



RETURN OFFERS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services

Offer E-mail Address:

pc.receptiondessoumissionsest-bidreceivingeast.pc@canada.ca

This is the only acceptable email address for responses to the Request for Standing Offers. Offers submitted by email directly to the Standing Offer Authority or to any other email address may not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to offer documents will not be accepted.

REQUEST FOR STANDING OFFERS

Canada, as represented by the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency, hereby requests a Standing Offer on behalf on the Identified Users herein.

Comments:

Issuing Office:

Parks Canada Agency
National Contracting Services
Cornwall, ON

Title: RFSO – Electrical Services for the Cape Breton Field Unit	
Solicitation No.: 5P300-20-0198/A	Date: January 22, 2021
Client Reference No.: N/A	
GETS Reference No.: PW-21-00943035	

Solicitation Closes: At: 2 pm On: February 11, 2021	Time Zone: EST
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F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	
Address Enquiries to: Laura Lowson	
Telephone No.: 343-585-2754	Email Address: laura.lowson@canada.ca
Destination of Goods, Services, and Construction: See herin	

TO BE COMPLETED BY THE OFFEROR

Vendor/ Firm Name:	
Address:	
Telephone No.:	Fax No.:
Name of person authorized to sign on behalf of the Vendor/ Firm (type or print):	
Signature:	Date:

Solicitation No.:
5P300-20-0198/A

Amendment No.:
00

Contracting Authority:
Laura Lowson

Ver.12.03.20

Client Reference No.:
N/A

Title:
RFSO – Electrical Services for the Cape Breton Field Unit

IMPORTANT NOTICE TO OFFERORS

OFFERS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

OFFERS RECEIVED IN-PERSON OR BY COURIER MAY NOT BE ACCEPTED.

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The Offeror should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Offeror should send the offer in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to offer documents will not be accepted. Offers documents must be sent as email attachments.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a Standing Offer will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

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PART 1 – GENERAL INFORMATION

1.1. Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides Offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and
- Part 7 7A. Standing Offer, and 7B. Resulting Contract Clauses:

7A. includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B. includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Basis of Payment, and any other annexes.

1.2. Summary

- 1.2.1.** The work includes the provision of skilled licensed labour, tools, equipment, materials and supervision for the supply of electrical contractor services as detailed in Annex "A", entitled "Statement of Work", as and when requested by Parks Canada in the Cape Breton Field Unit.

Companies may submit offers to provide services at all or any of the following geographic areas:

Cape Breton Highlands (Ingonish)
Cape Breton Highlands (Cheticamp)
Alexander Graham Bell Museum, Baddeck, NS
Grassy Island, Canso, NS

Parks Canada intends to issue one Standing Offer to the lowest compliant offeror for each area. If an Offeror is recommended for Standing Offers for more than one geographic area, those applicable geographic areas will be combined into one Standing Offer. The term of the Standing Offers will be from March 1, 2021 to February 28, 2023 with Canada having an option to extend the standing offers by one year.

- 1.2.2.** The Request for Standing Offers (RFSO) is to establish Standing Offers for the requirement detailed in the RFSO, to the Identified Users, excluding locations within Yukon, Northwest

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Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the resulting standing offers.

1.3. Security Requirements

There is no security requirement associated with the Request for Standing Offer.

1.4. Debriefings

Offerors may request a debriefing on the results of the Request for Standing Offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the Request for Standing Offers process. The debriefing may be in writing, by telephone or in person.

PART 2 – OFFEROR INSTRUCTIONS

2.1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The [2006](#) (2020-05-28) Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the RFSO.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 5.4 of [2006](#), Standard Instructions – Request for Standing Offers – Goods or Services – Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

Subsection 2. entitled epost Connect of section 08, Transmission by Facsimile or by epost Connect of the Standard Instructions [2006](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Offers

Offers must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the Request for Standing Offers (RFSO).

Offers submitted in-person, by fax or by courier may not be accepted.

The only acceptable email address for responses to the RFSO is:
pc.receptiondessoumissionest-bidreceivingeast.pc@canada.ca.

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Emails with links to offer documents will not be accepted. Offers documents must be sent as email attachments.

2.3. Enquiries – Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) business days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by Offerors 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 Offerors do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Offerors. Enquiries not submitted in a form that can be distributed to all Offerors may not be answered by Canada.

2.4. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Nova Scotia.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 Offerors.

2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell website](#), under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)

2.5.3. Suppliers should note that there are strict deadlines for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

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PART 3 – OFFER PREPARATION INSTRUCTIONS

3.1. Offer Preparation Instructions

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

Section I: Technical Offer
Section II: Financial Offer
Section III: Certifications

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

Section I: Technical Offer

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

Section II: Financial Offer

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

Section III: Certifications

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

ATTACHMENT 1 to PART 3 - PRICING SCHEDULE

1. Bidders must provide pricing in the format specified in this Attachment 1 to Part 3 - Pricing Schedule. Failure to provide prices in the format specified will render the quotation non-responsive.

If pricing is not provided for a component, a price of zero will be assigned for the component and the Bidder will be provided an opportunity to agree with the zero amount. If the Bidder agrees, then the Basis of Payment will be considered compliant. However, if the Bidder disagrees then the bid will be found noncompliant and no further evaluation will be done.

The Bidder must submit firm all-inclusive unit prices in Canadian funds, Canadian customs duties and excise taxes included (if applicable), and applicable taxes extra.

2. **The Service Call pricing** is an all-inclusive price for each person responding to a request for service and it includes but is not limited to: all traveling expenses, profit, overhead, direct labour, tools and equipment required to perform the first hour of on-site productive labour for one service representative. Service Call pricing will not be applicable if the service representative is already at the site when Call-up is received by the Contractor. The offeror must respond to a service call within 1-2 days maximum following the request unless otherwise agreed to by both parties.
3. **Urgent Service Call** pricing is for the same service as Service Call pricing except the Offeror's on-site response must be within 4 hours of receiving the call up.
4. **The Labour pricing** is an all-inclusive price for each person responding to a request for service and it includes but is not limited to: profit, overhead, direct labour, tools and equipment required to perform the service required after the first hour of on-site productive labour for each service representative
5. **Regular Hours** are between 7:30 a.m. to 4:30 p.m. Monday to Friday excluding Statutory Holidays.
6. **Parts and material** that is not free issue will be supplied by Contractor at the laid down price plus a markup. The mark up is to include all invoice costs, overhead costs, transportation costs, exchange charges, customs, duty, and brokerage charges. GST/HST will be extra
7. The Owner reserves the right to supply materials to the Contractor on a project by project basis. In the event the Owner is supplying the materials it will be stated at the time of call up.
8. **Disbursements:** Such as unforeseen work that requires less than \$1,000.00 of subcontracting, or the use and provision of tools or equipment not normally included in this type of work, must be PRE-APPROVED in writing by the Technical Authority and charged at cost with no allowance for overheads or profit. Copies of invoices must be provided to the Technical Authority
9. **Pricing Periods** for this requirement shall be:
Year 1 is from March 1, 2021 to February 28, 2022
Year 2 is from March 1, 2022 to February 28, 2023
Option Period 1 – March 1, 2023 to February 29, 2024

Pricing Basis FORTRESS OF LOUISBOURG NHS, Louisbourg, N.S. Labour, Material, Equipment

The Offeror must indicate a price to perform work in Cape Breton Highlands (Ingonish) which includes all areas of the Cape Breton Highlands from the Ingonish Park Entrance to the staff house in Big Interval. The types of facilities included in this option include but are not limited to: staff houses, Administration building, Visitor Center, Compound, 2 campgrounds, golf course, small day use areas, etc. The Offeror will be required to include in their prices below all labour, equipment and materials required to perform the electrical project on the required call basis.

Item	Description	Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Net Year 1 (A x B) (D)	Unit Price Year 2 (C)	Net Year 2 (A x C) (E)	Total – Net Year 1 (D) + Net Year 2 (E)
A1	Service Call during regular working hours, Monday to Friday						
a)	Journeyman	30 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	30 call-ins	\$	\$	\$	\$	\$
A2	Urgent Service Call during regular working hours, Monday to Friday						
a)	Journeyman	15 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	15 call-ins	\$	\$	\$	\$	\$
A3	Urgent Service Call outside regular working hours, Monday to Friday						
a)	Journeyman	3 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	3 call-ins	\$	\$	\$	\$	\$
A4	Urgent Service Call Saturdays, Sundays and Statutory Holidays						
a)	Journeyman	3 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	3 call-ins	\$	\$	\$	\$	\$
B1	Labour during Regular hours						
a)	Journeyman	150 hours	\$	\$	\$	\$	\$
b)	Apprentice	150 hours	\$	\$	\$	\$	\$
B2	Labour outside regular working hours, Monday to Friday						
a)	Journeyman	75 hours	\$	\$	\$	\$	\$
b)	Apprentice	75 hours	\$	\$	\$	\$	\$
B3	Labour Saturdays, Sundays and Statutory Holidays						
a)	Journeyman	7 hours	\$	\$	\$	\$	\$
b)	Apprentice	7 hours	\$	\$	\$	\$	\$
C1	Parts and Materials.						
	Mark up on laid down cost	\$50,000	_____ %		_____ %		\$50,000.00
D1	Supply of Bucket Truck & Operator						
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$		\$		\$50,000.00
b)	Mark up & Supply of Truck & Operator cost for Sat, Sun., and Statutory Holidays	\$50,000	\$		\$		\$50,000.00
Grand Total Year 1 + Year 2 (tax not included)						\$	

Option Period 1: March 1, 2023 to February 29, 2024

Item	Description	Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Total – Net Year 1 (D) + Net Year 2 (E)
A1	Service Call during regular working hours, Monday to Friday			
a)	Journeyman	30 call-ins	\$	\$
b)	Apprentice	30 call-ins	\$	\$
A2	Urgent Service Call during regular working hours, Monday to Friday			
a)	Journeyman	15 call-ins	\$	\$
b)	Apprentice	15 call-ins	\$	\$
A3	Urgent Service Call outside regular working hours, Monday to Friday			
a)	Journeyman	3 call-ins	\$	\$
b)	Apprentice	3 call-ins	\$	\$
A4	Urgent Service Call Saturdays, Sundays and Statutory Holidays			
a)	Journeyman	3 call-ins	\$	\$
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B1	Labour during Regular hours			
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b)	Mark up & Supply of Truck & Operator cost for Sat, Sun., and Statutory Holidays	\$50,000	\$	\$50,000.00
Total Option Period 1 (tax not included)				\$

Pricing Basis CAPE BRETON HIGHLANDS (INGONISH) Labour, Material, Equipment

The Offeror must indicate a price to perform work in Cape Breton Highlands (Ingonish) which includes all areas of the Cape Breton Highlands from the Ingonish Park Entrance to the staff house in Big Interval. The types of facilities included in this option include but are not limited to: staff houses, Administration building, Visitor Center, Compound, 2 campgrounds, golf course, small day use areas, etc. The Offeror will be required to include in their prices below all labour, equipment and materials required to perform the electrical project on the required call basis.

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b)	Apprentice	3 call-ins	\$	\$	\$	\$	\$
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Total Option Period 1 (tax not included)				\$

Pricing Basis CAPE BRETON HIGHLANDS (CHETICAMP) Labour, Material, Equipment

The Offeror must indicate a price to perform work in Cape Breton Highlands (Cheticamp) which includes all areas of the Cape Breton Highlands from the Cheticamp Park Entrance up to but not including the staff house in Big Interval, also includes Cheticamp Island. The types of facilities included in this option include but are not limited to: staff houses, Visitor Center, Compound, 1 large campground, 1 small campground, small day use areas, etc. The Offeror will be required to include in their prices below all labour, equipment and materials required to perform the electrical project on the required call basis.

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B1	Labour during Regular hours						
a)	Journeyman	150 hours	\$	\$	\$	\$	\$
b)	Apprentice	150 hours	\$	\$	\$	\$	\$
B2	Labour outside regular working hours, Monday to Friday						
a)	Journeyman	75 hours	\$	\$	\$	\$	\$
b)	Apprentice	75 hours	\$	\$	\$	\$	\$
B3	Labour Saturdays, Sundays and Statutory Holidays						
a)	Journeyman	7 hours	\$	\$	\$	\$	\$
b)	Apprentice	7 hours	\$	\$	\$	\$	\$
C1	Parts and Materials.						
	Mark up on laid down cost	\$50,000	_____ %		_____ %		\$50,000.00
D1	Supply of Bucket Truck & Operator						
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$		\$		\$50,000.00
b)	Mark up & Supply of Truck & Operator cost for Sat, Sun., and Statutory Holidays	\$50,000	\$		\$		\$50,000.00
Grand Total Year 1 + Year 2 (tax not included)						\$	

Option Period 1: March 1, 2023 to February 29, 2024

Item	Description	Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Total – Net Year 1 (D) + Net Year 2 (E)
A1	Service Call during regular working hours, Monday to Friday			
a)	Journeyman	30 call-ins	\$	\$
b)	Apprentice	30 call-ins	\$	\$
A2	Urgent Service Call during regular working hours, Monday to Friday			
a)	Journeyman	15 call-ins	\$	\$
b)	Apprentice	15 call-ins	\$	\$
A3	Urgent Service Call outside regular working hours, Monday to Friday			
a)	Journeyman	3 call-ins	\$	\$
b)	Apprentice	3 call-ins	\$	\$
A4	Urgent Service Call Saturdays, Sundays and Statutory Holidays			
a)	Journeyman	3 call-ins	\$	\$
b)	Apprentice	3 call-ins	\$	\$
B1	Labour during Regular hours			
a)	Journeyman	150 hours	\$	\$
b)	Apprentice	150 hours	\$	\$
B2	Labour outside regular working hours, Monday to Friday			
a)	Journeyman	75 hours	\$	\$
b)	Apprentice	75 hours	\$	\$
B3	Labour Saturdays, Sundays and Statutory Holidays			
a)	Journeyman	7 hours	\$	\$
b)	Apprentice	7 hours	\$	\$
C1	Parts and Materials.			
	Mark up on laid down cost	\$50,000	_____ %	\$50,000.00
D1	Supply of Bucket Truck & Operator			
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$	\$50,000.00
b)	Mark up & Supply of Truck & Operator cost for Sat, Sun., and Statutory Holidays	\$50,000	\$	\$50,000.00
Total Option Period 1 (tax not included)				\$

Pricing Basis ALEXANDER GRAHAM BELL (AGB), BADDECK, NS Labour, Material, Equipment

The Offeror must indicate a price to perform work in Alexander Graham Bell (AGB), Baddeck, NS, which includes: the AGB building complex, several maintenance buildings, exterior lighting, etc. The Offeror will be required to include in their prices below all labour, equipment and materials required to perform the electrical project on the required call basis.

Item	Description	Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Net Year 1 (A x B) (D)	Unit Price Year 2 (C)	Net Year 2 (A x C) (E)	Total – Net Year 1 (D) + Net Year 2 (E)
A1	Service Call during regular working hours, Monday to Friday						
a)	Journeyman	30 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	30 call-ins	\$	\$	\$	\$	\$
A2	Urgent Service Call during regular working hours, Monday to Friday						
a)	Journeyman	15 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	15 call-ins	\$	\$	\$	\$	\$
A3	Urgent Service Call outside regular working hours, Monday to Friday						
a)	Journeyman	3 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	3 call-ins	\$	\$	\$	\$	\$
A4	Urgent Service Call Saturdays, Sundays and Statutory Holidays						
a)	Journeyman	3 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	3 call-ins	\$	\$	\$	\$	\$
B1	Labour during Regular hours						
a)	Journeyman	150 hours	\$	\$	\$	\$	\$
b)	Apprentice	150 hours	\$	\$	\$	\$	\$
B2	Labour outside regular working hours, Monday to Friday						
a)	Journeyman	75 hours	\$	\$	\$	\$	\$
b)	Apprentice	75 hours	\$	\$	\$	\$	\$
B3	Labour Saturdays, Sundays and Statutory Holidays						
a)	Journeyman	7 hours	\$	\$	\$	\$	\$
b)	Apprentice	7 hours	\$	\$	\$	\$	\$
C1	Parts and Materials.						
	Mark up on laid down cost	\$50,000	_____ %		_____ %		\$50,000.00
D1	Supply of Bucket Truck & Operator						
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$		\$		\$50,000.00
b)	Mark up & Supply of Truck & Operator cost for Sat, Sun., and Statutory Holidays	\$50,000	\$		\$		\$50,000.00
Grand Total Year 1 + Year 2 (tax not included)						\$	

Option Period 1: March 1, 2023 to February 29, 2024

Item	Description	Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Total – Net Year 1 (D) + Net Year 2 (E)
A1	Service Call during regular working hours, Monday to Friday			
a)	Journeyman	30 call-ins	\$	\$
b)	Apprentice	30 call-ins	\$	\$
A2	Urgent Service Call during regular working hours, Monday to Friday			
a)	Journeyman	15 call-ins	\$	\$
b)	Apprentice	15 call-ins	\$	\$
A3	Urgent Service Call outside regular working hours, Monday to Friday			
a)	Journeyman	3 call-ins	\$	\$
b)	Apprentice	3 call-ins	\$	\$
A4	Urgent Service Call Saturdays, Sundays and Statutory Holidays			
a)	Journeyman	3 call-ins	\$	\$
b)	Apprentice	3 call-ins	\$	\$
B1	Labour during Regular hours			
a)	Journeyman	150 hours	\$	\$
b)	Apprentice	150 hours	\$	\$
B2	Labour outside regular working hours, Monday to Friday			
a)	Journeyman	75 hours	\$	\$
b)	Apprentice	75 hours	\$	\$
B3	Labour Saturdays, Sundays and Statutory Holidays			
a)	Journeyman	7 hours	\$	\$
b)	Apprentice	7 hours	\$	\$
C1	Parts and Materials.			
	Mark up on laid down cost	\$50,000	_____ %	\$50,000.00
D1	Supply of Bucket Truck & Operator			
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$	\$50,000.00
b)	Mark up & Supply of Truck & Operator cost for Sat, Sun., and Statutory Holidays	\$50,000	\$	\$50,000.00
Total Option Period 1 (tax not included)				\$

Pricing Basis GRASSY ISLAND, CANSO, NS Labour, Material, Equipment

The Offeror must indicate a price to perform work in Grassy Island, Canso, NS, which includes: the Grassy Island building, etc. The Offeror will be required to include in their prices below all labour, equipment and materials required to perform the electrical project on the required call basis.

Item	Description	Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Net Year 1 (A x B) (D)	Unit Price Year 2 (C)	Net Year 2 (A x C) (E)	Total – Net Year 1 (D) + Net Year 2 (E)
A1	Service Call during regular working hours, Monday to Friday						
a)	Journeyman	30 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	30 call-ins	\$	\$	\$	\$	\$
A2	Urgent Service Call during regular working hours, Monday to Friday						
a)	Journeyman	15 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	15 call-ins	\$	\$	\$	\$	\$
A3	Urgent Service Call outside regular working hours, Monday to Friday						
a)	Journeyman	3 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	3 call-ins	\$	\$	\$	\$	\$
A4	Urgent Service Call Saturdays, Sundays and Statutory Holidays						
a)	Journeyman	3 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	3 call-ins	\$	\$	\$	\$	\$
B1	Labour during Regular hours						
a)	Journeyman	150 hours	\$	\$	\$	\$	\$
b)	Apprentice	150 hours	\$	\$	\$	\$	\$
B2	Labour outside regular working hours, Monday to Friday						
a)	Journeyman	75 hours	\$	\$	\$	\$	\$
b)	Apprentice	75 hours	\$	\$	\$	\$	\$
B3	Labour Saturdays, Sundays and Statutory Holidays						
a)	Journeyman	7 hours	\$	\$	\$	\$	\$
b)	Apprentice	7 hours	\$	\$	\$	\$	\$
C1	Parts and Materials.						
	Mark up on laid down cost	\$50,000	_____ %		_____ %		\$50,000.00
D1	Supply of Bucket Truck & Operator						
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$		\$		\$50,000.00
b)	Mark up & Supply of Truck & Operator cost for Sat, Sun., and Statutory Holidays	\$50,000	\$		\$		\$50,000.00
Grand Total Year 1 + Year 2 (tax not included)						\$	

Option Period 1: March 1, 2023 to February 29, 2024

Item	Description	Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Total – Net Year 1 (D) + Net Year 2 (E)
A1	Service Call during regular working hours, Monday to Friday			
a)	Journeyman	30 call-ins	\$	\$
b)	Apprentice	30 call-ins	\$	\$
A2	Urgent Service Call during regular working hours, Monday to Friday			
a)	Journeyman	15 call-ins	\$	\$
b)	Apprentice	15 call-ins	\$	\$
A3	Urgent Service Call outside regular working hours, Monday to Friday			
a)	Journeyman	3 call-ins	\$	\$
b)	Apprentice	3 call-ins	\$	\$
A4	Urgent Service Call Saturdays, Sundays and Statutory Holidays			
a)	Journeyman	3 call-ins	\$	\$
b)	Apprentice	3 call-ins	\$	\$
B1	Labour during Regular hours			
a)	Journeyman	150 hours	\$	\$
b)	Apprentice	150 hours	\$	\$
B2	Labour outside regular working hours, Monday to Friday			
a)	Journeyman	75 hours	\$	\$
b)	Apprentice	75 hours	\$	\$
B3	Labour Saturdays, Sundays and Statutory Holidays			
a)	Journeyman	7 hours	\$	\$
b)	Apprentice	7 hours	\$	\$
C1	Parts and Materials.			
	Mark up on laid down cost	\$50,000	_____ %	\$50,000.00
D1	Supply of Bucket Truck & Operator			
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$	\$50,000.00
b)	Mark up & Supply of Truck & Operator cost for Sat, Sun., and Statutory Holidays	\$50,000	\$	\$50,000.00
Total Option Period 1 (tax not included)				\$

Pricing Basis MARCONI NATIONAL HISTORIC SITE, GLACE BAY, NS Labour, Material, Equipment

The Offeror must indicate a price to perform work in Marconi building, Glace Bay, NS, which includes: the Marconi building, exterior lighting, etc. The Offeror will be required to include in their prices below all labour, equipment and materials required to perform the electrical project on the required call basis.

Item	Description	Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Net Year 1 (A x B) (D)	Unit Price Year 2 (C)	Net Year 2 (A x C) (E)	Total – Net Year 1 (D) + Net Year 2 (E)
A1	Service Call during regular working hours, Monday to Friday						
a)	Journeyman	30 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	30 call-ins	\$	\$	\$	\$	\$
A2	Urgent Service Call during regular working hours, Monday to Friday						
a)	Journeyman	15 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	15 call-ins	\$	\$	\$	\$	\$
A3	Urgent Service Call outside regular working hours, Monday to Friday						
a)	Journeyman	3 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	3 call-ins	\$	\$	\$	\$	\$
A4	Urgent Service Call Saturdays, Sundays and Statutory Holidays						
a)	Journeyman	3 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	3 call-ins	\$	\$	\$	\$	\$
B1	Labour during Regular hours						
a)	Journeyman	150 hours	\$	\$	\$	\$	\$
b)	Apprentice	150 hours	\$	\$	\$	\$	\$
B2	Labour outside regular working hours, Monday to Friday						
a)	Journeyman	75 hours	\$	\$	\$	\$	\$
b)	Apprentice	75 hours	\$	\$	\$	\$	\$
B3	Labour Saturdays, Sundays and Statutory Holidays						
a)	Journeyman	7 hours	\$	\$	\$	\$	\$
b)	Apprentice	7 hours	\$	\$	\$	\$	\$
C1	Parts and Materials.						
	Mark up on laid down cost	\$50,000	_____ %		_____ %		\$50,000.00
D1	Supply of Bucket Truck & Operator						
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$		\$		\$50,000.00
b)	Mark up & Supply of Truck & Operator cost for Sat, Sun., and Statutory Holidays	\$50,000	\$		\$		\$50,000.00
Grand Total Year 1 + Year 2 (tax not included)						\$	

Option Period 1: March 1, 2023 to February 29, 2024

Item	Description	Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Total – Net Year 1 (D) + Net Year 2 (E)
A1	Service Call during regular working hours, Monday to Friday			
a)	Journeyman	30 call-ins	\$	\$
b)	Apprentice	30 call-ins	\$	\$
A2	Urgent Service Call during regular working hours, Monday to Friday			
a)	Journeyman	15 call-ins	\$	\$
b)	Apprentice	15 call-ins	\$	\$
A3	Urgent Service Call outside regular working hours, Monday to Friday			
a)	Journeyman	3 call-ins	\$	\$
b)	Apprentice	3 call-ins	\$	\$
A4	Urgent Service Call Saturdays, Sundays and Statutory Holidays			
a)	Journeyman	3 call-ins	\$	\$
b)	Apprentice	3 call-ins	\$	\$
B1	Labour during Regular hours			
a)	Journeyman	150 hours	\$	\$
b)	Apprentice	150 hours	\$	\$
B2	Labour outside regular working hours, Monday to Friday			
a)	Journeyman	75 hours	\$	\$
b)	Apprentice	75 hours	\$	\$
B3	Labour Saturdays, Sundays and Statutory Holidays			
a)	Journeyman	7 hours	\$	\$
b)	Apprentice	7 hours	\$	\$
C1	Parts and Materials.			
	Mark up on laid down cost	\$50,000	_____ %	\$50,000.00
D1	Supply of Bucket Truck & Operator			
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$	\$50,000.00
b)	Mark up & Supply of Truck & Operator cost for Sat, Sun., and Statutory Holidays	\$50,000	\$	\$50,000.00
Total Option Period 1 (tax not included)				\$

Pricing Basis ST PETERS CANAL NATIONAL HISTORIC SITE, LOUISDALE, NS Labour, Material, Equipment

The Offeror must indicate a price to perform work in St. Peters Canal (SPC), St. Peter's, NS, which includes: the SPC building on the canal, several maintenance buildings, exterior lighting, canal electrical, etc. The Offeror will be required to include in their prices below all labour, equipment and materials required to perform the electrical project on the required call basis.

Item	Description	Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Net Year 1 (A x B) (D)	Unit Price Year 2 (C)	Net Year 2 (A x C) (E)	Total – Net Year 1 (D) + Net Year 2 (E)
A1	Service Call during regular working hours, Monday to Friday						
a)	Journeyman	30 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	30 call-ins	\$	\$	\$	\$	\$
A2	Urgent Service Call during regular working hours, Monday to Friday						
a)	Journeyman	15 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	15 call-ins	\$	\$	\$	\$	\$
A3	Urgent Service Call outside regular working hours, Monday to Friday						
a)	Journeyman	3 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	3 call-ins	\$	\$	\$	\$	\$
A4	Urgent Service Call Saturdays, Sundays and Statutory Holidays						
a)	Journeyman	3 call-ins	\$	\$	\$	\$	\$
b)	Apprentice	3 call-ins	\$	\$	\$	\$	\$
B1	Labour during Regular hours						
a)	Journeyman	150 hours	\$	\$	\$	\$	\$
b)	Apprentice	150 hours	\$	\$	\$	\$	\$
B2	Labour outside regular working hours, Monday to Friday						
a)	Journeyman	75 hours	\$	\$	\$	\$	\$
b)	Apprentice	75 hours	\$	\$	\$	\$	\$
B3	Labour Saturdays, Sundays and Statutory Holidays						
a)	Journeyman	7 hours	\$	\$	\$	\$	\$
b)	Apprentice	7 hours	\$	\$	\$	\$	\$
C1	Parts and Materials.						
	Mark up on laid down cost	\$50,000	_____%		_____%		\$50,000.00
D1	Supply of Bucket Truck & Operator						
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$		\$		\$50,000.00
b)	Mark up & Supply of Truck & Operator cost for Sat, Sun., and Statutory Holidays	\$50,000	\$		\$		\$50,000.00
Grand Total Year 1 + Year 2 (tax not included)						\$	

Option Period 1: March 1, 2023 to February 29, 2024

Item	Description	Yearly Estimated Usage (A)	Unit Price Year 1 (B)	Total – Net Year 1 (D) + Net Year 2 (E)
A1	Service Call during regular working hours, Monday to Friday			
a)	Journeyman	30 call-ins	\$	\$
b)	Apprentice	30 call-ins	\$	\$
A2	Urgent Service Call during regular working hours, Monday to Friday			
a)	Journeyman	15 call-ins	\$	\$
b)	Apprentice	15 call-ins	\$	\$
A3	Urgent Service Call outside regular working hours, Monday to Friday			
a)	Journeyman	3 call-ins	\$	\$
b)	Apprentice	3 call-ins	\$	\$
A4	Urgent Service Call Saturdays, Sundays and Statutory Holidays			
a)	Journeyman	3 call-ins	\$	\$
b)	Apprentice	3 call-ins	\$	\$
B1	Labour during Regular hours			
a)	Journeyman	150 hours	\$	\$
b)	Apprentice	150 hours	\$	\$
B2	Labour outside regular working hours, Monday to Friday			
a)	Journeyman	75 hours	\$	\$
b)	Apprentice	75 hours	\$	\$
B3	Labour Saturdays, Sundays and Statutory Holidays			
a)	Journeyman	7 hours	\$	\$
b)	Apprentice	7 hours	\$	\$
C1	Parts and Materials.			
	Mark up on laid down cost	\$50,000	_____ %	\$50,000.00
D1	Supply of Bucket Truck & Operator			
a)	Mark up & Supply of Truck & Operator cost for regular working hours, Monday to Friday	\$50,000	\$	\$50,000.00
b)	Mark up & Supply of Truck & Operator cost for Sat, Sun., and Statutory Holidays	\$50,000	\$	\$50,000.00
Total Option Period 1 (tax not included)				\$

Total Evaluated Price (excluding applicable taxes)	\$
<i>Year 1 + Year 2 + Option Period 1 for Fortress of Louisbourg, Louisbourg, N.S, Cape Breton Highlands (Ingonish), Cape Breton Highlands (Cheticamp), Alexander Graham Bell (AGB), Baddeck, NS, Grassy Islands, Canso, NS, Marconi NHS, Glace Bay, NS, St. Peters Canal NHS, Louisdale, NS</i>	

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1. Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

4.1.1. Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Technical offers will be evaluated against the mandatory technical evaluation criteria **Annex E to Part 4 of the Request for Standing Offers**.

4.1.1.2. Point Rated Technical Criteria

Technical offers will be evaluated against the point rated technical evaluation criteria **Annex E to Part 4 of the Request for Standing Offers**.

4.1.2. Financial Evaluation

SACC Manual Clause [M0220T](#) (2016-01-28), Evaluation of Price – Offer

4.1.3. Basis of Selection

1. To be declared responsive, an offer must:
 - a. comply with all the requirements of the Request for Standing Offers (RFSO); and
 - b. meet all mandatory technical evaluation criteria; and
 - c. "obtain the required minimum of 60 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Offers not meeting (a) or (b) or (c) above will be declared non-responsive. The responsive offer with the lowest evaluated price will be recommended for issuance of a standing offer.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Offerors must provide the required certifications and additional information to be issued a standing offer.

The certifications provided by Offerors to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an offer non-responsive, will have the right to set-aside a Standing Offer, or will declare a contractor in default if any certification made by the Offeror is found to be untrue whether made knowingly or unknowingly during the offer evaluation period, during the Standing Offer period, or during the contract period.

The Standing Offer Authority will have the right to ask for additional information to verify the Offeror's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Standing Offer Authority will render the offer non-responsive, result in the setting aside of the Standing Offer or constitute a default under the Contract.

5.1. Certifications Required with the Offer

Offerors must submit the following duly completed certifications as part of their offer.

5.1.1. Integrity Provisions – Declaration of Convicted Offences

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

5.2. Certifications Precedent to the Issuance of a Standing Offer and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

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

The Offeror, regardless of their status under the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html), must provide the information requested at **Annex F to Part 5 of the Request for Standing Offers** prior to issuance of a Standing Offer.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Offeror must provide the information requested at **Annex G to Part 5 of the Request for Standing Offers** prior to issuance of a Standing Offer.

Solicitation No.:
5P300-20-0198/A

Amendment No.:
00

Contracting Authority:
Laura Lawson

Ver.12.03.20

Client Reference No.:
N/A

Title:
RFSO – Electrical Services for the Cape Breton Field Unit

5.2.3. Federal Contractors Program for Employment Equity – Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror 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 – Labour's](https://www.canada.ca/en/employment-social-development/canada-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

Canada will have the right to declare an offer non-responsive, or to set-aside a Standing Offer, if the Offeror, or any member of the Offeror if the Offeror is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of issuing of a Standing Offer or during the period of the Standing Offer.

5.2.4. Additional Certifications Precedent to Issuance of a Standing Offer

5.2.4.1. Status and Availability of Resources

SACC *Manual* clause [M3020T](#) (2016-01-28), Status and Availability of Resources – Offer

5.2.4.2. Education and Experience

SACC *Manual* clause [M3021T](#) (2012-07-16), Education and Experience

Solicitation No.:
5P300-20-0198/A

Amendment No.:
00

Contracting Authority:
Laura Lowson

Ver.12.03.20

Client Reference No.:
N/A

Title:
RFSO – Electrical Services for the Cape Breton Field Unit

PART 6 – SECURITY AND INSURANCE REQUIREMENTS

6.1. Security Requirements

There is no security requirement associated with the Request for Standing Offer.

6.2. Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in Annex C.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

PART 7 – STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1. Offer

7.1.1. The Offeror offers to perform the Work in accordance with the Statement of Work at Annex A.

7.2. Security Requirements

There is no security requirement applicable to the Standing Offer.

7.3. Standard Clauses and Conditions

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

7.3.1. General Conditions

[2005](#) (2017-06-21), General Conditions – Standing Offers – Goods or Services, apply to and form part of the Standing Offer.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

7.4. Term of Standing Offer

7.4.1. Period of the Standing Offer

The period for making call-ups against the Standing Offer is from March 1, 2021 to February 28, 2023.

7.4.2. Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one (1) period, from March 1, 2023 to February 29, 2024 under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority thirty (30) days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3. Comprehensive Land Claims Agreements (CLCAs)

The Standing Offer (SO) is for the delivery of the requirement detailed in the SO to the Identified Users, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries to locations within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside of the Standing Offer.

Solicitation No.:
5P300-20-0198/A

Amendment No.:
00

Contracting Authority:
Laura Lawson

Ver.12.03.20

Client Reference No.:
N/A

Title:
RFSO – Electrical Services for the Cape Breton Field Unit

7.5. Authorities

7.5.1. Standing Offer Authority

The Standing Offer Authority is:

Laura Lawson
Contracting Advisor
Parks Canada Agency
National Contracting Services
Chief Financial Officer Directorate
Cornwall, ON

Telephone: 343-585-2754

E-mail address: laura.lowson@canada.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, the Contracting Authority is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7.5.2. Project Authority

The Project Authority for the Standing Offer is identified in the call-up against the Standing Offer.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up against the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7.5.3. Offeror's Representative

The Offeror's Representative for the Standing Offer is:

Representative's Name:		
Representative's Title:		
Vendor/ Firm Name:		
Physical Address:		
City:	Province/ Territory:	Postal Code:
Telephone:		Facsimile:
Email Address:		
Procurement Business Number (PBN) or Goods and Services Tax (GST) Number:		

7.6. Proactive Disclosure of Contracts with Former Public Servants

*** SACC Manual clause A3025C to be inserted at issuance of a Standing Offer, if applicable ***

7.7. Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:

Parks Canada Agency, Cape Breton Field Unit

7.8. Call-up Procedures

Parks Canada may award up to two (2) Standing Offers. The Standing Offers will be ranked based on lowest evaluated price for each location. Only those offers within 15% of the best-price offer, will be considered.

Call-ups will be issue based on the Right of First Refusal.

The identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against its standing offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror. The identified user will continue and proceed as above until one offeror indicates that it can meet the requirement of the call-up.

7.9. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified below.

7.9.1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.

7.9.2. An equivalent form or electronic call-up document which contains at a minimum the following information:

- (a) Standing Offer number;
- (b) Statement that incorporates the terms and conditions of the Standing Offer;
- (c) Description and unit price for each line item;
- (d) Total value of the call-up;
- (e) Point of delivery;
- (f) Confirmation that funds are available under section 32 of the Financial Administration Act;
- (g) Confirmation that the user is an Identified User under the Standing Offer with authority to enter into a contract.

7.10. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$75,000.00, Applicable Taxes included.

7.11. Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$330,000.00 (Applicable Taxes included) unless otherwise authorized in writing by the Standing Offer

Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized.

The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or one (1) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12. 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 call up against the Standing Offer, including any annexes;
- (b) The articles of the Standing Offer;
- (c) The general conditions [2005](#) (2017-06-21), General Conditions – Standing Offers – Goods or Services;
- (d) The general conditions [2010C](#) (2020-05-28); General conditions: Services (medium complexity);
- (e) Annex A, Statement of Work;
- (f) Annex B, Basis of Payment;
- (g) Annex C, Insurance Requirements (*if applicable*);
- (h) Annex D, Attestation and Proof of Compliance with Occupational Health and Safety (OHS);
- (i) The Offeror's offer dated ***** to be inserted at issuance of a Standing Offer *****.

7.13. Certifications and Additional Information

7.13.1. Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Offeror with its offer or precedent to issuance of the Standing Offer (SO), and the ongoing cooperation in providing additional information are conditions of issuance of the SO and failure to comply will constitute the Offeror in default. Certifications are subject to verification by Canada during the entire period of the SO and of any resulting contract that would continue beyond the period of the SO.

7.14. Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in ***** to be inserted at issuance of a Standing Offer *****.

B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7.1. Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7.2. Standard Clauses and Conditions

7.2.1. General Conditions

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

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

7.3. Term of Contract

7.3.1. Period of the Contract

The period of the Contract is from date of Contract to February 28, 2023 inclusive.

7.4. Proactive Disclosure of Contracts with Former Public Servants

*** *SACC Manual clause A3025C to be inserted at issuance of a standing offer, if applicable* ***

7.5. Payment

7.5.1. Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices, as specified in Annex "B". 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.

7.5.2. Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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 delivered has been accepted by Canada.
-

7.6. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the Project Authority identified on the call-up for certification and payment.

7.7. Insurance Requirements

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

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

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

7.8. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

7.9. Government Site Regulations

SACC *Manual* clause [A9068C](#) (2010-01-11), Government Site Regulations

ANNEX A

STATEMENT OF WORK

1) Summary

The work under this requirement comprises the furnishing of all labour, materials, tools, equipment, transportation and supervision required to carry out the performance of maintenance and alterations to electrical facilities including underground electrical distribution systems work, on an “as requested” basis at Federal Government Facilities in the Cape Breton Field Unit to the following locations:

- A) Fortress of Louisbourg, Louisbourg, N.S.
- B) Cape Breton Highlands (Ingonish)
- C) Cape Breton Highlands (Cheticamp)
- D) Alexander Graham Bell (AGB), Baddeck, NS
- E) Grassy Islands, Canso, NS
- F) Marconi National Historic Site, Glace Bay, N.S.
- G) St Peters Canal National Historic Site, Louisdale, N.S.

2) Standards

Throughout this document and in the resulting call-ups the latest version of these standards must be adhered to during the performance of the work:

- Canadian Electrical Code
- National Building Code (NBC)
- National Fire Code (NFC)
- Canada Labour Code (CLC)
- Canadian Standards Association (CSA)
- Underwriters Laboratories of Canada (ULC)
- Canadian General Standards Board (CGSB)
- Nova Scotia Occupational Health and Safety Act (OHSA)
- Workers Compensation Act (WCA)
- Health and Safety Program Section 3.7 Confined Space
- CSA Z462 Standard Arc Flash
- CSA Z460 Control of Hazardous Energy Lockout

3) Certifications

All of the service provider's personnel performing work on-site must have the appropriate trade licenses and certifications to perform the work specified on the call-up document. Contractor will be required to provide a copy of all personnel's certification along with safety documentation prior to commencing each project. Any apprentices used on the project must also be registered and a copy of their documentation supplied prior to commencing each project. Failure to supply these documents will result in the employees not being permitted to complete the project. This includes but is not limited to:

- a) Trades Qualification and Apprenticeship Act (TQAA)
Electrician: Construction and Maintenance 309A
Electrician: Industrial 442A

b) Certifications

NSCSA Certification

Letter of Good Standing with the NS Workers Compensation Board
Fall Arrest Certification
Confined Space Certification
Standard First Aid Certification
Rescuer CPR Certification
Lock out Certification

4) Foreseeable Safety Hazards

- a) Nova Scotia Occupational Health and Safety Act R.S.O. 1990 identifies legislated compliance requirements for Canada (the Owner or Project Owner) dealing directly and indirectly with person(s), other than employees, in the workplace. The Contractor must comply with all of its responsibilities under the NS Occupational Health and safety Act R.S.O. 1990.

- b) Though it is not Canada's responsibility to enforce the NS Occupational Health and Safety Act

R.S.O. 1990, Canada intends to proactively exercise its obligation to due diligence for Health and Safety of its employees and Contractors. Prior to commencement of work, Canada will require the service provider to provide a task and site specific safety plan regardless of the service provider's obligation under the NS Health and Safety Act.

This means small service providers who are not required provincially to complete an annual Health and Safety Program will be required to provide one as part of this requirement; Canada will identify the common medium to high risk tasks, and will provide the Contractor with a copy of their designated substances survey. Each requirement should be considered on an individual basis to establish appropriate safety requirements and due diligence. The Service provider's review and subsequent safety plan must be communicated to Canada and their employees should not be relegated to a simple none size fits all format. Each situation must be tailored specifically in writing to the project at hand.

Canada will require task specific safety plans with proof of attendance of all the service providers' employees, sub contracted employees and if required Canada's effected employees having been briefed.

This task specific safety plan will be based on the hazard assessment of the requirement / task.

- c) Canada's due diligence will be exercised by the Project Authority by verifying that the service provider:
- has an established and current safety program in force for all employees under contract for this requirement;
 - has complied with all applicable WSIB legislation;
 - has completed task/requirement specific safety plans and that all employees that will be on site have been briefed;
 - is providing their own supervision for safety aspects of the project.
 - is performing the work in a safe manor using correct protective equipment supplied by the Contractor.
-

- d) If the Project Authority observes that the work is being performed in a manner that is contrary to the applicable safety legislation..

The Project Authority will identify the hazard to the service providers' responsible person, who is identified in their safety plan.

If the unsafe work practice continues the Project Authority may stop work until the service provider can rectify the unsafe practice. No compensation will be paid to the service provider for work stoppages due to their personnel's unsafe work practices.

Canada may require that the service provider replace their personnel if those personnel are repeatedly performing unsafe work.

- e) Common Medium to High Risk Hazards

This is not an all-inclusive list but are the most commonly occurring hazards. The service provider must identify all known hazards and communicate them in writing to their employees and other effected people before work commences. Under no circumstances will work proceed without an approved task specific safety plan on a project with the following hazards:

- (1) Excavation - Extreme care and planning for all excavations (manual and machine) before commencing.
- (2) Exposures to high voltage / arc flash - many of Canada's facilities operate their own electrical distribution system which is a combination of above and below ground high voltage power distribution. Extreme care and planning must be completed not only when working directly on, or near, electrical equipment but when completing tasks that may cause planned or unplanned exposure to live electrical systems.
- (3) Working at heights - Canada maintains various types of structures such as buildings, towers, manholes, and training facilities that require persons to be at risk of falling. Extreme care and planning must be completed on all work where there is risk of a fall. This must include not only elevated work but work at ground level (such as over a manhole or on a bridge).
- (4) Working in confined space - Canada has many different types of confined spaces. Extreme care and planning must be completed on all projects where there is risk associated with entering a confined space. Service providers must comply with Canada's confined space access policy including entry permit process.
- (5) Hot work – Canada's facilities require a hot work permit for all activities listed in their Fire Hall's hot work permit process. Extreme care and planning must be completed on all projects where there is risk of personal injury or fire due to hot work. Many of Canada's facilities use a high pressure and low pressure steam for central heating purposes. Extreme care and planning must be completed on all projects where there is risk of working on steam lines or coming in close proximity.
- (6) Working with chemicals - Many projects require the use of chemicals to complete them. Extreme care and planning must be completed on all projects where there is risk associated with the use of chemicals. Material Safety Data Sheets must be maintained on site for all chemicals. In addition to the safety issues to persons, care must be taken with regards to the chemical reaction with the surfaces it will come in contact with. Under no

circumstances will service provider's chemicals be disposed of in any location or system on Canada's property.

- (7) Traffic control - In many facilities, Canada maintains its own road system and emergency services responders. Under no circumstances shall the service provider close or inhibit traffic without the appropriate approvals. This allows emergency service responders to adjust routes for emergency responses. In addition to the road networks, Canada has many high traffic parking areas and institution vehicle areas. Extreme care and planning must be completed on all projects where there is risk associated with traffic coming in contact with service provider's employees.
- (8) Exposure to pressure vessels - many of Canada's facilities contain regulated pressure vessels in areas such as heating systems, boilers and ice making plants. The service provider must ensure that a qualified person is in attendance at all times when installing or maintaining pressure vessels. Extreme care and planning must be completed on all projects where there is risk associated with planned or close proximity work on pressure vessels
- (9) Requirement to lock out potential energy sources. Canada's facilities contain many potential electrical and mechanical energy sources. It is critical that the service provider investigate all potential energy sources for each project and ensures they have a process for lock out in place. Turning off a device without locking it out is unacceptable. Extreme care and planning must be used on all projects where there is risk associated with electro-mechanical energy sources.
- (10) Other - at the time of work, if there is other, and there are many known hazards, the Project Authority and the service provider will agree on what they are and ensure the hazard are covered in the work site specific safety plan.

5) Technical Requirements

Administration:

A company representative must complete the fire safety Construction/Demolition Sites and return it to the Project Authority.

At no time will the Contractor enter or leave Canada's facilities without signing in and out with the Project Authority. Please note time of arrival and time of departure on the work slips;

The contractor will provide on-site emergency service with a four (4) hour response time and a seven (7) day twenty-four (24) hour emergency response telephone line.

The contractor will provide regular on-site service with a twenty-four (24) hour response time (7) days per week.

The Contractor shall not refuse any calls from the Project Authority or his authorized representative and will carry out the required service within four (4) hours of notification.

Emergency call-out reports will be submitted weekly.

No extra charges will be paid for recurring service calls which are the direct result of the Contractor's failure to carry out thorough inspections, adjustments to equipment, etc

6) MATERIALS

Materials and parts used shall be equal to existing or shall be those specified by the Manufacturer of the equipment. Substitutes may only be installed if so authorized by the Project Authority.

If, in any emergency, the Contractor installs parts other than those specified, he shall replace them with specified parts or equal, before claiming payment.

All replacement parts, whether new or reconditioned, shall carry a warranty covering the contract period. Should any replacement installed by the Contractor prove defective during the SOA or warranty period they shall be replaced at no cost to Parks Canada for materials or labour.

The Contractor shall maintain a stock of replacement parts in service vehicle in sufficient quantity to ensure the serviceability of the units and equipment. The Contractor will not charge time used to pick-up parts not stocked on the service vehicle.

7) WORK

Work covered in this requirement includes, but is not necessarily confined to the following: Services of a fully qualified electrician or supervised apprentice to perform maintenance and alterations related to various types of electrical installations including all types of primary and secondary electrical distribution systems and underground electrical distribution systems.

The Contractor shall clean and tidy up work site daily. All empty containers, discarded materials and the like shall be removed from the site at the completion of each day's work. This debris shall not be placed in the occupant's garbage cans located inside or out, but will be disposed off base by the Contractor. On completion of the job, the site shall be left clean and tidy to the complete satisfaction of the Project Authority.

8) REPORTS

Contractor must provide a detailed, accurate service report, upon completion of each site visit/call-up, on hard copy and in electronic format, to include:

- i. Thorough explanations of all services performed, sub-divided into each major assembly of the equipment serviced and/or installed
- ii. Parts list of all assemblies/components repaired/replaced and consumable materials used during the service call;
- iii. As Built drawings of all new systems and revisions to current systems;
- iv. Submit copies of manufacturers data, operating instructions, and warranty(s) when replacement parts or components are used; and
- v. Comments/recommendations by the contractor or the service personnel regarding operations, deficiencies, proposed upgrades, and estimated costs.

9) ESTIMATES

All price estimates must list the quantity and type of work and associated unit price along with itemized priced material lists as stated in the Basis of Pricing. Lot prices will not be accepted for estimates.

Only one call up charge can be included per estimate. Call up rate is to be utilized for the transportation and accommodation costs of the contractor's employees, tools and materials to and from the project site and will include one hour of productive labour on site. It does not matter how many employees; tools or materials are brought to the project site this price will stay the same. The call up rate will only be applied once per call up; it does not matter how many days it takes to complete a project. After the first hour of productive on-site labour (which is included in the call-up rate) the hourly rate per employee on the project site will apply.

The Contractor must not exceed the value on the estimate and the call up document. If it appears that the call-up value will be exceeded the Contractor must stop work and inform the Technical or Project Authority that an amendment is required. The Contractor must not commence work until they receive the amendment.

10) PERMITS

Contractor will be required to obtain and coordinate all NSPI permits and work orders for all projects. Contractor to ensure that the permit or work order is in place prior to commencing any work on a Parks Canada site.

Contractor to advise Parks Canada when these permits or work orders have been acquired and a copy of the permit / work order is to be submitted to Parks Canada with safety documents prior to commencing the project.

The price of the permit / work order is to be included as a line item in the submitted invoice for the project.

Appendix 1 HEALTH AND SAFETY REQUIREMENTS

Company's Safety plan is to include:

1. Safety Policy Statement including:
 - a. What a safety plan is
 - b. Why is it necessary
 - c. Who is it for
 - d. When does it apply
 - e. Where does it apply

2. General Policy to include:
 - a. How will this policy be achieved including:
 1. Training
 2. Discipline
 3. Refreshers

 - b. A process on how the company will keep their personal up to date on the job site (Tailgate briefings) with a deliverable of the minutes given to the Project or Technical Authority on a monthly basis utilizing appendix A.

4. A process on dealing with and reporting of injury's on the job site.

5. A process on dealing with subcontractors, suppliers and visitors in reference to Safety and access control.

6. Company standards on Personal Protective Equipment:
 - a. How they are maintained
 - b. Who is responsible
 - c. What they are responsible for

7. Note if your company has a safety committee and who they are.
8. An organizational chart on who is responsible for what (on the job site).

**Appendix 2
CONTRACTOR SITE SAFETY BRIEFING**

Ensuring Safety on the work site for all who are at Government of Canada Sites
Purpose: Contractors have a legal responsibility to provide a safe work environment for their employees. Therefore, the purpose of this checklist is to identify the essential equipment and /or procedures necessary to also promote such an environment for Federal Government personnel, while working on site.

PART 1 - GENERAL DATA

Project Title #: _____ Date: _____
dd / mm / yy

Project OPI: _____ Work Order #: _____

Civic Address: _____ Requisition #: _____

Certification required for project _____

PART 2 - SAFETY EQUIPMENT

Safety equipment is considered the responsibility of the Contractor. The following equipment will be held on all job sites:

- | | |
|---|--|
| <input type="checkbox"/> Fire Extinguisher (Type) & Location
_____ | <input type="checkbox"/> Hazard Warning Signs (location)
_____ |
| <input type="checkbox"/> First Aid Kit (location)
_____ | <input type="checkbox"/> Physical Barriers/Visual Warnings (location)
_____ |

Comments: _____

PART 3 - PERSONAL PROTECTIVE EQUIPMENT (PPE)

Check for the following approved PPE, to be provided by the Contractor as required, for specific worksite:

- | | |
|---|---|
| <input type="checkbox"/> Head Protection
_____ | <input type="checkbox"/> Skin Protection
_____ |
| <input type="checkbox"/> Respiratory protection
_____ | <input type="checkbox"/> Hazard specific gloves/clothing
_____ |
| <input type="checkbox"/> Hearing Protection
_____ | <input type="checkbox"/> Trenching/shoring equipment
_____ |
| <input type="checkbox"/> Foot/leg protection
_____ | <input type="checkbox"/> Fall arrest equipment
_____ |
| <input type="checkbox"/> Eye protection
equipment. (location)
_____ | <input type="checkbox"/> Emergency rescue/extraction
_____ |

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Amendment No.:
00

Contracting Authority:
Laura Lawson

Ver.12.03.20

Client Reference No.:
N/A

Title:
RFSO – Electrical Services for the Cape Breton Field Unit

Comments: _____

PART 4 - SAFETY PROCEDURES AND TRAINING

As required to on specific work sites, the contractor must have:

- | | |
|---|--|
| <input type="checkbox"/> Confined Space Entry Permit
_____ | <input type="checkbox"/> Hazard Containment procedures
_____ |
| <input type="checkbox"/> Confined Space Entry Training protocols
_____ | <input type="checkbox"/> Working alone communication
_____ |
| <input type="checkbox"/> De-energizing/Blanking procedures
_____ | <input type="checkbox"/> WHMIS compliance training
_____ |
| <input type="checkbox"/> Lock out/Tag out procedures
_____ | <input type="checkbox"/> Documented Safety plan/program
_____ |
| <input type="checkbox"/> On site Standard First Aid Qualification. | <input type="checkbox"/> Other _____ |

Comments: _____

PART 5- SIGNATORY BLOCK

I, _____, employed by _____, have
(Contractor's name Printed) Contractor's Company)

discussed the safety considerations noted on the above date.

Contractor's signature date

signature for Canada date

Names of workers briefed:

_____	_____
_____	_____
_____	_____
_____	_____

Any other paper work required for this safety document can be made as an attachment to this document.

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00

Contracting Authority:
Laura Lowson

Ver.12.03.20

Client Reference No.:
N/A

Title:
RFSO – Electrical Services for the Cape Breton Field Unit

**APPENDIX 3
HEALTH AND SAFETY RISK ASSESSMENT FORM**

Call-up # _____ Standing Offer # _____

Does this contract include high risk work or installations? Check boxes that apply

High Risk Description	YES	NO
a) exposure to unexploded ordnance	_____	_____
b) excavation	_____	_____
c) exposure to high voltage/ arc flash	_____	_____
d) working at heights	_____	_____
e) working in confined space Confined space entry permit must be completed and put on file prior to entry	_____	_____
f) hot work	_____	_____
g) working with chemicals	_____	_____
h) traffic control	_____	_____
i) exposure to pressure vessels	_____	_____
j) Requirement to lock out potential energy sources, electrical, pressurized gas, liquid or steam	_____	_____
k) Exposure to Asbestos, Lead Paint, Biological substances or other designated substances	_____	_____
l) Other: [Describe risk _____]	_____	_____

If yes is answered to any of the above, a copy of the project specific safety plan from the contractor must be provided with this call-up request and this form must be signed by the Project Authority's Supervisor. This form must remain on the project file.

For Contracts Section Use Only

Signing the section below signifies that the Project Authority has examined the risks and the Call-up complies with: all terms and conditions of applicable PWGSC documents; the Financial Administrative Act; applicable Construction Safety Regulations and; the Occupational Health and Safety Act as it applies to Project Owners.

Signature of Project Authority: _____ Dated: _____

Signature of Supervisor: _____ Dated: _____

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Appendix 4

PROJECT MANAGEMENT FORMS

DEFICIENCY REPORT

ORIGINATOR:

Fill in blocks 1 through 7
Forward electronically to: Contractor

CONTRACTOR:

Fill in blocks 8 - 10
Reply electronically to originator within 48 hours

1. Reported by:
2. Date: (yy/mm/dd)
3. Phone Number:
4. Location:
5. Contract # (and call up # if req'd)
6. Contract / Code Ref (s):
7. Description of Deficiency / Occurrence :

CONTRACTOR RESPONSE BELOW THIS LINE

8. Name:
9. Date: (yy/mm/dd)
10. Action taken:

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Final Inspection Sign-Off Sheet (Service)

Project #:

Standing Offer #: Call-up #:

Originated By:

No.	Description	Accepted: Print name	Date inspection completed	Comments
1	Complies with contract and Specifications	_____	_____	_____
1.a	Complies with National Building Code (NBC)	_____	_____	_____
1.b	Complies with Canadian Electrical Code (CEC)	_____	_____	_____
1.c	Complies with National Plumbing Code (NPC)	_____	_____	_____
1.d	Complies with National Fire Code (NFC)	_____	_____	_____
1.e	Complies with National Fire Prevention Code (NFPA)	_____	_____	_____
1.f	Complies with Other applicable standard:	_____	_____	_____
1.g	Complies with Other applicable standard:	_____	_____	_____
2	100% of systems, equipment and ancillary devices installed, operate as intended and as per manufacturer's instructions	_____	_____	_____
3	All administrative deliverables met, approved and are on file (shop drawings, commissioning manuals as built, inspection reports etc...)	_____	_____	_____
4	Job site and associated mechanical rooms are clean and all waste removed	_____	_____	_____

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ANNEX B

BASIS OF PAYMENT

*** to be inserted at issuance of a Standing Offer ***

ANNEX C

INSURANCE REQUIREMENTS

Commercial General Liability

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by

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registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,
Quebec Regional Office (Ottawa),
Department of Justice,
284 Wellington Street, Room SAT-6042,
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,
Civil Litigation Section,
Department of Justice
234 Wellington Street, East Tower
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

ANNEX D

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY (OHS)

*** to be completed after call-up award ***

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the Canada Labour Code and the Canada Occupational Health and Safety Regulations are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

Parks Canada Responsible Authority/Project Lead	Address	Contact Information
Project Manager		
Prime Contractor		
Subcontractor(s) (add additional fields as required)		

Location of Work

General Description of Work to be Completed

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Mark “Yes” where applicable.

	A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s)
	The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety.
	The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing.
	The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times.
	The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees.
	The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work.
	Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death.
	The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site.

I, _____ (*contractor*), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name	Signature	Date
-------------	------------------	-------------

ANNEX E TO PART 4 OF THE REQUEST FOR STANDING OFFERS

TECHNICAL EVALUATION

Mandatory Technical Criteria

The contractor must submit a proposal that includes all of the following information. For a bid to be declared responsive to the solicitation requirements it must demonstrate and meet ALL Mandatory Technical Criteria. Bids declared non-responsive to the Mandatory Technical Criteria will be given no further evaluation.

	Criteria	Compliance
1	The Offeror must be authorized to provide the necessary professional services to the full extent that may be required by provincial or territorial law in the location of the Required Services. Offerors must provide their certification number.	Yes / No
2	Offerors must provide a letter of certification from Nova Scotia Construction Safety Association (NSCSA).	Yes / No
3	Journeyman must be licensed and authorized to provide the necessary professional services to the full extent that may be required by provincial law in the location of the Required Services.	Yes / No

Point Rated Technical Criteria

Bids will be evaluated per the Point Rated Technical Criteria below.

	Criteria	Weight Factor	Score
1	Describe the Company's strategy for responding to multiple urgent (response time within 4 hours) and regular call-ups (response within 1 – 2 days) at the same time.	3.5	0 - 35
2	Provide a description of all Journeyman who would be assigned to PCA projects. A minimum of five (5) years of directly related professional experience is required.	2.0	0 - 20
3	Describe the company's equipment, vehicular and manpower capabilities.	3.0	0 - 30
4	Describe the Company's Safety Plan.	1.5	0 - 15
		Maximum Score:	100
		Minimum Score:	60

Generic Evaluation Table

PCA Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion using the generic evaluation table below:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Proponent do not possess qualifications and experience	Proponent lacks qualifications and experience	Proponent has an acceptable level of qualifications and experience	Proponent is qualified and experienced	Proponent is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

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ANNEX F TO PART 5 OF THE REQUEST FOR STANDING OFFERS

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 when participating in a procurement process. The required list differs depending on the Bidder's 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.

Supplier Information

Supplier's Legal Name:		
Organizational Structure: <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code:
Supplier's Procurement Business Number (optional):		

List of Names

Name	Title

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Declaration

I, _____, (*name*)

_____, (*position*) of

_____, (*supplier's name*) declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature

Date

ANNEX G TO PART 5 OF THE REQUEST FOR STANDING OFFERS

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 FPS, offerors must provide the information required below before the issuance of a standing offer. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of offers is completed, Canada will inform the Offeror 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 offer 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 Offeror a FPS in receipt of a pension? Yes () No ()
--

If so, the Offeror must provide the following information, for all FPS 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, Offerors agree that the successful Offeror'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: 2019-1](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

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Work Force Adjustment Directive

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

If so, the Offeror 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.