



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission

instructions/

Voir la présente pour les

instructions sur la présentation

d'une soumission

NA

Ontario

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

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

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

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

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

### Comments - Commentaires

Address enquiries to the Contracting Authority at  
cynthia.lamorie@tpsgc-pwgsc.gc.ca

**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 Supply and  
Services Operation

Petawawa Procurement

Building S-111, Rm C-114

101 Menin Rd. Garrison Petawawa

Petawawa

Ontario

K8H 2X3

<b>Title - Sujet</b> Overhead Crane Repair and Service Réparation et entretien de pont roulant	
<b>Solicitation No. - N° de l'invitation</b> W6889-210101/B	<b>Date</b> 2021-03-22
<b>Client Reference No. - N° de référence du client</b> W6889-21-0101	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$PET-907-1667	
<b>File No. - N° de dossier</b> PET-0-53027 (907)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2021-04-07</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Lamorie, Cindy	<b>Buyer Id - Id de l'acheteur</b> pet907
<b>Telephone No. - N° de téléphone</b> (613) 401-3643 ( )	<b>FAX No. - N° de FAX</b> (613) 687-6656
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> RP Ops Det Petawawa 101 Menin Road N Main Bldg S-111 Petawawa, ON K8H 2X3	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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W6889-210101/B  
Client Ref. No. - N° de réf. du client  
W6889-210101

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-0-53027

Buyer ID - Id de l'acheteur  
PET907  
CCC No./N° CCC - FMS No./N° VME

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This bid solicitation cancels and supersedes previous bid solicitation number W6889-210101/A dated 18 February 2021 with a closing of 15 March 2021 at 2 pm EDT.

## **THIS SOLICITATION HAS SECURITY REQUIREMENTS**

### **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 and Additional Information: includes the certifications and additional information 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 Security Requirements Checklist, the Electronic Payment Instruments, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

#### **1.2 Summary**

- 1.2.1** The requirement is to supply all labour, materials, supervision, transportation and equipment to carry out scheduled Periodic Inspections, and scheduled and emergency Crane, Hoist and Monorail, service and repairs, on an as and when required basis at Garrison Petawawa.

The period of the contract will be from 1 May 2021 – 30 April 2024.

- 1.2.2** There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3** 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

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

## 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) (<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 RFSO:

#### PWGSC Ontario Region Bid Receiving Unit

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

[TPSGC.orreceptiondessoumissions-orbidreceiving.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.orreceptiondessoumissions-orbidreceiving.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 Instruction [2003](#), or to send offers through an epost Connect message if the Offeror is using its own licensing agreement for epost Connect.

It is the Bids responsibility to ensure the request for opening an epost Connect conversation is sent to the email address above at least six days before the Request for Proposal closing date.

**Transmission of bids by facsimile or hardcopy to PWGSC will not be accepted.**

### 2.3 Former Public Servants

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

## Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

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

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

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

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;

- 
- b. conditions of the lump sum payment incentive;
  - c. date of termination of employment;
  - d. amount of lump sum payment;
  - e. rate of pay on which lump sum payment is based;
  - f. period of lump sum payment including start date, end date and number of weeks;
  - g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

## 2.4 Enquiries - Bid Solicitation

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

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

## 2.5 Applicable Laws

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

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

## 2.6 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**

Canada requests that the Bidder submits its bid 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

**Transmission of offers by facsimile or hardcopy to PWGSC will not be accepted.**

#### **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.

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

**3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

#### **3.1.2 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex "G" Electronic Payment Instruments, to identify which ones are accepted.

If Annex "G" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

#### **3.1.3 Exchange Rate Fluctuation**

[C3011T](#) (2013-11-06), Exchange Rate Fluctuation

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

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

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

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**



#### 4.1.1.1. Mandatory Technical Criteria

Any bid which fails to meet the following Mandatory Technical Criteria (MTC) will be deemed nonresponsive and will receive no further consideration.

MTC #	MTC Description
1	<p>The Bidder must have a minimum of 10,000 hours (inspector) as per CSA standard in service, repair and maintenance of Crane, Hoist and Monorail's. The experience must include the reference, dates, number of hours and type of equipment. Bidder must clearly demonstrate their experience includes work that is similar in scope to the requirement identified in the solicitation.</p> <p>To demonstrate their experience, the Bidder must provide, as a minimum, the following:</p> <ul style="list-style-type: none"><li>a) A description of the experience, including start and end dates (month/year) of work and scope of duties in writing and submitted using the Contract Experience Form at Annex "F"; and</li><li>b) *Client/customer contact information for all described experience. The Bidder's Client/customer contact(s) may be contacted to confirm the information provided.</li></ul>

\*For reference checks, Canada will conduct the reference check in writing by e-mail. Canada will send all e-mail reference check requests to contacts supplied by all the Bidders within a 48 hour period using the e-mail address provided in the bid. A Bidder will not meet the mandatory experience requirement (as applicable) unless the response is received within 5 working days of the date that Canada's e-mail was sent.

On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by e-mail, to allow the Bidder to contact its reference/client directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and e-mail address of an alternate contact person from the same customer. Bidders will only be provided this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The five (5) working days will not be extended to provide additional time for the alternate contact to respond. Wherever information provided by a reference differs from the information supplied by the Bidder the information supplied by the reference will be the information evaluated.

A Bidder will not meet the mandatory experience requirement (as applicable) if:

1. The referenced customer states he or she is unable or unwilling to provide the information requested, or
2. The customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself).

Nor will a mandatory be met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

#### 4.1.2 Financial Evaluation

#### **4.1.2.1 Mandatory Financial Criteria**

Any offer which fails to meet the following mandatory requirements will be deemed non-responsive and will receive no further consideration:

- a) Pricing must be provided for all items and all pricing periods.
- b) Bidders must submit their financial bid in accordance with Annex "B" Basis of Payment in Canadian Funds.

#### **4.1.2.2 Financial Evaluation**

The Bidder's Extended Price for Pricing Basis "A" will be the sum of the Bidders Firm Lot Price multiplied by the estimated usage for each year.

The Bidder's Extended Price for Pricing Basis "B" will be the sum of the Bidders Firm Unit Price multiplied by the estimated usage for each year.

Markup value is the estimated usage per year in Annex "B" Basis of Payment "B" plus the markup % for each year multiplied by the corresponding estimated usage per year.

The Total Evaluated Price is the sum of all extended prices for all years.

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, Delivered Duty Paid, Canadian customs and excise tax included.

#### **4.1.2.3 Evaluation of Price**

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

### **4.2 Basis of Selection**

#### **4.2.1 Basis of Selection**

SACC Manual Clause [A0031T](#) (2010-08-16), Basis of Selection – Mandatory Technical Criteria

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity 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.

### 5.1.2 Certification Documents Required

**5.1.2.1** Copy of valid certificates for all employees in Fall Arrest, WHMIS, and Lock-out/Tag-out.

**5.1.2.2** Copy of Electrician's License.

**5.1.2.3** Copy of Millwright's License.

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real 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 Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

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

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](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.

#### 5.2.3 Additional Certifications Precedent to Contract Award

**5.2.3.1** Copy of the insurance certificate which meets or exceeds the coverage specified herein.

**5.2.3.2** Copy of Workers Compensation coverage for all applicable employees.

**5.2.3.3** Copy of your company's most recent, signed Health and Safety plan as it relates to this work.

##### 5.2.3.4 Board of Directors Certification

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors as part of their bid. Bidders are requested to complete Annex "G" - Additional Certification Information 1. Board of Directors.

##### 5.2.3.5 Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors

are required to have a Procurement Business Number (PBN) as part of their bid. Bidders are requested to complete Annex "G" - Additional Certification Information 2. Procurement Business Number (PBN). Suppliers may register for a PBN online at [Supplier Registration Information](#) (SRI). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

### 5.2.3.6 Education and Experience

5.2.3.6.1 SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

## PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](#) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Insurance Requirements - Proof of Availability Prior to Contract Award

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 "D".

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 7 - RESULTING CONTRACT CLAUSES

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

### 7.1 Statement of Work

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

#### 7.1.2 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.

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.

#### **Task Authorization Process:**

1. The Technical Authority will provide the Contractor with a description of the task using the DND 626, Task Authorization Form specified in Annex "E".
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 Technical Authority within twenty-four (24) hours 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 Technical 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.
- 5.

#### **7.1.1.2 Task Authorization Limit**

The Technical Authority may authorize individual task authorizations up to a limit of \$45,000, 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.

#### **7.1.1.3 Canada's Obligation – Portion of Work – Task Authorizations**

Canada's obligation with respect to the portion of the work under the contract that is performed through Task Authorizations is limited to the amount of the actual tasks performed by the Contractor.

#### **7.1.1.4 Periodic Usage Reports – Contracts with Task Authorizations**

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. 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 to the Contracting Authority.

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 30 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 a title or a brief description of each authorized task;
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

### 7.1.1.5 Task Authorization – Department of National Defence

The administration of the Task Authorization process will be carried out by the Technical Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

### 7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](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.

#### 7.2.1 General Conditions

[2035](#) (2020-05-28), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### 7.3 Security Requirements

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Facility Security Clearance at the level of SECRET, issued by the Contract Security Program (CSP), Public Works and Government Services (PWGSC).
2. The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid personnel security screening at the level of SECRET, granted or approved by the CSP, PWGSC.

3. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.
4. The Contractor/Offeror must comply with the provisions of the:
  - a) Security Requirements Check List and security guide (if applicable), attached at Annex D.
  - b) *Contract Security Manual* (Latest Edition).

#### **7.4 Term of Contract**

##### **7.4.1 Period of the Contract**

The period of the Contract is from 1 May 2021 – 30 April 2024 inclusive.

##### **7.4.2 Delivery Points**

Delivery of the requirement will be made to delivery point(s) specified at Annex "A" of the Contract.

#### **7.5 Authorities**

##### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Cindy Lamorie  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 101 Menin Rd, Garrison Petawawa

Telephone: 613-401-3643  
Facsimile: 613-687-6656  
E-mail address: cynthia.lamorie@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.

##### **7.5.2 Project Authority [Note to Bidders: Canada will insert information at time of Contract Award]**

The Project Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W6889-210101/B  
Client Ref. No. - N° de réf. du client  
W6889-210101

Amd. No. - N° de la modif.  
File No. - N° du dossier  
PET-0-53027

Buyer ID - Id de l'acheteur  
PET907  
CCC No./N° CCC - FMS No./N° VME

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

### **7.5.3 Contractor's Representative [Note to Bidders: Please fill out required information]**

Name and telephone number of the person responsible for:

General Enquiries

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Technical Support

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Facsimile No: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Procurement Business Number: \_\_\_\_\_

### **7.6 Proactive Disclosure of Contracts with Former Public Servants**

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

### **7.7 Payment**

#### **7.7.1 Basis of Payment – Pricing Basis “A”**

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price for a cost of \$\_\_\_\_\_. 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.

#### **7.7.2 Basis of Payment – Pricing Basis “B” - Task Authorization**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B – Pricing Basis “B”, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.



No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 7.7.3 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. *[Note to Bidders: Canada will insert information at time of Contract Award].* Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.

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.

### 7.7.4 Method of Payment

#### 7.7.4.1 Pricing Basis "A" – Firm Requirement

SACC Manual clause [H1001C](#) (2008-05-12) Multiple Payment

#### 7.7.4.2 Pricing Basis "B" – Task Authorizations

SACC Manual clause [H1000C](#) (2008-05-12) Single Payment

### 7.7.5 SACC Manual Clauses

SACC Manual clause [C0710C](#) (2007-11-30) Time and Contract Verification

SACC Manual clause [A9117C](#) (2007-11-30) T1204 – Direct Request by Customer Dept

### 7.7.6 Electronic Payment of Invoices – Contract

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);

- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

## 7.8 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. Invoices must be forwarded to the PA within 14 days of the completion of work and must contain the following:

- 1.1.1 Requirement Number and Task Authorization Number;
- 1.1.2 Bldg Number, equipment identification and location of work;
- 1.1.3 Separate material cost, price supported upon request by the PA;
- 1.1.4 Labour costs itemized in accordance with the pricing basis; and
- 1.1.5 Dated invoice to include date the work was completed.

No invoices will be paid for services without receipt of a complete inspection or service report, per piece of equipment, delivered to the PA.

1. Invoices must be distributed as follows:

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

## 7.9 Certifications and Additional Information

### 7.9.1 Compliance

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

### 7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (*Note to Bidder – If applicable, Canada will insert the name of the province or territory as specified by the Bidder in its bid.*)

### 7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;

- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_, [*Note to Bidder's: Canada will insert information at time of award.*]

## 7.12 Insurance – Specific Requirements

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

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

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

## 7.13 SACC Manual Clauses

SACC Manual Clause [A9062C](#) (2011-05-16) Canadian Forces Site Regulations  
SACC Manual clause [B1501C](#) (2018-06-21) Electrical Equipment

## 7.14 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.

## 7.15 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

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## **ANNEX "A"**

### **STATEMENT OF WORK**

#### **Overhead Crane Repair and Service**

<b>Table of Contents</b>	<b>Section</b>
Identification	1.0
Standards	2.0
Safety Plan	3.0
Operating Environment	4.0
Administration	5.0
Technical Requirement	6.0
Periodic Inspections	7.0
Service & Repair	8.0
Reports	9.0
Invoicing	10.0
Workmanship	11.0

#### **2.0 Identification**

The requirement is to supply all labour, materials, supervision, transportation and equipment to carry out scheduled Periodic Inspections, and scheduled and emergency Crane, Hoist and Monorail, service and repairs, on an as and when required basis at Garrison Petawawa.

#### **3.0 Standards**

3.1 The following standards listed are the minimum expected of this requirement.

- 3.1.1 Safety Standard for Maintenance and Inspection of Overhead Cranes, Gantry Cranes, Monorails, Hoists and Trolleys. (CSA B167-08)
- 3.1.2 CSA Standard Z202
- 3.1.3 Ontario Health and Safety Act (OHSA)
- 3.1.4 Canadian Electrical License (309 A)
- 3.1.5 Canadian Electrical Code (CEC)
- 3.1.6 National Building Code (NBC)
- 3.1.7 Technical Safety Standards Authority (TSSA)
- 3.1.8 Fall Restraint Training (all staff)

#### **4.0 Safety Plan**

- 4.1 The Contractor must develop a safety plan for this requirement to be communicated to the Project Authority (PA) and the contractor's staff with special attention placed on circumstances that require work in elevated positions.

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## **5.0 Operating Environment**

- 5.1 The operating environment for this requirement is a Canadian Forces military base. The location of work is in various vehicle maintenance garages, aircraft hangars, workshops, warehouses and similar institutional establishments.

## **6.0 Administration**

- 6.1 The Contractor must provide services during regular working hours (0730-1600) Monday to Friday, when requested by the PA. The response time must be on-site within (24) twenty-four hours from the time of receipt of the call-up or later as agreed by the PA.
- 6.2 The Contractor must report to the RP Ops Contracts Office at building S-111 Room B-104 to sign in the Contractor's log book and must also sign out at the end of each work day.
- 6.3 The Contractor must maintain a capability of communicating with the PA utilizing a cell phone at all times while on site.
- 6.4 The Contractor will be advised of the personnel authorized to request services. Services undertaken at the request of unauthorized person(s) shall be done at the Contractors risk which could result in non-payment.
- 6.5 The Contractor must take all necessary precautions to protect and prevent damages to any structures and all surrounding equipment, property or installations. Damages caused by the contractor must be made good without delay or cost to the crown and to the satisfaction of the PA.
- 6.6 All hazmat spills must be reported immediately to the Garrison Fire hall at 687-5511 local 5555 and to the PA.
- 6.7 Disposal of oils and contaminated oily refuse is the contractor responsibility and must be transported by appropriate means and disposed of at an approved facility.
- 6.8 Contractor's equipment or actions resulting in a hazmat spill will be the financial responsibility of the contractor with regards to cleanup. Cleaning and disposal operations must comply with local ordinates and anti-pollution laws.
- 6.9 Onsite disposal of waste is not permitted.

## **7.0 Technical Requirement**

- 7.1 Work under this requirement includes but is not limited to service, repairs and various classes of inspections and testing as follows;
- 7.1.1 Periodic Inspections;
  - 7.1.2 Operational Inspections;
  - 7.1.3 Initial Inspections and testing for all new equipment; and
  - 7.1.4 Inspections prior to use after service, repairs, modifications or rebuilt equipment.
- 7.2 Detailed Periodic Inspections for all equipment listed in the inventory will be scheduled and conducted on a semi-annual basis during the months of April and October.
- 7.3 Operational inspections are required during and as part of all service calls.

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- 7.4 Initial inspections and testing, including load testing, for all new equipment must be conducted in accordance with CSA Standard B167-08 and CSA Standard Z202, manufacturer's recommendations, or the most current standard.
- 7.5 Inspections prior to use must be conducted after all service calls, repairs, modification's or rebuilt equipment and included as part of the service call-up.
- 7.6 Unscheduled services during or outside of normal working hours will be considered emergency work and identified to the contractor at time of call-up.
- 7.7 All work must be performed by an experienced crane inspector holding a certificate of qualification for the applicable trade in the Province of Ontario.
- 7.8 The Contractor must submit copies of these qualifications to the PA upon contract award and upon request at anytime during the duration of the contract.
- 7.9 Work must be neat, accurately fitted and finished in accordance with best trade practices. Install all materials in strict accordance with manufacturer's recommendations.
- 7.10 It is mandatory that overhead cranes, hoists and monorails must be inspected with the use of an appropriate sized man lift or articulated boom.
- 7.11 Appropriate barriers and signage must be erected as necessary to provide a separate work area for Contractor's staff and to identify the hazard area to building occupants.
- 7.12 Always lock out equipment. The use of lockout procedures must be coordinated with the PA.
- 7.13 The Contractor must provide and maintain all tools and equipment such as temporary stairs, ramps, ladders, scaffolds, hoists, and scissor lifts as may be required for the proper execution of the work. Temporary structures or aids erected by the Contractor remain their property and must be removed by them from the site upon completion of the work.
- 7.14 Each crane and hoist is equipped with a log book which must be completed after each inspection or service call. The log book is not to be a part of the service report. The log book must remain with the unit and all entries must be legibly printed in block letters, dated, printed name and signature of the qualified inspector.
- 7.15 In the event off site machining and fabrication is required, the Contractor must provide firm quotes for labour and materials to be price supported in accordance with the pricing basis.
- 7.16 All off site work must be approved by the PA in writing and in advance of the work.
- 7.17 Materials and parts authorized for use must be those specified or recommended by the manufacturer of the equipment, or of equivalent quality.
- 7.18 All materials, parts, components and associated accessories will only be replaced when pre-approved by the PA and to the manufacturer approved standards. All products must be new; not reconditioned.

## **8.0 Periodic (semi-annual) Inspections**

- 8.1 Periodic inspections for all overhead cranes, hoists and monorails must be carried out on a semi-annual basis during the months of April and October. Garrison Petawawa Overhead Crane, Hoist and Monorail inventory is attached at Appendix 1. This list is subject to additions or deletions.

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- 8.2 The Contractor must provide the PA a minimum of 48 hours advance notice prior to the start of the periodic inspection cycle. The PA must assist the contractor to access all buildings and work sites as required.
- 8.3 All inspections or works once started must be continuous until completed with no lengthy delay over the inspection cycle.
- 8.4 The Contractor must complete the following procedures during periodic inspections:
- 8.4.1 Conduct a thorough visual and operational inspection and evaluation of each component.
  - 8.4.2 Verify the supporting structure has been designed, approved and installed for the maximum load as rated.
  - 8.4.3 Perform complete inspections in order to examine and determine safe operation of the crane in accordance with the manufacturer and appropriate CSA standards as listed in section 2.0 of this specification.
  - 8.4.4 Conduct all adjustments, calibrations, measurements and tests in accordance with the manufacturer's recommendations and applicable code standards.
  - 8.4.5 Ensure all existing guards and safety systems are in place and functional.
  - 8.4.6 Top up all fluid reservoirs to levels required.
  - 8.4.7 Lubrication of both electrical and mechanical operating parts.
  - 8.4.8 Contractor must supply all greases, oils or lubricants to be included under the overall inspection cycle.
  - 8.4.9 Provide a thorough cleaning of equipment. This must include the removal of any foreign debris in, on or under any of the equipment ensuring a swept and tidy appearance.
  - 8.4.10 On completion of the inspection the contractor is to complete an inspection report in accordance with section 9.0.
- 8.5 Inspection reports must be received by PA, printed and signed.
- 8.6 The Contractor is not authorized to install parts during the inspection. Contractor must contact the PA immediately when a fault is found. If the equipment is deemed unsafe the contractor must advise the PA and utilize appropriate lock out procedures. The PA will physically lock out the equipment with DND owned and controlled lock outs.
- 8.7 If during the inspection the Contractor identifies an issue on any of the equipment requiring disassembly or is not easily viewed due to overhead location or otherwise, the Contractor must immediately contact the PA to visit the site, to identify and view the problem.
- 8.8 Once the PA has viewed the fault or problem, the contractor may be required to submit a digital photo to the PA by electronic means.
- 8.9 Repairs identified during an inspection will be scheduled on a separate DND 626 Task Authorization.

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## 9.0 **Service and Repair**

- 9.1 On this requirement, response time must be underway within 48 hours of the call-up or at a later time as agreed upon by the PA.
- 9.2 Emergency service or repair will be identified at the time of call-up. Emergency service call response time must be scheduled and underway within 4 hours of the call-up or later as agreed upon by the PA.
- 9.3 All service and repair must be in accordance with current Safety Standard for Maintenance and Inspection of Overhead Cranes, Gantry Cranes, Monorails, Hoists and Trolleys. (CSA B167-96) and section 2.0 of this specification.
- 9.4 All materials and replacement parts authorized for use must be those specified by the manufacturer of the equipment or of equivalent quality.
- 9.5 The Contractor during all service calls must:
- 9.5.1 Complete repair(s) as requested and in accordance with the scope of work provided with the call-up;
  - 9.5.2 Identify issues on any of the equipment that requires disassembly or is not easily viewed due to overhead location or otherwise, and immediately contact the PA to visit the site in order to view the problem;
  - 9.5.3 The PA may request a digital record of the disassembled component(s);
  - 9.5.4 Conduct a full visual and operational inspection of the equipment;
  - 9.5.5 Ensure all existing guards and safety systems are in place and functional;
  - 9.5.6 Top up all fluid reservoirs to levels as required;
  - 9.5.7 Lubrication of both electrical and mechanical operating parts;
  - 9.5.8 Remove any foreign debris in, on or under any of the equipment ensuring a swept and tidy appearance;
  - 9.5.9 In the event the repair is not completed the Contractor must ensure a follow-up visit is scheduled within a reasonable and agreed upon time with the PA;
  - 9.5.10 The maximum acceptable delay for uncommon parts and materials is 14 days or longer if approved by the PA;
  - 9.5.11 If the equipment is deemed unsafe the Contractor must advise the PA and utilize or put in place appropriate lock out procedures; and
  - 9.5.12 Complete the on-site log book after each inspection, repair or service. The log book must remain with the unit and all entries shall be legibly printed in block letters, dated, printed name and signature of the qualified inspector.
- 9.6 All new equipment and parts must be operated and commissioned to the acceptance of the PA.



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9.7 On completion of the service call the contractor is to present to the PA with a completed service report.

## **10.0 Reports**

10.1 Deliverables under this requirement include inspection records, service reports, estimates and quotes.

10.2 Inspection records are required for each piece of equipment upon completion of all scheduled inspections. Appendix 2 provides an example of the minimum standard.

10.3 Inspection reports must include the following information;

- 10.3.1 Full identification of the type of equipment inspected such as the manufacturer, Model, Serial, Capacity and specific electrical data;
- 10.3.2 Equipment Identification Number and location;
- 10.3.3 Completed adjustments, added fluids, alterations and recommendations for future upgrades or work;
- 10.3.4 Overall observations, status of the equipment, code or standard non-compliance substantiated with applicable references; and
- 10.3.5 The PA will sign, date and receive a copy of the inspection report prior to contractor departure.

10.4 Service reports are required upon completion of a service call. In the event work spans several days a service report is required each day.

10.5 Service reports must include as a minimum the following information;

- 10.5.1 Full identification of the service or repair requested;
- 10.5.2 Description of the work completed;
- 10.5.3 Itemized list of parts and materials;
- 10.5.4 Full identification of the Overhead Crane, Hoist or Monorail to include Manufacturer, Model, Serial, Capacity and specific electrical data;
- 10.5.5 Work not completed or other recommendations for future upgrades;
- 10.5.6 Overall observations, status of the equipment, code or standard non-compliance substantiated with applicable references;
- 10.5.7 Detailed on-site labour hours in accordance with the pricing basis;
- 10.5.8 Other disbursements or authorized equipment rentals; and
- 10.5.9 The PA will sign, date and receive a copy of the service report prior to contractor departure.

10.6 Estimates or quotes for service, repairs and installations when requested must be presented to the PA within 14 days of the request. No work may commence without PA acceptance of the quote or estimate;

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10.7 All estimates or quotes must clearly demonstrate individual labour, parts and materials in accordance with the applicable pricing basis.

## **11.0 Invoicing**

11.1 Invoices must be forwarded to the PA within 14 days of the completion of work and must contain the following:

- 11.1.1 Requirement Number and Task Authorization Number;
- 11.1.2 Bldg Number, equipment identification and location of work;
- 11.1.3 Separate material cost, price supported upon request by the PA;
- 11.1.4 Labour costs itemized in accordance with the pricing basis; and
- 11.1.5 Dated invoice to include date the work was completed.

11.2 No invoices will be paid for services without receipt of a complete inspection or service report, per piece of equipment, delivered to the PA.

## **12.0 Workmanship**

12.1 All new equipment must be warranted for a period of one (1) year or more up to and including the manufacturer's warranty.

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Appendix 1 to Annex A

OVERHEAD CRANES & MONORAILS AND HOISTS

	EQPT ID #	CAPACITY	BLDG #	LOCATION	TYPE OF EQUIP	MAKE	MODEL #	SERIAL #
1	BB-102-C-1	3 TON	BB-102	MAINT BAY	OVERHEAD CRANE	RICHARD WILCOX	14	C17057
2	BB-102-H-1	1 TON	BB-102	MAT SHOP	HOIST	BUDGIT	BEH0116	313216
3	BB-102-H-2	1 TON	BB-102	ENGINE SHOP	HOIST	BUDGIT	BEH0116	313219
4	BB-129-C-1	5 TON	BB-129	MAINT BAY	OVERHEAD CRANE	P&H	5GB6H-4PS-33D3-20T-C	S0800159
5	C-53-C-1	16,000 KGS	C-53	MAINT BAY	OVERHEAD CRANE	KONE	XL412N30EDDC414BOKO	274969
6	CC-102-C-1	7.5 T	CC-102	HANGAR #3	OVERHEAD CRANE	R&M	SX40610075P35FDD05	HHW15058
7	CC-128-C-1	2.5 T	CC-128	CAE/SIM Bldg	OVERHEAD CRANE	KONE	CXT-40210025	A45739-2023-11311
8	CC-128-C-2	5 TON	CC-128	HNGR #1	OVERHEAD CRANE	KONE	CXT-40410050P35FDLOF	A45740-2023-11308
9	CC-128-C-3	5 TON	CC-128	HNGR #2	OVERHEAD CRANE	KONE	CXT-40410050P35FDLOF	A45794-2023-11309
10	CC-128-C-4	5 TON	CC-128	HNGR #3	OVERHEAD CRANE	KONE	CXT-40410050P35FDLOF	A45795-2023-11310
11	CC-128-C-5	5 TON	CC-128	HNGR #4	OVERHEAD CRANE	KONE	CXT-40410050P35FDLOF	A45745-2023-11313
12	CC-128-C-6	5 TON	CC-128	HNGR #5	OVERHEAD CRANE	KONE	CXT-40410050P35FDLOF	A45746-2023-11314
13	CC-128-C-7	2 T	CC-128	Rm 1605	OVERHEAD CRANE	KONE	CXT40410050	A45747-2023-11315
14	CC-128-C-8	5 TON	CC-128	STORAGE RM	OVERHEAD CRANE	KONE	CXT404	A45742-2023-11316
15	CC-128-C-9	5 TON	CC-128	HNGR #8	OVERHEAD CRANE	KONE	CXT-40410050P35FDLOF	A45741-2023-11312
16	CC-128-C-10	7.5 T	CC-128	VEH MT BAY	OVERHEAD CRANE	KONE	CXT-50410080R56FDDLS	A45743-2023-11317
17	CC-128-M-1	1T	CC-128	Rm 1219	MONORAIL	KONE	52308357	10035892
18	CC-128-M-2	1T	CC-128	Rm 1223	MONORAIL	KONE	52308527	10035891
19	CC-128-M-3	1T	CC-128	Rm 1410	MONORAIL	KONE		
20	CC-128-M-4	1T	CC-128	Rm 1625	MONORAIL	KONE	52308357	10035926
21	CC-128-M-5	1T	CC-128	Rm 1640	MONORAIL	KONE	52308357	10035927
22	CC-128-M-6	1T	CC-128	Rm 1644	MONORAIL	KONE		
23	CC-128-M-7	2 T	CC-128	Rm 1224	MONORAIL	KONE	52308363	10035929
24	CS-111-C-1	10 T	CS-111	Rm 113	OVERHEAD CRANE	KONE	CXTS	
25	CS-111-M-1	3 T	CS-111	Rm 134	MONORAIL	KONE	CXTM	
26	CS-111-M-2	3 T	CS-111	Rm 126	HOIST	KONE	CXTM	
27	H-110-C-1	2 T	H-110	Carp Shop	HOIST	Loadrunner	EC-3M	9408071
28	H-112-C-1	2 T	H-112	Wpns RM 179	MONORAIL	MUNCK	222-5420	352T1006
29	H-112-C-3	2 T	H-112	Machine RM 151	MONORAIL	MUNCK	222-5420	852T1003

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30	H-112-C-2	2 T	H-112	Weld RM 154	MONORAIL	MUNCK	222-5420	852T1020
31	H-112-C-4	6 T	H-112	MAINT BAY	OVERHEAD CRANE	MUNCK	3121B1CFD4	H04573
32	P-49-H-1	1 T	P-49	MAINT BAY	HOIST	R&M	35H332-4661	1151953SC1
33	P-49-H-2	2 T	P-49	MAINT BAY	HOIST	VULCAN	LV41512-1	25165EVA2J01
34	P-117		P-117	Mech Rm	HOIST			
35	Y-102-C-1	3 T	Y-102	MAINT BAY	OVERHEAD CRANE	R&M	SX30410032P25FFCLOF	HHW11670
36	Y-116-C-1	25 T	Y-116	MAINT BAY	OVERHEAD CRANE	KONE	OKT60610250K75GDU05	11071389
37	Z-117-C-1	13.5 T	Z-117	MAINT BAY	OVERHEAD CRANE	DEMAG	BKDH532H20KN241	904857
38	Z-117-C-2	10 T	Z-117	MAINT BAY	OVERHEAD CRANE	Zelus (R&M)	SX50420100P55FFDOS	4199
39	Y-118-C-1	20 T	Z-118	TAPV	OVERHEAD CRANE	KRONE	CA11035815	11071280

## Appendix 2

# CRANE/HOIST/MONORAIL INSPECTION REPORT

Make:		Model No:		Serial No:	
Capacity:		Eqpt ID:		Inspector:	
Location:	Voltage:				

HOIST		TROLLEY	
1	MOTOR ASSEMBLY	23	PLAIN TROLLEY
2	HAND CHAIN	24	GEARED TROLLEY
3	HAND CHAIN WHEEL	25	WHEELS
4	HAND CHAIN WHEEL COVER	26	GEARED WHEELS
5	BRAKE ASSEMBLY	27	BEARINGS
6	BRAKE DISCS	28	SIDE PLATES
7	GEAR BOX	29	ANTI TIP / FALL SAFETY GUARDS
8	OIL LEVEL OR GREASE	30	MOTOR ASSEMBLY
9	LOAD CHAIN	31	HAND CHAIN
10	WIRE ROPE	32	HAND CHAIN WHEEL
11	CHAIN OR WIRE ROPE DEAD END	33	BRAKE ASSEMBLY
12	LUG MOUNT	34	BRAKE DISCS
13	TOP HOOK ASSEMBLY	35	PINION GEARS
14	BOTTOM BLOCK	36	CONTACTS & ELECTRICAL
15	SAFETY LATCHES	37	GEAR BOX
16	UPPER LIMIT SWITCH	38	GEAR BOX OIL LEVEL OR GREASE
17	LOWER LIMIT SWITCH	39	CAPACITY LABEL
18	POWER SUPPLY CABLE	40	POWER SUPPLY CABLE
19	CONTROL STATION	41	FESTOON SYSTEM
20	CONTACTS & ELECTRICAL	42	DISCONNECT
21	SHEAVES OR SPROCKETS	43	LOG BOOK PRESENT
22	CAPACITY DECALS		
MONORAIL			
44	I BEAM OR H BEAM	48	FASTENERS
45	CAPACITY	49	WASHERS
46	SUPPORTS	50	LOCK WASHERS
47	END STOPS	51	BEVELED WASHERS
COMMENTS			

UTILIZE THE FOLLOWING NUMBER CODES TO IDENTIFY STATUS OF THE EQUIPMENT LISTED ABOVE:

1. Good
3. Poor Repair is necessary

2. Fair

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## **ANNEX "B"**

### **BASIS OF PAYMENT**

#### **Pricing:**

All prices are firm, all-inclusive, unit prices in Canadian dollars, FOB Destination, Canadian customs duties and excise taxes included, HST excluded. HST is not included in the pricing but will be added as a separate item to any invoice issued.

#### **Service Call Pricing First Hour**

An all-inclusive price to include overhead, travel to and from the site, profit, labour, tools and equipment, plus one hour of on-site productive labour.

First Hour Service Call pricing will only be approved once per call-up.

First Hour Service Call pricing will not be applied if the Contractor service representative is already on-site when the call-up is received by the Contractor.

**Labour pricing:** An all-inclusive price for each tradesperson on site to perform services required after the first hour of service.

#### **Pricing Periods:**

**Year 1 – 1 May 2021 to 30 April 2022;**

**Year 2 – 1 May 2022 to 30 April 2023;**

**Year 3 – 1 May 2023 to 30 April 2024;**

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### PRICING BASIS "A" - Firm Requirement

	Description	Est Usage	UOI	Firm Unit Price Year 1 1 May 2021 – 30 April 2022	Firm Unit Price Year 2 1 May 2022 – 30 April 2023	Firm Unit Price Year 1 1 May 2023 – 30 April 2024
1	Provide all-inclusive Overhead Crane, Hoist and Monorail periodic inspections in accordance with this contract specification section 8.0 for ALL equipment listed in the inventory to include all transportation, overhead, labour, supervision, materials, tools and equipment. Provide written inspection reports in accordance with section 10.0 of the contract specification. Inspections are to be carried out semi-annually during April and October. Inspection service of overhead cranes, hoists and monorails must include the use of a man lift or articulated boom.	2	Lot Price	\$ / lot price	\$ / lot price	\$ / lot price

### PRICING BASIS "B" – Task Authorizations "as and when requested"

	Description	Est Usage	UOI	Firm Unit Price Year 1 1 May 2021 – 30 April 2022	Firm Unit Price Year 2 1 May 2022 – 30 April 2023	Firm Unit Price Year 1 1 May 2023 – 30 April 2024
1	SCHEDULED CRANE INSPECTOR FIRST HOUR, in accordance with section 9.0 of the contract specification, to include labour, equipment, transportation, supervision and one hour of on-site productive labour to be charged only once per call-up, during normal working hours (0730-1600 hrs Monday to Friday). Service and repair of overhead cranes and hoists must utilize a man lift or articulated boom.	10	hour	\$ / per hour	\$ / per hour	\$ / per hour
2	SCHEDULED CRANE INSPECTOR ADDITIONAL HOURS of on-site productive labour during normal working hours (0730-1600 hrs Monday to Friday) to be used in addition to Item 2 of this Pricing Basis.	60	hour	\$ / per hour	\$ / per hour	\$ / per hour
3	EMERGENCY NON-SCHEDULED CRANE INSPECTOR FIRST HOUR, in accordance with section 9.0 of the contract specification, to include labour, equipment, transportation, supervision and one hour of on-site productive labour, to service or repair cranes or hoists, to be charged only once per call-up, during or outside of normal working hours, including weekdays, weekends and stat holidays when a 4 hour response is required.	5	hour	\$ / per hour	\$ / per hour	\$ / per hour

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4	EMERGENCY NON-SCHEDULED CRANE INSPECTOR ADDITIONAL HOURS, of on-site productive labour during or outside of normal working hours, including weekdays, weekends and stat holidays when a 4 hour response is required. To be used in addition to Item 4 of this Pricing Basis.	30	hour	\$ / per hour	\$ / per hour	\$ / per hour
5	Scheduled off-site machining and fabrication labour during or after hours to be pre-approved by the Project Authority.	10	hour	\$ / per hour	\$ / per hour	\$ / per hour
6	SCHEDULED TRADES HELPER FIRST HOUR on-site productive labour during normal working hours (0730-1600hrs Monday to Friday) Must be pre-approved by the Project Authority.	3	hour	\$ / per hour	\$ / per hour	\$ / per hour
7	SCHEDULED TRADES HELPER ADDITIONAL HOURS on-site productive labour during normal working hours (0730-1600hrs Monday to Friday) Must be pre-approved by the Project Authority.	30	hour	\$ / per hour	\$ / per hour	\$ / per hour
8	Addition or Deletion of one Overhead Crane to/from the inventory	1	ea	\$ / each	\$ / each	\$ / each
9	Addition or Deletion of one Monorail to/from the inventory.	1	ea	\$ / each	\$ / each	\$ / each
10	Addition or Deletion of one Chain Hoist to/from the inventory	1	ea	\$ / each	\$ / each	\$ / each
11	Daily man lift rental, up to 32 feet, pre-approved by the Project Authority	20	day	\$ / per day	\$ / per day	\$ / per day
12	Daily man lift rental, over 32 feet, pre-approved by the Project Authority	10	day	\$ / per day	\$ / per day	\$ / per day
13	Disbursements-such as unforeseen work that requires sub-contracting, or the use of tools or equipment not normally utilized or included in this type of work. All such requests must be pre-approved in writing by the PA and charged at cost with no allowance for overhead or profit. Copies of invoices to be submitted with invoice upon completion of the work.	Annually	\$10,000.00	N/A	N/A	N/A
14	Material at cost plus mark up of ____% to include price support at time of invoicing.	%	\$75,000.00	%	%	%



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## ANNEX "C"

### SECURITY REQUIREMENTS CHECK LIST



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#### SECURITY REQUIREMENTS CHECK LIST (SRCL)

#### LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

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**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

If Yes, indicate the level of sensitivity:

Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

☐ RELIABILITY STATUS  
COTE DE FIABILITÉ

☐ CONFIDENTIAL  
CONFIDENTIEL

☒ SECRET  
SECRET

☐ TOP SECRET  
TRÈS SECRET

☐ TOP SECRET - SIGINT  
TRÈS SECRET - SIGINT

☐ NATO CONFIDENTIAL  
NATO CONFIDENTIEL

☐ NATO SECRET  
NATO SECRET

☐ COSMIC TOP SECRET  
COSMIC TRÈS SECRET

☐ SITE ACCESS  
ACCÈS AUX EMPLACEMENTS

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non Oui

If Yes, will unscreened personnel be escorted?

Dans l'affirmative, le personnel en question sera-t-il escorté?

On DND premises, unscreened pers. may  
only access public/reception zones

☒ No ☐ Yes  
Non Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non Oui

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**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET	NATO RESTRICTED  NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL  NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET  COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL  CONFIDENTIEL	SECRET	TOP SECRET  TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No  
Non ☐ Yes  
Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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## ANNEX "D"

### INSURANCE REQUIREMENTS

#### 1. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
  - 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.

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- I. 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
  - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

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.

## **2. Automobile Liability Insurance**

- 1. The Contractor must obtain Automobile 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 \$5,000,000 per accident or occurrence.
- 2. The policy must include the following:

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- a. Third Party Liability - \$5,000,000 Minimum Limit per Accident or Occurrence
  - b. Accident Benefits - all jurisdictional statutes
  - c. Uninsured Motorist Protection
  - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
  - e. OPCF/SEF/QEF #3 - Drive Government Automobiles Endorsement

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**ANNEX "F"**

**CONTRACTORS EXPERIENCE FORM**

Contractor Experience Technical Evaluation Overhead Cranes					
Location and address of the Inspection and service provided	Client contact name and phone number	Client contact email	Type of Equipment	Scope of work and duties	Hours
Evaluation sheet must clearly demonstrate 10,000 hours of experience for a Crane Inspector					

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## ANNEX “G” to PART 3 OF THE BID SOLICITATION

### ELECTRONIC PAYMENT INSTRUMENTS

*As indicated in Part 3, clause 3.1.2, the Bidder must complete the information requested below, to identify which electronic payment instruments are accepted for the payment of invoices.*

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

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

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## ANNEX "H"

### ADDITIONAL CERTIFICATION INFORMATION

#### 1. Board of Directors

In accordance with the [Ineligibility and Suspension Policy](#), Section 17, Bidders are required to provide a list of their Board of Directors before contract award. Bidders are requested to provide this information in their bid.

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

Director Name/Position - \_\_\_\_\_

#### 2. Procurement Business Number (PBN)

In accordance with Section 2, Procurement Business Number, of the Standard Instructions, Contractors are required to have a Procurement Business Number (PBN) before Contract award.

Procurement Business Number - \_\_\_\_\_

Suppliers may register for a PBN online at [Supplier Registration Information](#). For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.