her name and the names of all employees, including new employees engaged during the Contract who will be working under this Contract to the Property Manager immediately following notification of Contract award.



Annex "A" – SECTION 3: Safety Requirements

1.0 Compliance Requirement

- 1.1 Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
- 1.2 Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
- 1.3 Observe and enforce construction safety measures required by the following statutes and authorities:
 1. The National Building Code of Canada, Part 8;
 2. The National Fire Code of Canada;
 3. Provincial Workers Compensation Board;
 4. Municipal Statutes and Ordinances.

2.0 Submittals

2.1 **Before Work Begins:**

- 2.1.1 A copy of the company's site-safety plan.
- 2.1.2 The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" Policy while in Federal facilities and/or Scent Free Policy if applicable.
- 2.1.3 All sub-contractors shall adhere to the above qualifications.

3.0 Training

3.1. **Before Work Begins:** Contractor is to provide:

- 3.1.1 Certification of training for safety for all personnel that will be involved with the Service. Updated list complete with licenses shall be kept on site including personnel changes.
- 3.1.2 Training for workers shall include (but not limited to):
 1. Safe operation of tools and equipment.
 2. Proper wearing and use of personal protective equipment (PPE).
 3. Safe work practices and procedures of their given work tasks or function.
 4. Site conditions and minimum site safety rules.

4.0 Disciplinary Procedures for Safety Violations

- 4.1 Contractors shall have their own written disciplinary procedures for violation or noncompliance of work site safety rules and regulation.
- 4.2 **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and RPSS).



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- 4.3 Second Violation:** Written warning issued to the Contractor for the second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and RPSS).
- 4.4 Third Violation:** A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future contracts. (Documented to contract file, copies to Contractor and RPSS).
- 4.5 Serious Violation:** For a serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the contract.. {Violation documented on contract file, copies to Contractor and RPSS).
- 4.6 Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts.
- 5.0 Asbestos**
- 5.1** Within the confines of the site, the provision of products containing fibrous asbestos materials is prohibited.
- 5.2** Demolition or disturbance of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in the course of work, stop work and notify Property Manager immediately. Do not proceed until written instructions have been received from Property Manager.
- 5.3** Trained licensed personnel required for Asbestos Management.
- 6.0 Fastening Devices Explosive Actuated**
- 6.1** Explosive actuated devices shall not be used, until approved by Property Manager.
- 7.0 Hot Work**
- 7.1** All hot work activity, as defined in "Definitions" of this specification, is to take place with written permission from the Property Manager (Hot Work Permit).
- 7.2** The ventilation system in the area of any Hot Work activity is to be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
- 7.3** Contractor is to employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of 60 minutes after activity has ceased.
- 8.0 Confined Spaces**
- 8.1** All work in confined spaces will be carried out in compliance with the Canada Occupational Safety and Health Regulations Part XI.



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- 8.2** The Contractor to provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- 8.3** The Contractor to provide and maintain training, as required by the Canada Occupational Safety and Health Regulations, Part XI.
- 8.3.1** The Contractor and/or its employees shall provide proof of training and qualifications when requested by the Property Manager .
- 8.4** The Contractor to provide the Property Manager with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Part XI.
- 8.5** The Contractor to have a hazard assessment of the confined space performed.
- 8.5.1** The Contractor to provide the Property Manager with a copy of the hazard assessment.
- 9.0 Fall Protection**
- 9.1.** All work carried out above the mandatory height restrictions. From unguarded structure and/or scaffolding, will be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
- 9.2.** The components of a fall protection system shall meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
- 9.3.** The Contractor is to ensure fall protection equipment is maintained. inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.
- 10.0 Safety Plan**
- 10.1** The Contractor shall provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the requirements of the Provincial Occupational Health and Safety Acts. The Property Manager shall instruct the Contractor where the Federal Standards apply.
- 10.2** The Contractor shall perform site hazard assessments to establish site specific safe work practice procedures for the safety and well being of its employees. Copies shall be made available to Property Manager upon request.
- 10.3** All copies of the formal Hazard Assessment conducted by the Contractor throughout the duration of the work shall be retained and made available to the Property Manager immediately upon request.
- 10.4** It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices. all of which shall become mandatory.
- 10.5** Post the Safety Plan at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including sub-contractors' personnel, are advised of such Safety Plan and of the posted locations.



- 10.6** The Contractor shall ensure all workers and authorized persons entering the work site are notified of and abide by the posted Safety Plan, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.
- 10.7** Shall ensure that all applicable personal protective equipment (PPE) is used.
- 10.8** The Property Manager shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award of Contract.

11.0 Product Approvals

- 11.1** The Contractor shall ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).
- 11.2** The Contractor shall submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
- 11.3** No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
- 11.4** Material Safety Data Sheets (MSDS) to remain on-site at all times.

12.0 Disposal of Wastes

- 12.1** Do not bury rubbish and wasted materials on site unless first approved by Property Manager.
- 12.2** Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

13.0 Drainage

- 13.1** Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- 13.2** Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- 13.3** Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

14.0 Cleaning

- 14.1** Maintain work area free of accumulated waste and rubbish.
- 14.2** Remove and dispose of debris, used and obsolete material on a daily basis.
- 14.3** Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by Contractor work.
- 14.4** All materials, system components, used equipment, etc., removed or replaced in any facility remains the property of the Crown until such time as permission is given by the Property Manager to dispose of such.



15.0 Cutting, Fitting and Patching

- 15.1** Cut, fit and patch where required for work under this Contract. Make good all disturbed surfaces to original condition.
- 15.2** All fire wall penetrations shall be property sealed using approved fire rated patching material.

16.0 Equipment Inspection

- 16.1** Before operating or using any equipment, the contractor shall inspect to ensure good working condition. Any defective equipment shall be tagged unsafe and logged in the maintenance log book, until repaired to good working order. Inform the Property Manager immediately of any required repairs which could pose a hazard to employees or building occupants. This shall be part of the contractor's site safety plan.



ANNEX "A" – SECTION 4: Environmental Protection

1.0 Environmental

- 1.1 All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations.

2.0 Disposal of Wastes

- 2.1 Do not bury rubbish and waste materials on site unless approved by the Property Manager.
- 2.2 Do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

3.0 Drainage

- 3.1 Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- 3.2 Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- 3.3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

4.0 Site Clearing and Plant Protection

- 4.1 Protect trees and plants on site and adjacent properties where indicated.
- 4.2 Wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
- 4.3 Protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- 4.4 Minimize stripping of topsoil and vegetation.
- 4.5 Restrict tree removal to areas indicated or designated by Agency Representative.

5. Work Adjacent to Waterways

- 5.1 Do not operate construction equipment in waterways.
- 5.2 Do not use waterway beds for borrow material.
- 5.3 Do not dump excavated fill, waste material or debris in waterways.
- 5.4 Design and construct temporary crossings to minimize erosion to waterways.
- 5.5 Do not skid logs or construction materials across waterways.



5.6 Avoid indicated spawning beds when constructing temporary crossings of waterways.

5.7 Do not blast under water or within 100 m indicated spawning beds.

6.0 Pollution Control

6.1 Maintain temporary erosion and pollution control features installed under this contract.

6.2 Control emission from equipment and plant to local authorities emission requirements.

6.3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.

6.4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

7.0 Pesticide Use

7.1 Only pesticides and chemicals registered by Agriculture Canada under the Provincial Environment Act listed for use in human occupied areas shall be used.

7.2 The applicator must be registered and licensed by the Provincial authority.

7.3 The use of sodium fluoride and/or fumigants will not be permitted on this Contract.

7.4 The least hazardous chemicals to be used in occupied areas.

8.0 Application of Pesticide

8.1. Use of Contractors:

Contractors must obtain proper licenses and insurance protection in accordance with the appropriate provincial and city legislation.

8.2. Allowable Methods:

A pesticide application program should be carefully planned to ensure that the appropriate application equipment and methods are used as specified on the label.

8.3. Public Notice:

8.3.1 Nearby residence should be notified of date and time of pesticide application.

8.3.2 Signs stating the product used, date of application and safe entry time should be posted on areas of pesticide applications.

8.4. Public Property

Pesticides should not be sprayed on property adjacent to school yards, picnic areas or parks during prime use hours.

9.0 Open Fire

9.1 Fires on site are not permitted unless pre-approved in writing by the Property Manager.



ANNEX "A" – SECTION 5: Trade Requirements

1.0 Journeyperson

1. The Journeyperson shall:
 - 1.1 Conduct and assist in various types of building maintenance as requested by Property Manager. Maintenance types defined in Service Definitions.
 - 1.2 Relocate, install, repair or test equipment as requested by the Property Manager.
 - 1.3 Produce all valid permits, certificates for technical, trade and safety training upon request of the Property Manager.
 - 1.4 Instruct the Property Manager on-site of any new operating procedures when installing or modifying new or existing equipment.

2.0 Structural Work General

- 2.1 Perform all structural work in accordance with each individual requisition, as shown on the drawings and as directed by the Property Manager.
- 2.2 Wood framing members shall be erected plumb, true and to the dimensions as shown on the drawings.
- 2.3 Doors and frames shall be set true and plumb.
- 2.4 All hardware shall be installed to manufacturer's instructions.
- 2.5 Perform gyp roe, tape and crack-fill work in accordance with CSA A82-31.
- 2.6 Patching and repairs shall match adjacent surfaces, unless otherwise specified.

3.0 Masonry and Concrete General

- 3.1 Perform masonry work to CAN3-S304, except where specified elsewhere.
- 3.2 Build masonry plumb, level and true to line, with vertical joints in proper alignment.
- 3.3 Mix and place concrete in accordance with CSA A23.1.

4.0 Painting General

- 4.1 Perform all painting work in accordance with each individual requisition, as shown on the drawings, in the specifications and as directed by the Property Manager.
- 4.2 Perform all painting and other related work to good trade practices, applicable standards and as directed by the Property Manager.

5.0 Asbestos & Mold Control

- 5.1 Perform all related maintenance and mold control under supervised licensed person for the provincial of Nova Scotia in this field.



- 5.2** On as required basis, the contractor shall perform comprehensive instrument survey for hidden pollution levels. This may include air quality, thermal imaging and moisture survey that shall identify types and levels of molds and/or asbestos fibers. Also, be able to determine if the area are still has actively growing mold. The contractor shall be qualified for obtaining test samples for molds or asbestos and shall be able to obtain laboratory testing and reports from an approved laboratory. **All proper PPE shall be worn.**

6.0 Mechanical General

- 6.1** Perform all plumbing work in accordance with the National Plumbing Code, latest edition, as shown on the drawings, in the specifications and as directed by the Property Manager.
- 6.2** Perform all sheet metal work, minor repair, inspection and maintenance of mechanical systems and perform all mechanical work to good trade practices and applicable standards as directed by the Property Manager.
- 6.3.** All parts and equipment shall be installed to manufacturer's instructions.

7.0 Electrical General

- 7.1** The journeyperson certification maybe be required to:
- 7.1.1** Relocate, install or repair electrical equipment such as, but not limited to, lighting fixtures, receptacles, relays, pac poles, wiring runs, panels, breakers, portable equipment, or any other electrical requirements requested by the Property Manager, such as testing, calibrating, programming or electrical measurements.
 - 7.1.2** Perform all electrical work in accordance with the Canadian Electrical Code, latest edition, as shown on the drawings, in the specifications and as directed by the Property Manager.
 - 7.1.3** Inform the Property Manager of any "phase unbalance" (voltage or current) produced by new or additional equipment in a new or existing system. Carry out adjustments and record results.
 - 7.1.4** Produce all certificates and permits upon request of the Property Manager.
 - 7.1.5** Instruct the Property Manager of any new operating procedures when installing or modifying new or existing equipment.
 - 7.1.6** Immediately inform the Property Manager of any unsafe situations or conditions directly related to the work site.
 - 7.1.7** All parts and equipment shall be installed to manufacturer's instructions.

8.0 Landscape

- 8.1** This includes but shall not be limited to the provision of all labour, supervision, materials, and equipment necessary to carry out spring cleaning, repair and renovating, aerating, fertilizing, watering, mowing, weeding, pest and disease control, cultivating planters and shrub beds, pruning and winter preparation.
- 8.2 Mowing of Lawn Areas - General**
- 8.2.1** Commence lawn mowing within two (2) days upon request of Property Manager. Operation must be continuous and completed within reasonable period.



8.2.2 Lawn cutting operations including picking up and disposition of paper and refuse accumulated on landscape areas.

8.3 Mowing of Lawn Areas - Workmanship

8.3.1 Cut grass at height of 76 mm. Use equipment in good working order and with sharp cutting blades. Remove grass clippings from lawn. Hand trim or use edger for grass adjacent to buildings, pavement, trees, fences, mowing strips, etc. Trim grass edges around planting beds neatly in lines as in original layout.

9.0 Snow Removal & Ice Control

9.1 Removal of snow and ice, supply and spread salt, a mixture of sand and salt, or ice melt to prevent slippery conditions on all roads, driveways, sidewalks, walkways, exterior doorways, parking areas, trucking/loading areas, vehicle entrances and exits, road valves, catch basins, valve boxes, storm sewers, manholes, etc. All pathways and areas around fire hydrants must be kept clear and accessible.

9.2 On a 24 hour / 7 days a week basis, the contractor is totally responsible for the immediate removal of snow and ice to ensure the safety of the public and the unhindered flow of vehicular traffic. This shall include all entrances, exterior doorways and roadways as shown on the attached drawing. Remaining entrances, exterior doorways and roadways shall be priority two. Site map indicating priorities will be provided by the Property Manager.

10.0 Lead Hand/ Working Supervisor

10.1 Requirements

10.1.1 Lead Hand must be a certified electrician, plumber, or carpenter and have extensive knowledge of appropriate various trade requirements, codes, standards, materials and equipment.

10.1.2 Lead Hand must have knowledge of safety procedures and policies, organizational and interpersonal skills and a general knowledge of WHMIS.

10.2 Primary Function

10.2.1. The Lead Hand will be the primary liaison person between the DFO-RPSS Representatives and the Contractor.

10.2.2. The Lead Hand will be responsible for their trade duties as well as assisting in the coordination of work with RPSS.

10.2.3. The Lead Hand will be the primary contact for DFO-RPSS to address problems with conduct or unsatisfactory work.

10.2.4. The Lead Hand will be given the time and flexibility of schedule to perform the supervisory and administrative duties associated with this position.

10.3 Responsibilities

10.3.1 Liaise with DFO-RPSS Property Manager and/or representative on a daily basis with regards to work load and staff requirements.



- 10.3.2 Routinely carry out random inspections on trade staff work to ensure high standards of workmanship and safety practices are maintained.
- 10.3.3 Coordinate with DFO-RPSS Property Manager to advise the contractor of required staffing levels.
- 10.3.4 Report any damages or missing items/shortages to DFO-RPSS Property Manager.
- 10.3.5 Ensure the daily accuracy of Time Sheets, Time Log and trade record log books.
- 10.3.6 Maintain excellent 2-way communications with DFO-RPSS staff.

11.0 Controls Technician

- 11.1 Must be certified controls technician and trained to work on all aspects of Honeywell, Direct Digital Controls (DOC), Energy Management System (EMS) AND Heating Ventilating & Air Conditioning Equipment within CCGC.

12.0 Refrigeration Mechanic

- 12.1 Journeyperson Refrigeration mechanic license is required to perform repairs, maintenance and installation of various air conditioning, cooling and heat pump systems.
- 12.2 Service air conditioning, heating units and systems. Repairs, replaces and adjusts worn or broken parts related HVAC equipment. Repairs and adjusts valves, piping connections, fittings, and couplings. Diagnoses and troubleshoots problems with heating and air conditioning units and systems. Installs and Replace motors, thermostats, and humidistats.

13.0 Warranty and Guarantees

- 13.1 Where the Contractor supplies equipment purchased from supplier or manufacturer, the Contractor shall obtain a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada.
- 13.2 The Contractor shall provide a written guarantee against defects in workmanship and materials for a period of one year. Such guarantee shall be made out to Her Majesty the Queen in Right of Canada. Guarantee to be dated from date of acceptance of work performed.
- 13.3 The Contractor will also provide manufacturer's written guarantees on the following products. These guarantees are to made out to Her Majesty the Queen in Right of Canada.
 - a) Carpet – 10 year, max 10%.
 - b) Drapes.
 - c) Vertical louver blinds.



ANNEX "A" – SECTION 6: Special Requirements

1.0 Workforce Qualifications

- 1.1 The Contractor will provide only journeyperson personnel with a valid Provincial Department of Labour Licence for applicable trades required for this Contract. DFO-RPSS may at any time during this Contract request to inspect a workperson's certification.
- 1.2 Licenced certified for the province of Nova Scotia tradespersons required:
 - a) Journeyperson carpenter;
 - b) Journeyperson electrician;
 - c) Journeyperson plumber;
 - d) Certified control technician;
 - e) Journeyperson Refrigeration Mechanic
- 1.3 The Contractor will provide the Property Manager with a list of all qualified trades people working on or in Federal facilities, complete with copies of their journey person license(s). Copies of WHMIS, First Aid, CPR and any other required safety or work related training certificates are to be forwarded to the Property Manager. The Contractor is to ensure this list is updated immediately upon change in personnel, and personnel qualifications are to be kept current.
- 1.4 All Contractors' employees working with controlled products on Federal property and/or in Federal facilities will require WHMIS certification. Supervisor of all trades to be certified in one of trades.
- 1.5 The DFO-RPSS Property Manager shall coordinate arrangements for the Contractor to be briefed on site safety within 14 days of award of this Contract.

2.0 Licences, Permits and Fees

- 2.1. Submit necessary number of drawings and specifications to Electrical Inspection Department Authority and/or any other inspection authority within their discipline for examination and approval as requested and prior to commencement of work.
- 2.2. Provide the authorities having jurisdiction with all information requested.
- 2.3. Pay all fees and obtain certificates and permits requested.
- 2.4. Furnish these certificates and permits when requested.
- 2.5. Permits and certificates are not required for repair or maintenance of existing 15 ampere, 120 volt circuits or replacement of singlepole switches, duplex receptacles or existing light fixtures.

3.0 Co-ordination

- 3.1 Execute work with minimum disturbance to occupants, public and normal use of building. Make arrangements with Property Manager to facilitate execution of work. Maintain all access and exits as work area could be occupied during execution of work.
- 3.2 Movement of office furniture is the Contractor's responsibility.



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- 3.3 Furniture including desks, file cabinets, shelving units, chairs and cabinets which are moved because of the work requirements will be moved back at the end of each work day.
 - 3.4 Protect existing work from damage.
 - 3.5 Where necessary, cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work.
 - 3.6 Obtain Property Manager's approval before cutting, boring or sleeving load bearing members.
 - 3.7 Replace damaged existing work with material and finish to match original.
 - 3.8 All possible safety precautions are to be taken to ensure the protection of employees, occupants and the general public during the course of the work.
 - 3.9 The Contractor shall coordinate work with all trades in liaison with the Property Manager.
 - 3.10 Prearranged work schedules shall be strictly adhered to unless otherwise approved by the Property Manager.
 - 3.11 Obtain Property Manager's approval prior to isolating any security, monitoring or audible alerting devices.
 - 3.12 In the event the Fire Alarm System must be isolated due to ongoing work by the Contractor, a trained sentry/rounds person will be employed to carry out the functions of fire watch until such time as the system is restored.
 - 3.13 At no time will the Fire Alarm system be made inoperable by the Contractor without written permission from the Property Manager.
- 4.0 Supply of Truck**
- 4.1 The Contractor shall supply a half ton truck c/w box as requested by the Property Manager. This shall be used for various tasks example: Hauling ground, lawn mowers, sand, ice melt, salt, construction material, demolition material from constructions site to designated locations. Mileage will be paid in accordance with Treasury Board Directives kilometric rates current when incurred.
- 5.0 IT Equipment**
- 5.1 The Contractor must be able to communicate by electronic mail with the Property Manager. The Contractor must supply, maintain and operate its own computer system and printer at the CCGC. Internet access will be provided by DFO-RPSS.



ANNEX “B” – BASIS OF PAYMENT

The Contractor will be paid firm hourly rates as follows for work performed in accordance with the Contract. All deliverables are F.O.B. Destination. Customs duties are included and Applicable Taxes are extra.

The Contractor must provide a monthly invoice detailing hours of work for each employee, materials purchased, and work subcontracted out (where ordered by the RPSS Project Authority). All supporting documentation (employee time sheets, original material invoices and sub-contractor’s invoices) are to be included with the monthly invoice.

Initial Offer Period – Contract award to March 31, 2022

No.	Description: Class of Labour, material or plant	Firm Hourly Rate	
1	During Regular hours 08:00 – 16:30 Monday to Friday	Certified Carpenter/Journey person	\$ _____
		Certified Electrician/Journey person	\$ _____
		Certified Plumber/Journey person	\$ _____
		Certified Control Technician	\$ _____
		Certified Refrigeration Mechanic	\$ _____
		Labourer	\$ _____
		Painter	\$ _____
2	Outside Regular Hours Monday through Sunday, included all day Saturday, Sunday and holidays	Certified Carpenter/Journey person	\$ _____
		Certified Electrician/Journey person	\$ _____
		Certified Plumber/Journey person	\$ _____
		Certified Control Technician	\$ _____
		Certified Refrigeration Mechanic	\$ _____
		Labourer	\$ _____
		Painter	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter/Journey person	\$ _____
		Certified Electrician/Journey person	\$ _____
		Certified Plumber/Journey person	\$ _____
		Certified Control Technician	\$ _____
		Certified Refrigeration Mechanic	\$ _____
		Labourer	\$ _____
		Painter	\$ _____
4	Materials and Miscellaneous Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates. (Estimated \$36,363.00 + 10% markup).	\$40,000.00	



Option to Extend the Contract

During the extended period of the contract, the Contractor will be paid the following firm hourly rates to perform all the Work in relation to the contract extension. All deliverables are F.O.B. Destination. Customs duties are included and Applicable Taxes are extra.

Option Period 1 – April 1, 2022 to March 31, 2023

No.	Description: Class of Labour, material or plant	Firm Hourly Rate	
1	During Regular hours 08:00 – 16:30 Monday to Friday	Certified Carpenter/Journeyman	\$ _____
		Certified Electrician/Journeyman	\$ _____
		Certified Plumber/Journeyman	\$ _____
		Certified Control Technician	\$ _____
		Certified Refrigeration Mechanic	\$ _____
		Labourer	\$ _____
		Painter	\$ _____
2	Outside Regular Hours Monday through Sunday, included all day Saturday, Sunday and holidays	Certified Carpenter/Journeyman	\$ _____
		Certified Electrician/Journeyman	\$ _____
		Certified Plumber/Journeyman	\$ _____
		Certified Control Technician	\$ _____
		Certified Refrigeration Mechanic	\$ _____
		Labourer	\$ _____
		Painter	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter/Journeyman	\$ _____
		Certified Electrician/Journeyman	\$ _____
		Certified Plumber/Journeyman	\$ _____
		Certified Control Technician	\$ _____
		Certified Refrigeration Mechanic	\$ _____
		Labourer	\$ _____
		Painter	\$ _____
4	Materials and Miscellaneous Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates. (Estimated \$36,363.00 + 10% markup).	\$40,000.00	



Option Period 2 – April 1, 2023 to March 31, 2024

No.	Description: Class of Labour, material or plant	Firm Hourly Rate
1	During Regular hours 08:00 – 16:30 Monday to Friday	Certified Carpenter/Journeyman \$ _____
		Certified Electrician/Journeyman \$ _____
		Certified Plumber/Journeyman \$ _____
		Certified Control Technician \$ _____
		Certified Refrigeration Mechanic \$ _____
		Labourer \$ _____
		Painter \$ _____
2	Outside Regular Hours Monday through Sunday, included all day Saturday, Sunday and holidays	Certified Carpenter/Journeyman \$ _____
		Certified Electrician/Journeyman \$ _____
		Certified Plumber/Journeyman \$ _____
		Certified Control Technician \$ _____
		Certified Refrigeration Mechanic \$ _____
		Labourer \$ _____
		Painter \$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter/Journeyman \$ _____
		Certified Electrician/Journeyman \$ _____
		Certified Plumber/Journeyman \$ _____
		Certified Control Technician \$ _____
		Certified Refrigeration Mechanic \$ _____
		Labourer \$ _____
		Painter \$ _____
4	Materials and Miscellaneous Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates. (Estimated \$36,363.00 + 10% markup).	\$40,000.00



Option Period 3 – April 1, 2024 to March 31, 2025

No.	Description: Class of Labour, material or plant	Firm Hourly Rate
1	During Regular hours 08:00 – 16:30 Monday to Friday	Certified Carpenter/Journeyman \$ _____
		Certified Electrician/Journeyman \$ _____
		Certified Plumber/Journeyman \$ _____
		Certified Control Technician \$ _____
		Certified Refrigeration Mechanic \$ _____
		Labourer \$ _____
		Painter \$ _____
2	Outside Regular Hours Monday through Sunday, included all day Saturday, Sunday and holidays	Certified Carpenter/Journeyman \$ _____
		Certified Electrician/Journeyman \$ _____
		Certified Plumber/Journeyman \$ _____
		Certified Control Technician \$ _____
		Certified Refrigeration Mechanic \$ _____
		Labourer \$ _____
		Painter \$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter/Journeyman \$ _____
		Certified Electrician/Journeyman \$ _____
		Certified Plumber/Journeyman \$ _____
		Certified Control Technician \$ _____
		Certified Refrigeration Mechanic \$ _____
		Labourer \$ _____
		Painter \$ _____
4	Materials and Miscellaneous Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates. (Estimated \$36,363.00 + 10% markup).	\$40,000.00



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat F5211-200336
	Security Classification / Classification de sécurité

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine DFO	2. Branch or Directorate / Direction générale ou Direction Gulf / Real Property Safety & Security	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work - Brève description du travail General Maintenance Contract		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7, c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7, c)	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? / Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? (Access to restricted areas is not authorized) / L'accès à des zones d'accès restreintes n'est pas autorisé.	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité

TBS/SCT 350-103 (2004/12)





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PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity. Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL
<input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL
<input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS	<input type="checkbox"/> SECRET / SECRET
	<input type="checkbox"/> TOP SECRET / TRÈS SECRET
	<input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET
Special comments: / Commentaires spéciaux : _____	
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided. REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.	
10. b) May unscreened personnel be used for portions of the work? Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? If Yes, will unscreened personnel be escorted? Dans l'affirmative, le personnel en question sera-t-il escorté?	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets? Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency? Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui

TBS/SCT 360-103 (2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat F5211-200336
Security Classification / Classification de sécurité

PART C (continued) / PARTIE C (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential Confidentiel	Secret	Top Secret Très Secret	NATO Restricted NATO Diffusion Restreinte	NATO Confidential	NATO Secret	COSMIC Top Secret COSMIC Très Secret	Protected Protégé			Confidential Confidentiel	Secret	Top Secret Très Secret
											A	B	C			
Information / Avenir Renseignements / Biais	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media Support IT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link Lien Électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

12. b) Will the document attached to this SRCL be PROTECTED and/or CLASSIFIED?
Le document associé à la présente LVERS sera-t-il PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

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

Security Classification / Classification de sécurité



ANNEX "D" – INSURANCE CONDITIONS

The Contractor shall, at the Contractor's own expense, provide and maintain insurance as indicated hereunder:

1. Definitions

1.1. "Contract" means "Purchase Order".

1.2. "Buyer" means those departmental organizations or persons who have been given the responsibility for the contracting process within the Department.

2. Indemnification

The issuance coverage required by the provisions of these Insurance Conditions shall in no way limit the Contractor's responsibility under the indemnification section of the General Conditions of the contract. Any additional coverage the Contractor may deem necessary to fulfill obligations under the indemnity section shall be at the Contractor's own discretion and expense.

3. Period of Insurance

The insurance coverage shall be in effect from the date of contract award and shall be maintained until the contract work is completed.

4. Proof of Insurance

Within fourteen (14) days after acceptance of the Contractor's tender, the Contractor shall deposit with the Buyer, a Certificate of Insurance or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the requirements of these Insurance Conditions.

5. Notification

Each insurance policy shall contain a provision that thirty (30) days prior written notice shall be given to Her Majesty in the event of any material change in, cancellation of, or expiration of coverage.

6. Insured

Each insurance policy shall insure the Contractor, and shall include as an Additional Named Insured, Her Majesty the Queen in right of Canada as represented by the Minister of Fisheries and Oceans.

7. Payment of deductible

The amount of the deductible, if any, shall be borne by the Contractor.

8. Public Liability and Property Damage Insurance

8.1. The Contractor shall, concurrently with the execution of this contract, place and maintain at all times during the execution of the work covered by this contract, sufficient public liability and property damage insurance against personal injury and loss or damage to the property so as to fully cover the Contractor's liability to any firm, person, association, or corporation, resulting from or attributable to the execution of the work.

The Minimum Acceptable Amount is \$2,000,000.00.



8.2. The policy shall be issued with a deductible amount of not more than \$500.00 per occurrence applying to property damage claims only.

9. Third party liability for vehicles and equipment owned, leased, used or operated by the Contractor

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to include third party liability insurance for vehicles and equipment owned, leased, used or operated by the Contractor.

Minimum acceptable amount is \$2,000,000.00.

10. Tenants Legal Liability Insurance (where applicable)

The Contractor shall provide an endorsement to the public liability and property damage insurance policy to provide coverage for premises under the Contractor's care, custody and control in a **minimum amount of \$500,000.00.**



ANNEX "E" – 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.

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 permanent full-time and/or permanent part-time employees.

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 "F" – LOAN AGREEMENT

Covering the loan of Canadian Coast Guard College (CCGC) equipment through DFO-RPSS

INSTRUCTION TO CONTRACTORS:

1. Submit original to the Property Manager and one copy to the Director of Operations for the Canadian Coast Guard College.
2. The equipment is as listed in Schedule B.
3. Complete the following:

a) Contract Number:	d) Date the equipment is required:
b) Nature of work for which equipment is required:	e) Expiry date of loan:
c) Address of Contractor:	f) Address where the equipment will be used: 1190 Westmount Road Sydney, Nova Scotia, B1R 2J6

This loan agreement is made by and between: _____ DFO-RPSS
on

Behalf of the Canadian Coast Guard College and

(Lender) Contractor Corporate Name (Borrower)
Witnesseth

For and in consideration of the performance of the Term and Conditions hereinafter referred to, the parties hereto agree as follow:

1. The Lender hereby loans to the Contractor and the Contractor hereby borrows all the equipment listed in Schedule "B" hereto, hereinafter referring to "the equipment" on the Term and Conditions contained in Schedule "A" hereto, applicable to the type of work to be performed by the Borrower pursuant to this Loan Agreement as indicated by the Contractor in sub-item 3(b) of the "Instructions to the Contractor".
2. Schedules "A" and "B" and the information submitted by the Borrower pursuant to 1, 2 and 3 in the "instructions to Contractor" are hereby made a part of this Agreement.

In witness thereof the parties have executed these presents.

DFO – RPSS	Contractor (Borrower)
Approved by: Property Manager	Per:
_____	_____
Name & Title	Name & Title
_____	_____
Signature	Signature
_____	_____
Date	Date
_____	_____



SCHEDULE "A"

1. No rent shall be payable by the Contractor to the Crown in respect of equipment loaned for work.
2. The Contractor shall take reasonable and proper care of the equipment during the term of the loan and shall be responsible for any loss or damage resulting from its failure to do so other than loss or damage caused by fire or by ordinary wear and tear. The maintenance of the equipment shall be in accordance with manufacturers' standards. In the event of loss or damage and where the Minister so directs, the Contractor shall repair or replace or have replaced the equipment to the satisfaction of the Minister, or reimburse the Crown to the full value of the equipment as indicated in Schedule "B".
3. The Contractor may insure the equipment against loss or damage by fire or supplemental perils or any other risks while the equipment is in its care, custody or control but no portion of the premium cost will be assumed by the Crown.
4. Should the equipment include vehicles, the Contractor shall obtain vehicle liability insurance with respect to each such vehicle in an aggregate amount of not less than \$1,000,000.00 for each occurrence against claims arising from loss of life, bodily injury and property damage. The vehicle insurance shall include a cross liability clause naming the Crown as an insured party.
5. Unless otherwise provided in the Contract, all Government Property shall be used by the Contractor solely for the purpose of the Contract and shall remain the property of Canada, and the Contractor shall maintain adequate accounting records of all Government Property, and, whenever feasible, shall mark the same as being the property of Canada.
6. All Government Property, except such as is installed or incorporated into the Work, shall, unless otherwise specifically provided in the Contract, be returned to Canada on demand.
7. All scrap and all waste materials, articles or things that are Government Property shall, unless otherwise provided in the Contract, remain the property of Canada and shall be disposed of only as directed by the Minister.
8. At the time of completion of the Contract, and if requested by the Contracting Authority, the Contractor shall provide an inventory of all Government Property relating to the Contract to both the Contracting Authority and the Technical Authority.



SCHEDULE "B" – LOAN EQUIPMENT

Date:
Contract No.:

Quantity	Serial Number	Description of Equipment	Unit Value
1	MOX495F040296	Tractor, Garden John Deere	\$12,076.00
1	LV3320H230956	Tractor, John Deere 3320 Green	\$20,786.00
1	LV5325P234136	Tractor/Loader, John Deere 5325	\$34,475.00
1	977410-51	Radial Arm Saw, Black, Dewalt Model 7730	\$382.00
1	C613118	Tractor, Ford 555	\$5,000.00
1	G39620	Table Saw, 10 inch Blade W/Bse	\$1,136.00
1	R2907	Band Saw, General MOD 490	\$539.00
1	198021	Miter Saw, Makita	\$495.00
1	G-40898	Drill press, 15 inch Rockwell Mod	\$419.00
1	F180	Pedestal Grinder, Miller Falls 8 inch	\$706.00
1	C9408121A	Chipper/Shredder, Wood L.C. Troybilt	\$2,391.00
1	270056685	Chain Saw , Stihl 16" Blade	\$333.00
1	36928387	Chain Saw, Stihl 025 16" Blade	\$518.00
1	50032472	Lawnmower Gas Powered Snapper	\$627.00
1	10008885	Grass Trimmer, Echo	\$228.00
1	1F3543828000000	Grass Trimmer, Weed Eater	\$230.00
1	24439	Grass Trimmer, Echo Whipper Snipper	\$550.00
1	63031-2888	Edger/Trimmer, Jacobsen, Mod #80202	\$489.00
1	97630076	Sweeper, Lawn Parker Mod #508336	\$1,070.00
1	5ZBE1036692	Snow Thrower, Honda HS 724TC 7HP-24 cut"	\$3,680.00
1	SZAK2002908	Snow Thrower Honda	\$2,339.00
1	N/A	Spreader Spyker	\$297.00
1	N/A	Spreader, Elston Model ITM35	\$3,243.00
1	15030440	Spreader, Epoke Mod. #EPO-ITM60	\$4,896.00
1	N/A	Chain Hoist, 2 Ton Beebe ME020	\$485.00
1	787-0071	Air Conditioner, Movin Cool Mod	\$2,664.00
1	N/A	Air Compressor, Electric W-21-10-20P	\$946.00
1	500443	Water Pump, Shindaiwa G-P-45 Vol. 66 Gal.	\$390.00
1	N/A	Power Drain Cleaner Snaketrainer Mod. 400	\$528.00
1	N/A	Rod Sewer Flat Steel 1/2 x 1/8 x 100 feet	\$205.00
1	N/A	Rod Sewer Flat Steel 3/4 x 1/8 x 100 feet	\$333.00
1	N/A	Cutter Pipe 2 x 4 inch	\$238.00
2	N/A	Pipe Wrench, 36 Inch Grey Rigido	\$227.00
2	N/A	Pipe Wrench, 24 Inch	\$148.00
1	N/A	Pipe Vise with Tri-Pod Stand	\$279.00



1	1174198E	Reciprocating Saw, Makita Mod JR3000V	\$189.00
1	N/A	Router, Makita 12mm 3601 B	\$228.00

Quantity	Serial Number	Description of Equipment	Unit Value
1	18884E	Rotary Hammer, Makita c/w Case Mod. HR5000	\$1,000.00
1	7310	Knockout Punch, Green Lee Hydraulic 1/4-4	\$899.00
1	N/A	Air Storage, Tank Forney	\$77.00
1	N/A	Ladder, Fiberglass 24 feet	\$283.00
1	N/A	Scaffold 8 ft. span 54 in. W Aluminum	\$5,864.00
1	N/A	Velometer Alnor Model 6000 AP	\$1,290.00
1	N/A	Manometer Dwyer Model 10	\$210.00
1	1051552	Portable Generator, Honda Mod. EB3000	\$1,379.00
1	N/A	Lamp, Luxo Magnifying	\$99.00
1	N/A	Phototack, Digital Ametek Mod 1893	\$900.00
1	160897	Tester, Digital Luk HI Hioki 3422	\$745.00
1	540234	Amprobe AMC-2	\$470.00
1	N/A	Drafting Table, 37% x 60	\$651.00
1	N/A	Horizontal Filing cabinet	\$920.00
1	1265	Storage Cabinet , 30 Ga Flammable Liquid	\$611.00
1	SE-CUR-ALL	Storage Cabinet, Flammable Liquids	\$1,544.00
1	N/A	Dust Collector, Mobile PT#932-12	\$347.00
1	107940	Core Aerator Ryan Mod. 544859	\$2,350.00
1	0203170Y	Makita Rec. Saw Mod. Jr3070CT	\$250.00
2	N/A	Leaf Blower Stil SH55	\$150.00
1	06LA20959	Set Pallet Jacks for Tractor	\$800.00
1	N/A	Auger 6"	\$1,000.00
1	N/A	Auger 12"	\$1,200.00
2	N/A	Tractor Cart	\$100.00
1	N/A	Battery Charger 8113137 Amps 60 HZ	\$100.00
3	N/A	Tractor mount Snow Blower	\$1,500.00
3	N/A	Honda Water Pump (old)	\$150.00
1	N/A	Lawn Mower	\$150.00
1	MZCG-6640061	Honda	\$150.00
1	B06785159	5325 (Original) 78"	\$1,500.00
1	N/A	NIA 5325 (Case) Ber Vac. 83" B-84 00430	\$1,500.00
1	N/A	3320 59" M051 SBX020450	\$1,200.00
1	N/A	Honda Water Pump (New)	\$300.00
1	467899C	½" Makita Drill	\$100.00
1	M142687	½" Makita Drill (Bob's)	\$100.00
1	M142685	Makita Circulator Saw	\$100.00
1	M143055	Makita Circulator Saw	\$100.00
1	M148186	Makita Planner	\$100.00
1	M147565	Sander 1/2" Sheet Orbital	\$100.00
1	M149741	Makita Belt Sander	\$100.00
1	M143732	Makita Screw Drill	\$100.00
1	165202A	Makita Orbital Sander (Round)	\$100.00
1	E43484	Rigid Shop Vac (Bob)	\$200.00



1	T1091452	Rigid Pressure Washer	\$200.00
1	808491-2007-24-49	Dewalt Drill 318" Keyless	\$80.00
1	BA00221	Graco Paint Sprayer	\$1,200.00
1	62706021	Work Force Tile cutter	\$100.00

Quantity	Serial Number	Description of Equipment	Unit Value
1	925372	Dewalt Hammer Drill Cordless	\$200.00
1	611537	Dewalt Impact Drill Cordless DC825	\$200.00
1	1584AVS	Bosch Jig Saw	\$150.00
1	D251345	Compressor (Made up on new tank)	\$150.00
1	N/A	Ai Receiver SCFM	\$100.00
1	M142344	Meter Fluke	\$150.00
1	85-1189	Dust Control Carp Shop Serna	\$1,000.00
	PAINT SHOP		
1	N/A	5' Alum	\$50.00
1	N/A	8' Alum	\$80.00
1	N/A	15' Ext. Alum	\$100.00
	POOL		
1	N/A	6' Fiber Glass	\$60.00
	TOOL CRIB		
3	N/A	6' Fiber Glass ladder	\$60.00
1	N/A	3' Fiber Glass ladder	\$40.00
1	N/A	4' Fiber Glass ladder	\$40.00
1	N/A	7' Fiber Glass ladder	\$70.00
1	N/A	8' Fiber Glass ladder	\$80.00
1	N/A	12' Fiber Glass ladder	\$120.00
1	N/A	10' Fiber Glass ladder	\$100.00
1	N/A	20' Multi Position AIM EXT.	\$200.00
	BOAT HOUSE		
1	N/A	35' Alum. EXT.	\$300.00

*** Add new inventory



ANNEX "G" – EVALUATION CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

EVALUATION INSTRUCTIONS

The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:

- **The name of the client organization;**
- **Name and phone number of the client’s representative;**
- **The period during which the service was provided (month and year);**
- **A detailed outline of the service(s) provided – approximately 200 to 500 words; and**
- **Size of the client’s facility.**

Please note Bidders must complete the following charts and include with their bid submission.

TABLE A – CORPORATE MANDATORY TECHNICAL CRITERIA

No.	Mandatory Criteria	Cross-Reference to Proposal (page #) (Bidder to include)
MC1	<p>Experience – Recent Construction and Maintenance Services</p> <p>The Bidder must have recent* experience as a construction and maintenance Contractor for a minimum of two (2) projects**, where the Bidder managed multi-trade employees and/or sub-contractors for a facility of at least five thousand (5,000) sq. meters in size.</p> <p>*Recent is defined as within the past sixty (60) months of the bid closing date.</p> <p>**Each reference project listed must have been at least six (6) months in duration.</p>	



<p>MC2</p>	<p>Experience – General Maintenance Services The Bidder must have a minimum of sixty (60) months of experience as a general Contractor with experience in commercial construction and/or commercial renovation projects*.</p> <p>*A minimum of two (2) projects must be listed.</p>	
<p>MC3</p>	<p>External Safety Audit</p> <p>The Bidder must submit documentation indicating that the Bidder has successfully completed a valid, recognized current* external safety audit that was performed by an independent company/person approved to conduct safety audits.</p> <p>*Current is defined as within the past three (3) years of the bid closing date.</p>	
<p>MC4</p>	<p>Worker’s Compensation Board Coverage – Signed Company Statement</p> <p>The Bidder must provide a signed company statement by the Owner of the company indicating that its company will maintain Worker’s Compensation Board coverage for the life of the Contract, including the subcontractor(s).</p>	
<p>MC5</p>	<p>Worker’s Compensation Board – Certification</p> <p>The Bidder must provide a copy of the valid certification letter of good standing from the Worker’s Compensation Board.</p>	
<p>MC6</p>	<p>Insurance</p> <p>The Bidder must submit a certificate of liability insurance to validate that it has the necessary coverage of \$2 million dollars (CAD), defined in Annex D INSURANCE REQUIREMENTS.</p>	

<p>TABLE B – RESOURCE MANDATORY TECHNICAL CRITERIA</p>		
<p>No.</p>	<p>Mandatory Criteria</p>	<p>Cross-Reference to Proposal (page #) (Bidder to provide)</p>
<p>MR1</p>	<p>Proposed Resources</p> <p>The Bidder must submit the names and CVs for all of the proposed resources who will be performing the services over the course of the contract.</p>	



MR2	<p>Trade Certification(s)</p> <p>The Bidder must provide proof* that each proposed resource has a Provincial Trade Certification, or equivalent, in his/her respective trade (ie. Journeyperson's Certificate, Plumbing Red Seal Certification, etc.) that is valid in the Province of Nova Scotia as further defined below for each category:</p> <p>A) Carpenter – provincial Journeyperson Certificate or Red Seal Certificate is required.</p> <p>B) Electrician – provincial Journeyperson Certificate or Red Seal Certificate is required.</p> <p>C) Plumber – provincial Journeyperson Certificate or Red Seal Certificate is required.</p> <p>D) Control Technician- provincial Journeyperson Certificate or Red Seal Certificate is required.</p> <p>E) Refrigeration Mechanic – provincial Journeyperson Certificate or Red Seal Certificate is required.</p> <p>*Proof is considered to be a copy of the trade certification or equivalent (e.g. a letter from the certification authority) and must accompany each proposed resource's CV and be submitted with the bid.</p>	
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Point Rated Criteria:

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables below. In order to qualify for the rating process, proposals must respond to the following rated requirements in the order shown and must include the referenced Section / Page in the Bidder's proposal.

Bids **MUST** achieve an overall minimum score as specified in the tables below of the Rated Requirements, in order to be considered technically responsive. Proposals which fail to attain the minimum score of the Rated Requirements will be considered technically non-responsive and no further evaluation will be conducted.

EVALUATION INSTRUCTIONS – RATED CRITERIA
<p>The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.</p> <p>It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:</p>



- **The name of the client organization;**
- **Name and phone number of the client's representative;**
- **The period during which the service was provided (month and year);**
- **A detailed outline of the service(s) provided – 200 to 500 words; and**
- **Size of the client's facility.**

Please note Bidders must complete the following chart and include with their bid submission.

TABLE C – POINT RATED CRITERIA

No.	Rated Technical Criteria	Point Breakdown	Maximum Points	Cross-Reference to Proposal (page #) (Bidder to provide)
R1	<p>Experience – Construction and Maintenance</p> <p>The Bidder should demonstrate, using project descriptions, that it has experience as a construction and maintenance Contractor, managing multi-trade employees and/or sub-contractors for a facility that is at least five thousand (5,000) square meters in size.</p>	<p>Points will be awarded as follows:</p> <p>25 to 35 months of experience = 10 pts</p> <p>36 to 47 months of experience = 20 pts</p> <p>48 to 59 months of experience = 30 pts</p> <p>60 to 71 months of experience = 40 pts</p> <p>72 or more months of experience = 50 pts</p>	50	
R2	<p>Experience – recent on-demand general maintenance services</p> <p>The Bidder should demonstrate, using project descriptions of its Contracts, general maintenance agreements and/or Standing Offer agreements, that it has recent* experience (for at least three projects) providing on-demand general maintenance services for commercial construction and/or commercial renovation projects.</p> <p>*Recent is defined as within the past ninety-six</p>	<p>Points will be awarded as follows:</p> <p>Three (3) Contracts, General Maintenance Services Agreements or Standing Offer Agreements = 30 pts</p> <p>Four (4) Contracts, General Maintenance Services Agreements or Standing Offer Agreements = 40 pts</p> <p>Five (5) or more Contracts, General Maintenance Services Agreements or Standing Offer Agreements = 50 pts</p>	50	



	(96) months of the bid closing date.			
TOTAL EVALUATED SCORE: (Minimum 70 points required)				