



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission
instructions/

Voir la présente pour les
instructions sur la présentation
d'une soumission

NA
British Columbia

INVITATION TO TENDER

APPEL D'OFFRES

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

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

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

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

Comments - Commentaires

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada -
Pacific Region
401 - 1230 Government Street
Victoria, B. C.
V8W 3X4

Title - Sujet SMALL VESSEL REPAIRS	
Solicitation No. - N° de l'invitation 5P444-200471/A	Date 2021-03-10
Client Reference No. - N° de référence du client 5P444-200471	GETS Ref. No. - N° de réf. de SEAG PW-\$XLV-588-8197
File No. - N° de dossier XLV-0-43180 (588)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Pacific Daylight Saving Time PDT on - le 2021-03-30 Heure Avancée du Pacifique HAP	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Wulff, Gregor F.	Buyer Id - Id de l'acheteur xlV588
Telephone No. - N° de téléphone (250) 217-7138 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Parks Canada See Herein	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée See Herein – Voir ci-inclus	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Insurance Requirements, the Evaluation, and Task Authorization Form 572 and any other annexes.

1.2 Summary

1.2.1 The Statement of work is as follows:

This requirement for Parks Canada Agency is to provide regular preventative maintenance and repair work, to modify equipment to suit user needs, and to provide pick-up, haul-out, transportation and launching of marine vessels up to 35 ft in length. This work is to be carried out on the twelve (12) small craft of the marine fleet of the Gulf Islands National Park Reserve (GINPR). The vessels are located at the GINPR dock at 2220 Harbour Road, Sidney, BC. Work will be done on an "as and when requested" basis as detailed in the Statement of Work attached as Annex A.

The period of the Contract is from date of contract award, 2021 to March 31, 2022, with two one-year optional extension periods.

1.2.2 Sourcing Strategy

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA) and the World Trade Organization Agreement on Government Procurement (WTO-AGP).

1.2.3 Integrity Provisions

As per the Integrity Provisions under section 01 of Standard Instructions 2003 bidders must provide a list of all Owners and/or Directors and other associated information as required. Refer to <https://www.tpsgc-pwgsc.gc.ca/ci-if/bulletins/renseignements-information-eng.html> for additional information on the Integrity Provisions.

1.2.4 ePost Connect

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

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

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

2.2 Submission of Bids

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

PWGSC Pacific Region Bid Receiving Unit

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

TPSGC.RPRReceptiondessaoumissions-PRBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open an epost Connect conversation, as detailed in Standard Instructions 2003, or to send bids through an epost Connect message if the bidder is using its own licensing agreement for epost Connect.

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

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) working days before the bid closing date. Enquiries received after that time may not be answered.

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

2.4 Applicable Laws - Bid

1. Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in British Columbia.
2. Bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.5 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The Bidder must submit its bid electronically in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

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

Bids transmitted by facsimile or hardcopy will not be accepted.

3.1.1 Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability in a thorough, concise and clear manner for carrying out the work.

3.1.2 Section II: Financial Bid

Bidders must submit their financial bid in accordance with Annex E (Financial Bid Presentation Sheet).

3.1.3 Section III: Certification Requirements

Bidders must submit the certifications required under Part 5.

3.1.4 Section IV: Additional Information

Bidders must submit the additional information required under Part 6.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation.

Mandatory and point rated technical evaluation criteria are included in Annex D.

4.1.2 Financial Evaluation

The Financial Bid will be evaluated according to terms of Annex D, Evaluation.

4.1.2.1 Evaluation of Price

SACC Manual Clause [A0220T](#) 2014-06-26, Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Minimum Point Rating

1. To be declared responsive, a bid must:
 - a. Comply with all the requirements of the bid solicitation; and
 - b. Meet all mandatory technical criteria; and
 - c. Obtain the required minimum score of 70 percent for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 – CERTIFICATIONS

5.1 General

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

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

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

5.2 Certifications Required With the Bid

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

5.2.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](#) website

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

5.3 Certifications Precedent to Contract Award and Additional Information

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

5.3.1 Integrity Provisions – Required Documentation

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

5.3.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.3.3 Insurance Requirements

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a contract as a result of the bid solicitation, can be insured in accordance with the Insurance Requirements specified in Annex C.

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

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Statement of Work - Contract

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

6.1.2 Task Authorization

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

6.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex F.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five (5) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ 25,000.00, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

6.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,
"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means \$ 25,000.00.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

6.1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below or in Annex E. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;
2nd quarter: July 1 to September 30;
3rd quarter: October 1 to December 31; and
4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

6.2 Standard Clauses and Conditions

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

6.2.1 General Conditions

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

6.3 Security Requirement

There is no security requirement applicable to this Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of contract award, 2021 to March 31, 2022.

6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one-year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Gregor Wulff
Public Works and Government Services Canada
Pacific Region, Acquisitions, Marine
401 - 1230 Government Street
Victoria, BC V8W 3X4
Telephone: 250-217-7138
E-mail: gregor.wulff@pwgsc-tpsgc.gc.ca

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

6.5.2 Technical Authority

The Technical Authority for the Contract is provided upon contract award.

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

6.5.3 Inspection Authority

The Technical Authority is the Inspection Authority.

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

6.5.4 Contractor's Representative

Name and telephone numbers of the person responsible for production:

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

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Name and telephone numbers of the person responsible for delivery:

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

6.6 Payment

6.6.1 Basis of Payment - Firm Unit Price(s) or Firm Lot Price – Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex B, as specified in the authorized TA. 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

For the Work described in Statement of Work in Annex A :

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm lot prices, for a cost of \$_____ (insert the amount at contract award). Customs duties are included and Applicable Taxes are extra.

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

6.6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$_____. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.6.3 Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month (including total of Work pursuant to any completed and accepted Task Authorizations) covered by the invoice in accordance with the payment provisions of the Contract if:

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

6.7 Invoicing Instructions

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

6.7.1 Invoice is to be made out to:

Details are provided at contract award

Electronic copy of the invoice is to be sent for verification to:

PAC.MARINE@pwgsc-tpsgc.gc.ca Please note the contract number in the subject line of the email.

6.8 Certifications - Contract

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9 Applicable Laws

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

6.10 Priority of Documents

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

- a. the Articles of Agreement;
- b. the General Conditions 2010C (2020-05-28), Medium Complexity - Services;
- c. Annex A, Statement of Work;
- d. Annex B, Basis of Payment;
- e. Annex C, Insurance Requirements;
- f. the Contractor's bid dated _____.

6.11 Supervision of Fueling and Disembarking Fuel

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

6.12 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.

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File No. - N° du dossier
XLV-0-43180

Buyer ID - Id de l'acheteur
XLV588
CCC No./N° CCC - FMS No./N° VME

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.

ANNEX A - STATEMENT OF WORK

A1. General

Running Repairs for Parks Canada Agency vessels based at, Sidney, British Columbia.

A2. Background

The Parks Canada Agency - Gulf Islands National Park Reserve (GINPR) has an ongoing requirement for marine vessel maintenance. GINPR currently has a marine fleet of twelve (12) vessels as identified in A6. Vessels are moored at the GINPR dock located at 2220 Harbour Road, Sidney, British Columbia. If additional vessels are purchased during the period of the Contract they will be maintained using Task Authorizations and pricing in accordance with similar boats in the current fleet.

A3. Objective

The objective is to maintain the GINPR marine fleet in excellent condition, to reduce operating costs by ensuring timely preventative maintenance, and to ensure the fleet is in fully operational condition while minimizing downtime.

A4. Scope of Work

The work related to this Contract and associated Task Authorizations will vary and will include providing regular preventative maintenance and work as described below in section A5, including pick-up, haul-out, transportation and launching of marine vessels up to 30 ft in length. The Contractor will be responsible for supplying all marine parts and materials required to perform the Work, except for engines and gear cases.

A4.1 Hours of Work

All work will be on an "as and when required" basis during the entire period of the Contract. Work may take place outside normal working hours, on weekends and holidays as needs dictate. In emergency situations the contractor may be required to work extended hours to complete repairs.

A4.2 Response Times

The mandatory minimum response time is 24 hours in the case of an emergency and 48 hours on a regular basis.

A4.3 Location of Work

Work may be completed at the Parks Canada dock and or service yard with prior approval from Parks Canada, or the Contractor's facility, as stated in the Task Authorization. The contractor will be responsible for haul-out, transport and launching of the vessels.

Note: If work is to occur at the Contractor's facilities, It is the responsibility of the Contractor to remove the vessels from the water (haul out) at GINPR and transport them to their facility for maintenance. On completion of the work vessels must be returned to GINPR (launched). Vehicles and trailers will not be provided by Canada for this purpose.

A5. Preventative Maintenance and repair

The regular preventative maintenance and repair required under this Contract includes but is not limited to:

A5.1 Routine Engine Servicing

The routine engine servicing listed herein shall occur every 100 hours of usage or yearly, whichever occurs first:

1. Lubricate all lubrication points.
2. Inspect steering ram and fittings for wear and fluid leakage.
3. Inspect spark plugs, Remove/Replace as required; parts are contractor supplied.

4. Drain engine oil and replace with manufacturer recommended lubricant. Engine oil is contractor supplied.
5. Remove oil filter and replace; parts are contractor supplied.
6. Replace water separating fuel filter(s); parts are contractor supplied.
7. Check corrosion control anodes, Remove/Replace as required; parts are contractor supplied.
8. Drain gear case lubricant and replace with manufacture's recommended lubricant; lubricant is contractor supplied.
9. Check power trim fluid , ensure recommended level is maintained;
10. Inspect and check battery for voltage, clean terminals as required; check electrolyte.
11. Check control cables , adjust as required;
12. Lubricate splines on drive shaft and shift shaft;
13. Check tightness of bolts , nuts and other fasteners;
14. Inspect internal and external anodes, replace as required.
15. Lubricate cowling locks.
16. Inspect high and low pressure fuel lines.
17. Inspect thermostat and replace as required.
18. Inspect timing belt for cracks and wear.
19. **Every 300 hrs** – Replace water pump impeller.

A5.2 Hydraulic Trim System(s)

The Hydraulic Trim System(s) servicing listed herein shall occur every 100 hours of usage or yearly, whichever occurs first:

1. Check fluid levels in Hydraulic Power Unit, ensure recommended level is maintained;
2. Clean/Paint trim tabs as required;
3. Check corrosion control anodes , Remove/Replace as required;

A5.3 Hull Servicing

The Hull servicing listed herein shall occur every 100 hours of usage or yearly, whichever occurs first:

1. Clean exterior thoroughly by hand scraping to remove barnacles and marine growth, then remove remainder of soft marine growth by pressure washing.
2. Check integrity of hull and report defects or damage to the Technical Authority.
3. Remove and replace Zinc plates as required.
4. For Rigid Hull Inflatables (RHIB): Inspect tubes for damage and wear, including the tube flange and fasteners and report defects or damage to the Technical Authority.

A5.4 Fuel Systems

Fuel system work will be authorized on an "As and When required basis" and may include the following;

- Inspect fuel lines, valves, fittings, and tanks for wear and damage.
- Upon completion of fuel system inspections, produce a written report detailing condition of components and findings including photos of below deck lines and fittings.
- Removal and replacement of defective or damaged fuel system components and tanks.
- Inspect and install onboard fuel vapour sensors and dash mounted gauges.

A5.5 Miscellaneous Work

Miscellaneous work will be authorized on an "As and When required basis" and may include the following:

- Repair and overhaul of propulsion engines and power distribution systems;
- Installation, removal and repair of various types of hydraulic and electric pumps;
- Troubleshooting, fault finding, and repair of electro-mechanical, hydraulic, and electrical systems;
- Fabricating and welding ferrous and nonferrous metals;
- Removal and replacement of cabin windows and doors including interior insulation and wallboard.
- Removal and replacement of cabin seating including shock mitigating seats and seat bases.

- Installation of marine electronic components;
 - install government supplied electronics such as marine VHF radios and antennas, multifunctional displays, GPS receivers, radar scanners, depth sounder modules and transducers, AIS(Automatic Identification System) transceivers, etc.

- Repair and maintain Hypalon inflatable boat collars and accessories including but not limited to the following:
 - maintenance of fill valves and repair damage to Hypalon such as tears or holes.
 - repairing D-ring attachments, oar holders , cone ends, and grab lines.
 - testing pressure relief valves for proper operation.
 - repairing seals between the hull and inflatable collar including hull attachment points.

A5.6 Painting and Cleaning

- Maintaining painted surfaces by preparing steel and aluminum for application of various paint and epoxy systems as per product manufacturer's recommendations. This includes exterior hull painting with antifouling and re-coating of hull surfaces that have been damaged or repaired.

- Cleaning and sanitizing vessel surfaces including but not limited to: washing cabin and deck, sanitizing cabin touch points, interior cleaning, sweeping and vacuuming, window cleaning, and applying protective chemicals to inflatable tubes.

A6. Description of Vessels

A6.1 Gulf Islands National Park Reserve - Marine Fleet Inventory

1. - "T-170", License #C21866BC

- Manufacturer –Titan Boats
- Single engine: 2017 Yamaha F90XB 4 stroke outboard.
- Hull type: RHIB (Rigid Hull Inflatable Boat) Hull material: Aluminum

2. "Pacific Wynnd "-- License # C07464BC

- Manufacturer: Titan Boats.
- Hull type: RHIB. Hull material: Aluminum.
- Engines
 - Port: 2017 Yamaha LF150XB 4 stroke outboard.
 - Stbd: 2017 Yamaha F150XB 4 stroke outboard.

3. "Skelam "-- License # C11599BC

- Manufacturer:-Kamma and Blake Industries.
- Hull type: Landing Craft. Hull material: Aluminum.
- Engines
 - Port: 2018 Yamaha F150XB 4 stroke outboard.
 - Stbd: 2019 Yamaha F150XB 4 stroke outboard.

4. "Gulf Island Spirit "-- License # CO7465BC

- Manufacturer:- Lifetimer Boats
- Hull type: Landing Craft. Hull material: Aluminum.
- Engines
 - Port: 2019 Mercury SeaPro 150CXL 4 stroke outboard.
 - Stbd: 2019 Mercury SeaPro 150XL 4 stroke outboard.

5. "GI-01 "-- License # C29840BC

- Manufacturer:- Titan Boats.
- Hull type: RHIB. Hull material: Aluminum.
- Engines
 - Port: 2019 Yamaha LF250XCA 4 stroke outboard.
 - Stbd: 2019 Yamaha F250XCA 4 stroke outboard

6. -- Zodiac Mark 3 --License # CO7463BC

- Manufacturer --Zodiac
- Single engine: 2016 Yamaha F40LA 4 stroke outboard.
- Hull type: RHIB. Hull material: Aluminum.

7. "Park Endeavour "-- License # C11601BC

- Manufacturer:- Titan Boats
- Hull type: RHIB. Hull material: Aluminum.
- Engines
 - Port: 2020 Yamaha LF150XCA 4 stroke outboard.
 - Stbd: 2019 Yamaha F150XCA 4 stroke outboard

8. "Oystercatcher "-- License # C17141BC

- Manufacturer:- Kanter Marine
- Hull type: Landing Craft. Hull material: Aluminum.
- Engines
 - Port: 2019 Yamaha F90XB 4 stroke outboard.
 - Stbd: 2019 Yamaha F90XB 4 stroke outboard.

9. "Sheshuqum "-- License # C17142BC

- Manufacturer:- Kanter Marine
- Hull type: Landing Craft. Hull material: Aluminum.
- Engines
 - Port: 2019 Mercury SeaPro 90 hp 4 stroke outboard.
 - Stbd: 2019 Mercury SeaPro 90 hp 4 stroke outboard

10. "Arbutus" -- License # C16539BC

- Manufacturer –Liquid Metal Marine
- Engines: 2015 Yamaha F150XB 4 stroke + 2010 Yamaha 9.9 -4 stroke outboard.
- Hull type: Cabin vessel. Hull material: Aluminum.

11. "T-160"-- License #C17140BC

- Manufacturer –Titan Boats
- Single Engine:2019 Mercury SeaPro 75ELRT 4 stroke outboard.
- Hull type: RHIB. Hull material: Aluminum.

12. "SOXE"-- License #C27879BC

- Manufacturer –Titan Boats
- Single Engine: 2019 Yamaha F115XB 4 stroke outboard.
- Hull type: RHIB. Hull material: Aluminum.

ANNEX B – BASIS OF PAYMENT

Note to Bidders:
 Annex B is provided for sample purposes only and should not be filled in with pricing information. The Bidder must provide their pricing in Annex F, Financial Bid Presentation Sheet and submit the completed Annex F with their financial bid.

All work requirements under this Contract will be fulfilled through the issuance of Task Authorizations.

B.1. Preventative Maintenance

B.1.1. Contract Year 1

The following rates apply to all preventative maintenance conducted for year 1, as described in section A5 of Annex A, Statement of Work and include all shop fees.

Item	Vessel	100 hour / Yearly Maintenance Routine A5.1 to A5.3	Haul out & Launching Fee	Transport Fee to and from Contractor's Facility	Extended Totals
1.	T-170 RHIB	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
2.	Pacific Wynnd	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
3.	Skelam	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
4.	Gulf Island Spirit	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
5.	GI-01	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
6.	Zodiac Mark 3	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
7.	Park Endeavour	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
8.	Oyster Catcher	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
9.	Sheshuqum	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
10.	Arbutus	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____
11.	T-160 RHIB	\$_0.00_____	\$_0.00_____	\$_0.00_____	\$_0.00_____

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12.	SOXE	\$ _____	\$ _____	\$ _____	\$ _____
Firm Price –Preventative Maintenance					\$_0.00_____

B.1.2. Contract Year 2

Same format as Contract Year 1.

B.1.3. Contract Year 3

Same format as Contract Year 1.

B.2 Additional Repair / Maintenance Work

B.2.1 General

B.2.1.1 Price Breakdown

The Contractor must, upon request, provide a price breakdown for all work, by specific activities with trades, person-hours, material, subcontracts and services.

B.2.1.2 Pro-rated Prices

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

B.2.1.3 Payment for Work

The Contractor will be paid for additional work, as authorized by Canada on task authorizations. The authorized work will be calculated as follows:

Number of hours (to be negotiated) X the rates indicated in section B2.2,

being the Contractor's firm hourly charge-out labour rate inclusive of shop fees and includes overhead and profit, plus net laid-down cost of materials to which will be added a mark-up of 10 percent, plus Goods and Services Tax or Harmonized Sales Tax, if applicable, calculated at 5% percent of the total cost of material and labour. The firm hourly charge-out labour rate and the material mark-up will remain firm for the term of the Contract and any subsequent amendments.

B.2.1.4 Notwithstanding definitions or usage elsewhere in this document, or in the Contractor's Cost Management System, when negotiating *Hours* for work, PWGSC will consider only those hours of labour directly involved in the production of the subject work package. Elements of *Related Labour Costs* identified in B2.2, will not be negotiated, but will be compensated for in accordance with B2.2.

B.2.1.5 Allowance for *Related Labour Costs* such as: Management, Direct Supervision, Purchasing and Material Handling, Quality Assurance and Reporting, First Aid, Gas Free Inspecting and Reporting, and Estimating will be included as *Overhead* for the purposes of determining the *Charge-out Labour Rate* set out in clause B2.

B.2.1.6 The 10% mark-up rate for materials will also apply to subcontracted costs. The mark-up rate includes any allowance for material and subcontract management not allowed for in the Chargeout Labour Rate. The Contractor will not be entitled to a separate labour component for the purchase and handling of materials or subcontract administration.

B.2.1.7 Overtime

The Contractor must not perform any overtime under the Contract unless authorized in advance and in writing by the Contracting Authority. Any request for payment must be accompanied by a

copy of the overtime authorization and a report containing the details of the overtime performed pursuant to the written authorization.

Payment for authorized overtime will be calculated using the rates stated in section B2.2.

The above premiums will be calculated by taking the average hourly direct labour rate premiums, plus certified fringe benefit, plus profit of 7.5 percent on labour premium and fringe benefits. These rates will remain firm for the duration of the Contract, including all amendments and are subject to audit if considered necessary by Canada.

B2.1.8 Storage Fees

Storage Fees are defined as a rate per day to keep the vessel at the contractor's facility. This rate is applicable whether alongside or in a Contractor's storage facility. Payment of Storage Fees will only be considered if the Vessel maintenance / repairs are delayed for reasons that are out of the Contractor's control. Storage fees will only be paid if agreed on by Canada, in advance, and will be administered by Task Authorization.

B2.2 Additional Repair / Maintenance Rates

The following rates shall apply to all additional repair / maintenance work that falls outside the scope of the fixed preventative maintenance work priced in section B1.

B2.2.1 Contract Year 1

A. Additional Repair / Maintenance Work – On-site Maintenance at GINPR (Sidney)

Item	Description	Charge out rate per hour
1. General Labour Rate: This rate applies to work described in section A5.3 and section A 5.6. All other work will be under the Mechanical Labour Rate.		
1.1	Straight time	\$ XX
1.2	Overtime (Time & 1/2)	\$ XX
1.3	Overtime (Double)	\$ XX
2. Mechanical Labour Rate		
2.1	Straight time	\$ XX
2.2	Overtime (Time & 1/2)	\$ XX
2.3	Overtime (Double)	\$ XX
Item	Description	Rate per day
3.	Firm Daily Travel Rate, including all costs of transportation, food and accommodation. If not applicable, state \$ 0	\$ XX

B. Additional Repair / Maintenance Work – On-site Maintenance at the Contractor’s Facility

Item	Description	Charge out rate per hour
1. General Labour Rate: This rate applies to work described in section A5.3 and section A 5.6. All other work will be under the Mechanical Labour Rate.		
1.1	Straight time	\$ XX
1.2	Overtime (Time &1/2)	\$ XX
1.3	Overtime (Double)	\$ XX
2. Mechanical Labour Rate		
2.1	Straight time	\$ XX
2.2	Overtime (Time &1/2)	\$ XX
2.3	Overtime (Double)	\$ XX
Item	Description	
4.	Round Trip Transportation of Vessel to Contractor’s facility. If not applicable, state \$ 0	\$ XX
Item	Description	Rate per day
5.	Storage Fee	\$ XX

B2.2.2 Contract Year 2

Same format as Contract Year 1.

B2.2.3 Contract Year 3

Same format as Contract Year 1.

ANNEX C - INSURANCE REQUIREMENTS

C1. 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. (For annual and maximum liabilities see article 7-2.1 of the Contract.)
2. The Commercial General Liability Insurance policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by The Royal Canadian Mounted Police and Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - d. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - e. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - f. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - g. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - h. Notice of Cancellation: The Insurer will endeavor to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - i. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - j. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - k. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution
3. In addition, if the Contractor decides **NOT** to obtain Ship Repairers' Liability Insurance, (**See Article C1**) then the Commercial General Liability Insurance Policy must also include the following:
 - a. 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.

- b. 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.
- c. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.

C2. Environmental Impairment Liability Insurance

- 2.1. The Contractor must obtain Contractors Pollution 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 \$1,000,000 per accident or occurrence and in the annual aggregate.
- 2.2. 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.
- 2.3. The Contractors Pollution Liability Insurance policy must include the following:
 - 2.3.1. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - 2.3.2. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - 2.3.3. Separation of Insureds: 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.
 - 2.3.4. 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.
 - 2.3.5. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
 - 2.3.6. 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 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.

C3. Marine Liability Insurance

- 3.1. The Contractor must obtain Protection & Indemnity (P&I) insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the Marine Liability Act, S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.
- 3.2. The Contractor must obtain Worker's Compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the Territory or Province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is assessed any additional levy, extra assessment or super-assessment by a Worker's Compensation Board, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
- 3.3. The Protection and Indemnity insurance policy must include the following:
 - 3.3.1. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - 3.3.2. Waiver of Subrogation Rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by Parks Canada and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.
 - 3.3.3. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - 3.3.4. 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.
 - 3.3.5. 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 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

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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 - TECHNICAL EVALUATION CRITERIA

1. TECHNICAL EVALUATION CRITERIA

**PART 1
 MANDATORY TECHNICAL CRITERIA**

The bidder must provide proof and/or verification of the Mandatory Technical Criteria herein through supporting documentation such as certificate of qualifications and letters of authenticity from industry associations, as applicable. Failure to provide supporting documentation to verify claims may result in the Bid being declared non-responsive.

Item	Mandatory Criteria	Criteria Met? (Y / N)	Reference to supporting materials
1	The bidder must have been operating in the watercraft repair business for a minimum of five (5) years.		
2	The bidder must have a trailer and vehicle capable of towing vessels of up to 30 ft. in length and up to a minimum 10,000lbs.		
3	Boatyard Capacity – The bidder must have facilities capable of servicing and storing on-site up to four (4) Parks Canada vessels at any given time.		
4	The Contractor must have a minimum of three years' experience repairing and maintaining Yamaha and Mercury outboard engines. Provide proof of training by submitting certifications or other documentation.		

**PART 2
 POINT – RATED CRITERIA**

The bidder must demonstrate that the Company and Service Team proposed have the necessary technical/managerial background and experience to carry out the work. This includes any proposed subcontractors as well as to demonstrate that suitable equipment is in place to ensure the service and work can be provided. The Supplier must also demonstrate that they have the necessary expertise to ensure the services requested herein can be provided.

Failure to provide the necessary information required to fully evaluate the bid, will render the submission non-responsive and will be given no further consideration.

The bidder must score at least **seventy (70) percent** in EACH section subject to point rating. Suppliers who fail to achieve this score will be considered technically unacceptable and will be given no further consideration. Half or part marks will not be awarded for any criterion.

Point Rated Requirements	Basis of Scoring	Bid Ref Page #	Score Received & Comments
<p>Section 1 - Company Experience & Past Projects: The bidder will be evaluated upon five (5) past marine repair / servicing projects that they have undertaken on behalf of a customer. The projects must have occurred within the past five (5) years. The bidder is expected to provide sufficient detail in order to be awarded points.</p>			

Point Rated Requirements	Basis of Scoring	Bid Ref Page #	Score Received & Comments
<p>The bidder should provide a brief description of the work conducted and include the following information at minimum:</p> <p>a) The size of the vessel that was repaired / serviced; b) Cost of the Project; c) Type of Vessel that was repaired / serviced; d) Customer information e) Reference with customer for the purposes of a reference check. Reference should include contact information (name, organization, telephone number, e-mail address). A Letter of Reference verifying the details of the project and items a) to d) is also acceptable.</p> <p>If one project involved multiple vessels: For each section a) to e), the vessel which obtains the maximum number of points will be considered under this criterion. No additional points will be awarded for multiple vessels being included in a single project, and it is recommended that the bidder include vessel work separately as separate 'projects' if that will result in a more favourable scoring outcome.</p>			
<p>1. Project 1</p>	<p>a) Size of the Vessel (in length (ft): 2 pt. – 15ft – 19 ft; 3 pt. – 20ft – 24 ft; 4 pt. – 25 ft – 29 ft; 5 pt. - 30 ft or more Max 5 points. b) Cost of the Project 1 pt. - \$1,001-\$2,000 2 pt. - \$2,001-\$3,000 3 pt. - \$3,001-\$4,000 4 pt. - \$4,001-\$5,000 5 pt. - \$5,000+ Max. 5 points c) Type of Vessel 2 points – RHIB Vessel Max. 2 points d) Type of Customer 2 points – Government Entity Max. 2 points e) Reference Check 10 points – Bidder provides a reference that verifies the information provided. Max. 10 points. Total Maximum Points - 24</p>		
<p>2. Project 2</p>	<p>a) Size of the Vessel (in length (ft): 2 pt. – 15ft – 19 ft; 3 pt. – 20ft – 24 ft; 4 pt. – 25 ft – 29 ft; 5 pt. - 30 ft or more Max 5 points. b) Cost of the Project 1 pt - \$1,001-\$2,000 2 pt - \$2,001-\$3,000</p>		

Point Rated Requirements	Basis of Scoring	Bid Ref Page #	Score Received & Comments
	3 pt - \$3,001-\$4,000 4 pt - \$4,001-\$5,000 5 pt - \$5,000+ Max. 5 points c) Type of Vessel 2 points – RHIB Vessel Max. 2 points d) Type of Customer 2 points – Government Entity Max. 2 points e) Reference Check 10 points – Bidder provides a reference that verifies the information provided. Max. 10 points. Total Maximum Points - 24		
3. Project 3	a) Size of the Vessel (in length (ft): 2 pt. – 15ft – 19 ft; 3 pt. – 20ft – 24 ft; 4 pt. – 25 ft – 29 ft; 5 pt. - 30 ft or more Max 5 points. b) Cost of the Project 1 pt - \$1,001-\$2,000 2 pt - \$2,001-\$3,000 3 pt - \$3,001-\$4,000 4 pt - \$4,001-\$5,000 5 pt - \$5,000+ Max. 5 points c) Type of Vessel 2 points – RHIB Vessel Max. 2 points d) Type of Customer 2 points – Government Entity Max. 2 points e) Reference Check 10 points – Bidder provides a reference that verifies the information provided. Max. 10 points. Total Maximum Points - 24		
4. Project 4	a) Size of the Vessel (in length (ft): 2 pt. – 15ft – 19 ft; 3 pt. – 20ft – 24 ft; 4 pt. – 25 ft – 29 ft; 5 pt. - 30 ft or more Max 5 points. b) Cost of the Project 1 pt - \$1,001-\$2,000 2 pt - \$2,001-\$3,000		

Point Rated Requirements	Basis of Scoring	Bid Ref Page #	Score Received & Comments
	3 pt - \$3,001-\$4,000 4 pt - \$4,001-\$5,000 5 pt - \$5,000+ Max. 5 points c) Type of Vessel 2 points – RHIB Vessel Max. 2 points d) Type of Customer 2 points – Government Entity Max. 2 points e) Reference Check 10 points – Bidder provides a reference that verifies the information provided. Max. 10 points. Total Maximum Points - 24		
5. Project 5	a) Size of the Vessel (in length (ft): 2 pt. – 15ft – 19 ft; 3 pt. – 20ft – 24 ft; 4 pt. – 25 ft – 29 ft; 5 pt. - 30 ft or more Max 5 points. b) Cost of the Project 1 pt - \$1,001-\$2,000 2 pt - \$2,001-\$3,000 3 pt - \$3,001-\$4,000 4 pt - \$4,001-\$5,000 5 pt - \$5,000+ Max. 5 points c) Type of Vessel 2 points – RHIB Vessel Max. 2 points d) Type of Customer 2 points – Government Entity Max. 2 points e) Reference Check 10 points – Bidder provides a reference that verifies the information provided. Max. 10 points. Total Maximum Points - 24		
Section 1 Total	Maximum Points Available - 120	Points Received	
Minimum Point Rating			84 Points
Section 2 – Company Organization & Service Team			
1. The bidder must provide details of their company organization chart and describe the service team	Organizational Chart – Provide a company organization chart clearly identifying the overall chain of command, including		

Point Rated Requirements	Basis of Scoring	Bid Ref Page #	Score Received & Comments
being proposed to meet the service requirement.	<p>administrative personnel and the service team proposed to perform the work specified herein.</p> <p>Organization Chart – 2 point for including names & positions, 4 point – Identifying the responsibilities of personnel, 2 point – identifying the reporting relationships.</p> <p>Service Team – 4 points per person, maximum of 16 points.</p> <p>Administrative Personnel – 4 points for full-time personnel proposed, 2 point for part-time personnel proposed.</p>		
Section 2 Total	Maximum Points Available - 28	Points Received	
Minimum Point Rating			20 points
Section 3 - Company Facilities, Equipment, and Certification			
The bidder will be evaluated upon its company facilities, equipment and certifications, as follows.			
1. CWB Certification	<p>The bidder will receive 10 points if they provide proof that they meet the following certification: CSA W47.2-M1987 (R2003), Certification of Companies for Fusion Welding of Aluminum.</p> <p>OR</p> <p>The bidder will receive 5 points if they provide proof that their sub-contractor meets the above required company certification.</p>		
2. On-water Lifting Apparatus	The bidder will receive 10 points if they have an on-water lifting apparatus at their proposed facility. Lift Capacity up to a minimum of 10,000lbs. Marine Travelift or equivalent apparatus acceptable.		
3. Cover Work Enclosures	The bidder will receive 15 points if their proposed facility has covered work enclosures capable of housing vessels 22 feet in length and greater.		
Section 3 Total	Maximum Points Available – 35	Points Received	

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Point Rated Requirements	Basis of Scoring	Bid Ref Page #	Score Received & Comments
		Minimum Point Rating	25 points
		Points Received – Section 1	
		Points Received – Section 2	
		Points Received – Section 3	
		Total Points Received	

2. FINANCIAL BID PRESENTATION SHEET

D1 Pricing for Contract Year 1

Price for Evaluation Only (All Taxes Excluded).

D1.1 Preventative Maintenance Rates

Note for evaluation purposes all 100-hour Maintenance Routines must include the transportation cost to and from the contractor's facility.

Item	Vessel	100 hour Maintenance Routine A5.1 to 5.3	Haul out & Launching Fee	Transport Fee to and from Contractor's Facility	Total
1.	T-170 RHIB	\$	\$	\$	\$
2.	Pacific Wynnd	\$	\$	\$	\$
3.	Skelam	\$	\$	\$	\$
4.	Gulf Island Spirit	\$	\$	\$	\$
5.	GI-01	\$	\$	\$	\$
6.	Zodiac RIB	\$	\$	\$	\$
7.	Park Endeavour	\$	\$	\$	\$
8.	Oyster Catcher	\$	\$	\$	\$
9.	Sheshuqum	\$	\$	\$	\$
10.	Arbutus	\$	\$	\$	\$
11.	T-160 RHIB	\$	\$	\$	\$
12.	SOXE	\$	\$	\$	\$
D1.1	TOTAL ESTIMATED PRICE GST /HST Excluded, [1 to 12]:				\$

D1.2 Additional Repair / Maintenance Work – On-site Maintenance at GINPR (Sidney)

Item	Description	Charge out rate per hour	Estimated Number of hours	Extended Price
1. General Labour Rate: This rate applies to work described in section A5.3 and section A 5.6. All other work will be under the Mechanical Labour Rate.				
1.1	Straight time	\$	40	\$
1.2	Overtime (Time & 1/2)	\$ _____	5	\$ _____

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1.3	Overtime (Double)	\$ _____	2	\$ _____
2. Mechanical Labour Rate				
1.	Straight time	\$ _____	120	\$ _____
2.	Overtime (Time & 1/2)	\$ _____	15	\$ _____
3.	Overtime (Double)	\$ _____	4	\$ _____
Item	Description		Estimated Quantity	Extended Price
3.	Firm Daily Travel Rate, including all costs of transportation, food and accommodation. If not applicable, state \$ 0	\$ _____	20 days	\$ _____
Item	Description	Rate per day	No. of Days	
4.	Storage Fee	\$0.00	0	\$0.00
D1.2	Aggregate Items 1-4			
	TOTAL ESTIMATED PRICE GST /HST Excluded			\$ _____

D1.3 Additional Repair / Maintenance Work – On-site Maintenance at the Contractor's Facility

Item	Description	Charge out rate per hour	Estimated Number of hours	Extended Price
1. General Labour Rate: This rate applies to work described in section A5.3 and section A 5.6. All other work will be under the Mechanical Labour Rate.				
1.1	Straight time	\$ _____	50	\$ _____
1.2	Overtime (Time & 1/2)	\$ _____	5	\$ _____
1.3	Overtime (Double)	\$ _____	2	\$ _____
2. Mechanical Labour Rate				
2.1	Straight time	\$ _____	150	\$ _____
2.2	Overtime (Time & 1/2)	\$ _____	15	\$ _____
2.3	Overtime (Double)	\$ _____	4	\$ _____
			Estimated	Extended Price

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Item	Description		Quantity	
4.	Round Trip Transportation of Vessel to Contractor's facility. If not applicable, state \$ 0	\$ _____	5	\$ _____
Item	Description	Rate per day	No. of Days	
5.	Storage Fee	\$ _____	25	\$ _____
D1.3	Aggregate Items 1-5			
	TOTAL ESTIMATED PRICE (GST /HST Excluded)			\$ _____

Evaluated Total – Year 1			
D1.1	D1.2	D1.3	Evaluated Total – Year 1
\$ _____	\$ _____	\$ _____	\$ _____

D2 Pricing for Contract Year 2
 Price For Evaluation Only (All Taxes Excluded).

D2.1 Preventative Maintenance Rates

Note for evaluation purposes all 100-hour Maintenance Routines must include the transportation cost to and from the contractor's facility.

Item	Vessel	100 hour Maintenance Routine A5.1 to 5.3	Haul out & Launching Fee	Transport Fee to and from Contractor's Facility	Total
1.	T-170 RHIB	\$ _____	\$ _____	\$ _____	\$ _____
2.	Pacific Wynnd	\$ _____	\$ _____	\$ _____	\$ _____
3.	Skelam	\$ _____	\$ _____	\$ _____	\$ _____
4.	Gulf Island Spirit	\$ _____	\$ _____	\$ _____	\$ _____
5.	GI-01	\$ _____	\$ _____	\$ _____	\$ _____
6.	Zodiac RIB	\$ _____	\$ _____	\$ _____	\$ _____
7.	Park Endeavour	\$ _____	\$ _____	\$ _____	\$ _____
8.	Oyster Catcher	\$ _____	\$ _____	\$ _____	\$ _____
9.	Sheshuqum	\$ _____	\$ _____	\$ _____	\$ _____
10.	Arbutus	\$ _____	\$ _____	\$ _____	\$ _____
11.	T-160 RHIB	\$ _____	\$ _____	\$ _____	\$ _____
12.	SOXE	\$ _____	\$ _____	\$ _____	\$ _____
D2.1	TOTAL ESTIMATED PRICE GST /HST Excluded, [1 to 12]:				\$ _____

D2.2 Additional Repair / Maintenance Work – On-site Maintenance at GINPR (Sidney)

Item	Description	Charge out rate per hour	Estimated Number of hours	Extended Price
1. General Labour Rate: This rate applies to work described in section A5.3 and section A 5.6. All other work will be under the Mechanical Labour Rate.				
1.1	Straight time	\$ _____	40	\$ _____
1.2	Overtime (Time &1/2)	\$ _____	5	\$ _____

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1.3	Overtime (Double)	\$ _____	2	\$ _____
2. Mechanical Labour Rate				
1.	Straight time	\$ _____	120	\$ _____
2.	Overtime (Time &1/2)	\$ _____	15	\$ _____
3.	Overtime (Double)	\$ _____	4	\$ _____
Item	Description		Estimated Quantity	Extended Price
3.	Firm Daily Travel Rate, including all costs of transportation, food and accommodation. If not applicable, state \$ 0	\$ _____	20 days	\$ _____
Item	Description	Rate per day	No. of Days	
4.	Storage Fee	\$0.00	0	\$0.00
D2.2	Aggregate Items 1-4 TOTAL ESTIMATED PRICE GST /HST Excluded			\$ _____

D2.3 Additional Repair / Maintenance Work – On-site Maintenance at the Contractor’s Facility

Item	Description	Charge out rate per hour	Estimated Number of hours	Extended Price
1. General Labour Rate				
1.1	Straight time	\$ _____	50	\$ _____
1.2	Overtime (Time &1/2)	\$ _____	5	\$ _____
1.3	Overtime (Double)	\$ _____	2	\$ _____
2. Mechanical Labour Rate				
2.1	Straight time	\$ _____	150	\$ _____
2.2	Overtime (Time &1/2)	\$ _____	15	\$ _____
2.3	Overtime (Double)	\$ _____	4	\$ _____
Item	Description		Estimated Quantity	Extended Price
	Round Trip Transportation of			

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4.	Vessel to Contractor's facility. If not applicable, state \$ 0	\$ _____	5	\$ _____
Item	Description	Rate per day	No. of Days	
5.	Storage Fee	\$ _____	25	\$ _____
D2.3	Aggregate Items 1-5 TOTAL ESTIMATED PRICE (GST /HST Excluded)			\$ _____

Evaluated Total – Year 2			
D2.1	D2.2	D2.3	Evaluated Total – Year 2
\$ _____	\$ _____	\$ _____	\$ _____

D3 Pricing for Contract Year 3

Price For Evaluation Only (All Taxes Excluded).

D3.1 Preventative Maintenance Rates

Note for evaluation purposes all 100-hour Maintenance Routines must include the transportation cost to and from the contractor's facility.

Item	Vessel	100 hour Maintenance Routine A5.1 to 5.3	Haul out & Launching Fee	Transport Fee to and from Contractor's Facility	Total
1.	T-170 RHIB	\$ _____	\$ _____	\$ _____	\$ _____
2.	Pacific Wynnd	\$ _____	\$ _____	\$ _____	\$ _____
3.	Skelam	\$ _____	\$ _____	\$ _____	\$ _____
4.	Gulf Island Spirit	\$ _____	\$ _____	\$ _____	\$ _____
5.	GI-01	\$ _____	\$ _____	\$ _____	\$ _____
6.	Zodiac RIB	\$ _____	\$ _____	\$ _____	\$ _____
7.	Park Endeavour	\$ _____	\$ _____	\$ _____	\$ _____
8.	Oyster Catcher	\$ _____	\$ _____	\$ _____	\$ _____
9.	Sheshuqum	\$ _____	\$ _____	\$ _____	\$ _____
10.	Arbutus	\$ _____	\$ _____	\$ _____	\$ _____
11.	T-160 RHIB	\$ _____	\$ _____	\$ _____	\$ _____
12.	SOXE	\$ _____	\$ _____	\$ _____	\$ _____
D3.1	TOTAL ESTIMATED PRICE GST /HST Excluded, [1 to 12]:				\$ _____

(a) D3.2 Additional Repair / Maintenance Work – On-site Maintenance at GINPR (Sidney)

Item	Description	Charge out rate per hour	Estimated Number of hours	Extended Price
1. General Labour Rate: This rate applies to work described in section A5.3 and section A 5.6. All other work will be under the Mechanical Labour Rate.				
1.1	Straight time	\$ _____	40	\$ _____
1.2	Overtime (Time & 1/2)	\$ _____	5	\$ _____

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1.3	Overtime (Double)	\$ _____	2	\$ _____
2. Mechanical Labour Rate				
1.	Straight time	\$ _____	120	\$ _____
2.	Overtime (Time &1/2)	\$ _____	15	\$ _____
3.	Overtime (Double)	\$ _____	4	\$ _____
Item	Description		Estimated Quantity	Extended Price
3.	Firm Daily Travel Rate, including all costs of transportation, food and accommodation. If not applicable, state \$ 0	\$ _____	20 days	\$ _____
Item	Description	Rate per day	No. of Days	
4.	Storage Fee	\$0.00	0	\$0.00
D3.2	Aggregate Items 1-4			
	TOTAL ESTIMATED PRICE GST /HST Excluded			\$ _____

D3.3 Additional Repair / Maintenance Work – On-site Maintenance at the Contractor’s Facility

Item	Description	Charge out rate per hour	Estimated Number of hours	Extended Price
1. General Labour Rate: This rate applies to work described in section A5.3 and section A 5.6. All other work will be under the Mechanical Labour Rate.				
1.1	Straight time	\$ _____	50	\$ _____
1.2	Overtime (Time &1/2)	\$ _____	5	\$ _____
1.3	Overtime (Double)	\$ _____	2	\$ _____
2. Mechanical Labour Rate				
2.1	Straight time	\$ _____	150	\$ _____
2.2	Overtime (Time &1/2)	\$ _____	15	\$ _____
2.3	Overtime (Double)	\$ _____	4	\$ _____
Item	Description		Estimated Quantity	Extended Price

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4.	Round Trip Transportation of Vessel to Contractor's facility. If not applicable, state \$ 0	\$ _____	5	\$ _____
Item	Description	Rate per day	No. of Days	
5.	Storage Fee	\$ _____	25	\$ _____
D3.3	Aggregate Items 1-5 TOTAL ESTIMATED PRICE (GST /HST Excluded)			\$ _____

Evaluated Total – Year 3			
D3.1	D3.2	D3.3	Evaluated Total – Year 3
\$ _____	\$ _____	\$ _____	\$ _____

EVALUATED BID PRICE			
Evaluated Total – Year 1	Evaluated Total – Year 2	Evaluated Total – Year 3	EVALUATED BID PRICE
_____ \$	_____ \$	_____ \$	_____ \$

ANNEX E - BID PACKAGE CHECKLIST

E1.1 Mandatory Tender Deliverable Check List

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

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

No	Reference to Solicitation	Description	Condition	Document provided	Reference to Bid (Section, Page no., etc.)
1	Part 3, Section I	Technical Bid	Mandatory with the bid	<input type="checkbox"/>	
2	Annex D, Section 2	Financial Bid Presentation Sheet, Completed	Mandatory with the bid	<input type="checkbox"/>	

E1.2 Supporting Deliverable Requirements

If the following information which supports the bid is not submitted with the Bid; it may be requested by the Contracting Authority, and it must be provided within 48 hours of the written request:

No	Reference to Solicitation	Description	Condition	Document provided	Reference to Bid (Section, Page no., etc.)
1	Front page	Request for Proposal document part 1 page 1 completed and signed;	48 hrs of written request	<input type="checkbox"/>	
2	Article 5.2.1	Integrity Provisions – Required Documentation	48 hrs of written request	<input type="checkbox"/>	
3	Article 5.2.4	Insurance Requirements – Letter or Certificate of Insurance	48 hrs of written request	<input type="checkbox"/>	
4	Article 6.5.3	Contractor's Representatives, table completed	48 hrs of written request	<input type="checkbox"/>	

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M2989-202734

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File No. - N° du dossier
XLV-0-43103

Buyer ID - Id de l'acheteur
XLV588
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ANNEX F TASK AUTHORIZATION FORM PWGSC-TPSGC 572

See the following page.

Task Authorization Autorisation de tâche

Instruction for completing the form PWGSC - TPSGC 572 - Task Authorization
(Use form DND 626 for contracts for the Department of National Defence)

Instruction pour compléter le formulaire PWGSC - TPSGC 572 - Autorisation de tâche
(Utiliser le formulaire DND 626 pour les contrats pour le ministère de la Défense)

Contract Number

Enter the PWGSC contract number.

Numéro du contrat

Inscrire le numéro du contrat de TPSGC.

Contractor's Name and Address

Enter the applicable information

Nom et adresse de l'entrepreneur

Inscrire les informations pertinentes

Security Requirements

Enter the applicable requirements

Exigences relatives à la sécurité

Inscrire les exigences pertinentes

Total estimated cost of Task (Applicable taxes extra)

Enter the amount

Coût total estimatif de la tâche (Taxes applicables en sus)

Inscrire le montant

For revision only

Aux fins de révision seulement

TA Revision Number

Enter the revision number to the task, if applicable.

Numéro de la révision de l'AT

Inscrire le numéro de révision de la tâche, s'il y a lieu.

Total Estimated Cost of Task (Applicable taxes extra) before the revision

Enter the amount of the task indicated in the authorized TA or, if the task was previously revised, in the last TA revision.

Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision

Inscrire le montant de la tâche indiquée dans l'AT autorisée ou, si la tâche a été révisée précédemment, dans la dernière révision de l'AT.

Increase or Decrease (Applicable taxes extra), as applicable

As applicable, enter the amount of the increase or decrease to the Total Estimated Cost of Task (Applicable taxes extra) before the revision.

Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu

S'il y a lieu, inscrire le montant de l'augmentation ou de la réduction du Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision.

1. Required Work: Complete sections A, B, C, and D, as required.

1. Travaux requis : Remplir les sections A, B, C et D, au besoin.

A. Task Description of the Work required:

A. Description de tâche des travaux requis :

Complete the following paragraphs, if applicable.
Paragraph (a) applies only if there is a revision to an authorized task.

Remplir les alinéas suivants, s'il y a lieu : L'alinéa (a) s'applique seulement s'il y a révision à une tâche autorisée.

(a) Reason for revision of TA, if applicable:
Include the reason for the revision; i.e. revised activities; delivery/completion dates; revised costs. Revisions to TAs must be in accordance with the conditions of the contract. See Supply Manual 3.35.1.50 or paragraph 6 of the Guide to Preparing and Administering Task Authorizations.

(a) Motif de la révision de l'AT, s'il y a lieu : Inclure le motif de la révision c.-à.-d., les activités révisées, les dates de livraison ou d'achèvement, les coûts révisés. Les révisions apportées aux AT doivent respecter les conditions du contrat. Voir l'article 3.35.1.50 du Guide des approvisionnements ou l'alinéa 6 du Guide sur la préparation et l'administration des autorisations de tâches.

(b) Details of the activities to be performed (include as an attachment, if applicable)

(b) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu).

(c) Description of the deliverables to be submitted (include as an attachment, if applicable).

(c) Description des produits à livrer (joindre comme annexe, s'il y a lieu).

(d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).

(d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

B. Basis of Payment:

Insert the basis of payment or bases of payment that form part of the contract that are applicable to the task description of the work; e.g. firm lot price, limitation of expenditure, firm unit price

C. Cost of Task:**Insert Option 1 or 2:****Option 1:**

Total estimated cost of Task (Applicable taxes extra): Insert the applicable cost elements for the task determined in accordance with the contract basis of payment; e.g. Labour categories and rates, level of effort, Travel and living expenses, and other direct costs.

Option 2:

Total cost of Task (Applicable taxes extra): Insert the firm unit price in accordance with the contract basis of payment and the total estimated cost of the task.

D. Method of Payment

Insert the method(s) of payment determined in accordance with the contract that are applicable to the task; i.e. single payment, multiple payments, progress payments or milestone payments. For milestone payments, include a schedule of milestones.

B. Base de paiement :

Insérer la base ou les bases de paiement qui font partie du contrat qui sont applicables à la description du travail à exécuter : p. ex., prix de lot ferme, limitation des dépenses et prix unitaire ferme.

C. Coût de la tâche :**Insérer l'option 1 ou 2****Option 1 :**

Coût total estimatif de la tâche (Taxes applicables en sus) Insérer les éléments applicables du coût de la tâche établies conformément à la base de paiement du contrat. p. ex., les catégories de main d'œuvre, le niveau d'effort, les frais de déplacement et de séjour et autres coûts directs.

Option 2 :

Coût total de la tâche (Taxes applicables en sus) : Insérer le prix unitaire ferme conformément à la base de paiement du contrat et le coût estimatif de la tâche.

D. Méthode de paiement

Insérer la ou les méthode(s) de paiement établit conformément au contrat et qui sont applicable(s) à la tâche; c.-à.-d., paiement unique, paiements multiples, paiements progressifs ou paiements d'étape. Pour ces derniers, joindre un calendrier des étapes.

2. Authorization(s):

The client and/or PWGSC must authorize the task by signing the Task Authorization in accordance with the conditions of the contract. The applicable signatures and the date of the signatures is subject to the TA limits set in the contract. When the estimate of cost exceeds the client Task Authorization's limits, the task must be referred to PWGSC.

3. Contractor's Signature

The individual authorized to sign on behalf of the Contractor must sign and date the TA authorized by the client and/or PWGSC and provide the signed original and a copy as detailed in the contract.

2. Autorisation(s) :

Le client et (ou) TPSGC doivent autoriser la tâche en signant l'autorisation de tâche conformément aux conditions du contrat. Les signatures et la date des signatures appropriées sont assujetties aux limites d'autorisation de tâche établies dans le contrat . Lorsque l'estimation du coût dépasse les limites d'autorisation de tâches du client, la tâche doit être renvoyée à TPSGC.

3. Signature de l'entrepreneur

La personne autorisée à signer au nom de l'entrepreneur doit signer et dater l'AT, autorisée par le client et (ou) TPSGC et soumettre l'original signé de l'autorisation et une copie tel que décrit au contrat.



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat



For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
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Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>



Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date