



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

**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

****IMPORTANT NOTICE****

Faxed and hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation. See herein.

Title - Sujet Remote Camp Services Turnkey Remote Camp Services - DFO/CCG - BC Canada	
Solicitation No. - N° de l'invitation F1705-190280/A	Date 2021-04-28
Client Reference No. - N° de référence du client F1705-190280	
GETS Reference No. - N° de référence de SEAG PW-\$VIC-246-8220	
File No. - N° de dossier VIC-0-43037 (246)	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 2021-05-13 Heure Avancée du Pacifique HAP	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Kobenter, Hélène	Buyer Id - Id de l'acheteur vic246
Telephone No. - N° de téléphone (250) 508-7491 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF FISHERIES AND OCEANS 25 HURON ST VICTORIA British Columbia V8V4V9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS.....	4
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	5
2.4 ENQUIRIES - BID SOLICITATION.....	6
2.5 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIODS.....	7
2.6 APPLICABLE LAWS.....	7
2.7 BID CHALLENGE AND RECOURSE MECHANISMS.....	7
PART 3 - BID PREPARATION INSTRUCTIONS.....	7
3.1 BID PREPARATION INSTRUCTIONS	7
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	8
4.1 EVALUATION PROCEDURES.....	8
4.2 BASIS OF SELECTION.....	9
4.3 NUMBER OF CONTRACT AWARDS.....	10
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	10
5.1 CERTIFICATIONS REQUIRED WITH THE BID	10
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	10
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....	12
6.1 SECURITY REQUIREMENTS	12
6.2 FINANCIAL CAPABILITY	12
6.3 INSURANCE REQUIREMENTS	12
PART 7 - RESULTING CONTRACT CLAUSES	12
7.1 STATEMENT OF WORK.....	12
7.2 STANDARD CLAUSES AND CONDITIONS.....	15
7.3 SECURITY REQUIREMENTS	15
7.4 TERM OF CONTRACT	15
7.5 AUTHORITIES	16
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	17
7.7 PAYMENT	17
7.8 INVOICING INSTRUCTIONS	18
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	19
7.10 APPLICABLE LAWS.....	19
7.11 PRIORITY OF DOCUMENTS	20
7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR OR FOREIGN CONTRACTOR).....	20
7.13 INSURANCE – SPECIFIC REQUIREMENTS	20
7.14 INSPECTION AND ACCEPTANCE.....	20
7.15 SPECIFIC INDIVIDUALS.....	21
7.16 DISPUTE RESOLUTION.....	21

7.17 SACC MANUAL CLAUSES.....	21
ANNEX "A" – STATEMENT OF WORK.....	22
APPENDIX A – TECHNICAL EVALUATION CRITERIA.....	44
APPENDIX A.1 – MANDATORY TECHNICAL EVALUATION CRITERIA	45
APPENDIX A.2 – POINT-RATED TECHNICAL EVALUATION CRITERIA	49
APPENDIX A.3 – SITE INFORMATION MOUNT GIL	52
ANNEX "B"	53
BASIS OF PAYMENT	53
APPENDIX B.1 OF ANNEX B – FINANCIAL EVALUATION	54
ANNEX "C"	60
INSURANCE REQUIREMENTS.....	60
ANNEX "D"	62
TASK AUTHORIZATION FORM PWGSC-TPSGC 572	62
ANNEX "E" – PERIODIC USAGE REPORTS	66
CONTRACTS WITH TASK AUTHORIZATION.....	66
ANNEX "F" TO PART 3 OF THE BID SOLICITATION.....	67
ELECTRONIC PAYMENT INSTRUMENTS.....	67
ANNEX "G" TO PART 5 OF THE BID SOLICITATION	68
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION.....	68

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 Insurance Requirements, the Task Authorization Form 572, the Reporting Requirements – Contracts with Task Authorizations, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity – Certification, and any other annexes.

1.2 Summary

- 1.2.1** The Canadian Coast Guard's (CCG) requires Turn-Key Industrial Camp Services for remote construction projects in British Columbia in accordance with the requirement detailed herein.

The camp service provider must possess demonstrated experience in the planning and delivery of all requested camp services (including First Aid) for a CCG crew of five (5) in very remote and mountainous areas that are accessible by helicopter only.

The period of the Contract is for one (1) year from date of contract award with the option to extend the contract by up to two (2) additional one (1) year periods under the same conditions.

All of the Work to be performed under the Contract will be on an "as and when requested basis" under Task-Authorization (TA). An obligation for any Work will come into force only when a Task Authorization (TA) is approved and issued in accordance with the Task Authorization Process detailed herein.

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria and financial evaluation criteria to be declared responsive. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. Canada intends to issue only one (1) contract award.

- 1.2.2** The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA) and of the Canada-Chile Free Trade Agreement.
- 1.2.3** This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users, including areas which may be subject to the following Comprehensive Land Claims Agreements (CLCAs):
- Maa-nulth First Nations Final Agreement
 - Nisga'a Final Agreement
 - Tla'amin Final Agreement
 - Tsawwassen First Nation Final Agreement
- 1.2.4** The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.5** Due to the impacts from the COVID-19 pandemic, Suppliers are required to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. Faxed and hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

It is the responsibility of the Bidder to ensure that all amendments issued prior to solicitation closing have been obtained and addressed in the submitted bid.

Bidders intending to submit bids should obtain solicitation documents from the Government Electronic Tendering System (GETS) at <https://buyandsell.gc.ca/procurement-data/tenders>.

The Government of Canada is not responsible for any tender notices and/or related documents and attachments not accessed directly through [Buyandsell.gc.ca/tender](https://buyandsell.gc.ca/tender).

Amendments, when issued, will be available on GETS. Bidders basing their submissions on solicitation documents obtained from other sources do so at their own risk.

For further information, please refer to the solicitation documents.

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) 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.RPReceptiondessoumissions-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 Former Public Servant

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

Definitions

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

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

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of

various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

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

Former Public Servant in Receipt of a Pension

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

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

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 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 seven (7) calendar days before the bid closing date**. Enquiries received after that time may not be answered.

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

2.5 Improvement of Requirement During Solicitation Periods

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority **no later than seven (7) calendar days before the bid closing date**. Canada will have the right to accept or reject any or all suggestions.

2.6 Applicable Laws

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

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.

2.7 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

Bids transmitted by facsimile or hardcopy will not be accepted.

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

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.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheets in Annex "B" – Basis of Payment.

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex "F" 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

SACC Manual clause 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 technical, and 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

See Appendix A.1 at Annex "A".

4.1.1.2. Point-Rated Technical Criteria

See Appendix A.2 at Annex "A".

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

See Annex "B".

4.1.2.2 Calculation of Evaluated Total Bid Price

See Appendix B.1 at Annex "B".

4.1.2.3 Evaluation of Price – Bid

SACC *Manual* Clause A0220T (2014-06-26), Evaluation of Price-Bid

4.2 Basis of Selection

4.2.1 Basis of Selection – Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory criteria; and
2. Bids not meeting (a) and (b) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 25 % for the technical merit and 75 % for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 25 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 75 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 25/75 ratio of technical merit and price, respectively. The total available points equals 75 and the lowest evaluated price is \$45,000.

Basis of Selection - Highest Combined Rating Technical Merit (25%) and Price (75%)			
	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	65 / 75	50 / 75	55 / 75
Bid Evaluated Price	\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	65/75 x 25 = 21.67	50/135 x 25 = 16.67
	Pricing Score	\$45,000 / \$55,000 x 75 = 61.36	\$45,000 / \$50,000 x 75 = 67.50
Combined Rating	83.03	84.17	93.33
Overall Rating	3rd	2nd	1st

4.3 Number of Contract Awards

Canada intends to issue only one (1) contract award.

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

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications 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>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.1.1 List of names for integrity verification form

<http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex "G" titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Workers Compensation Certification- Letter of Good Standing

The Bidder must have an account in good standing with the applicable provincial or territorial Workers' Compensation Board.

The Bidder must provide, within three (3) calendar days following a request from the Contracting Authority, a certificate or letter from the applicable Workers' Compensation Board confirming the Bidder's good standing account. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.2.3.3 Education and Experience

SACC Manual clause A3010T (2010-08-06), Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

Not Applicable

6.2 Financial Capability

SACC Manual clause A9033T (2012-07-16), Financial Capability

6.3 Insurance Requirements

6.3.1 Insurance Certification - Letter from Insurance Broker

The Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada (Foreign-based Bidders must provide a letter from an insurer with an A.M. Best Rating no less than "A-") 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 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".

An obligation for any Work will come into force only when a Task Authorization (TA) is approved and issued in accordance with the clause entitled "Task Authorization".

7.1.1 Task Authorization

7.1.1.1 Task Authorization Process

Task Authorization:

All 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.

A Task Authorization (TA) will not come into force until it has been finalized in accordance with the TA process described below, and duly authorized by the Technical Authority (and Contracting Authority if applicable) before issuance.

Task Authorization Process:

1. The Technical Authority will provide the Contractor with a description of the task using the Task Authorization form PWGSC-TPSGC 572 specified in Annex "D".
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(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Technical 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 Technical Authority (and the Contracting Authority, if applicable) 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.

7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ _____ (inserted at time of award), **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 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, Applicable Taxes included.**
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.

7.1.1.4 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Contract. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Contractor must provide this data in accordance with the reporting requirements detailed in Annex "E". If some data is not available, the reason must be indicated. If no goods or services are 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.

The quarterly periods are defined as follows: *(dates inserted at time of contract award)*

- 1st quarter: _____ to _____;
- 2nd quarter: _____ to _____;
- 3rd quarter: _____ to _____;
- 4th quarter: _____ to _____.

The data must be submitted to the Contracting Authority no later than thirty (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
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

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>) 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.

Subsection 2 of article 08 entitled Replacement of specific individuals of general conditions 2035 is amended as follows:

2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet or exceed the mandatory technical criteria and meet or exceed the point-rated technical score of individuals proposed in the original bid and used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.

7.3 Security Requirements

7.3.1 There is no security requirement applicable to the Contract.

7.4 Term of Contract

7.4.1 Period of the Contract

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

The Contracting Authority or Authorized Client may issue Task Authorizations between the date of Contract up to March 31, 2022 midnight Pacific Standard Time (PST). Contractual obligations and deliverable completion dates under Task Authorizations may extend beyond March 31, 2022 midnight PST and will end once the final Task has been fully completed and all outstanding obligations performed, such as payments (including interests), warranty obligations as well as audit rights.

7.4.2 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 (1) 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.

*Option Year 1: From April 1, 2022 to March 31, 2023

Option Year 2: From April 1, 2023 to March 31, 2024

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.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

The Contract with task authorizations (TA) is to establish the requirement detailed under the Contract to the Identified Users, including areas which may be subject to the following Comprehensive Land Claims Agreements (CLCAs):

- Maa-nulth First Nations Final Agreement
- Nisga'a Final Agreement
- Tla'amin Final Agreement
- Tsawwassen First Nation Final Agreement

7.4.3 Delivery Date

Delivery must be completed in accordance with the Task Authorization.

7.4.5 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified in the task authorizations (TA) issued under the Contract.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Hélène Kobenter
Spécialiste en approvisionnement
Travaux publics et Services gouvernementaux Canada
Victoria, Colombie-Britannique, Canada

Téléphone : (250) 508-7491
Courriel: Helene.Kobenter@tpsgc-pwgsc.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is: *(inserted at time of contract award)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____-____-_____
E-mail address: _____

In its absence, the Project Authority is:

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

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

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

7.5.3 Contractor's Representative

The Contractors Representative for the Contract is: *(As specified in the Bidder's bid)*

Name: _____
Title: _____
Organization: _____
Address: _____
Telephone: ____ - ____ - ____
E-mail address: _____

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: 2019-01 of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Basis of Payment – Individual Task Authorization

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex “B”.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom 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 task authorization 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.

7.7.2 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 \$ _____ *(amount inserted at Contract award)*. 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.

7.7.3 Method of Payment

The Technical Authority must select one (1) of the following payment methods for each TA. If the authorized TA does not specify a payment method, single payment will apply.

SACC Manual Clause H1000C (2008-05-12) Single Payment

SACC Manual Clause H1001C (2008-05-12) Multiple Payments

SACC Manual Clause H1008C (2008-05-12) Monthly Payment

7.7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department

C0100C (2010-01-11), Discretionary Audit – Commercial Goods and/or Services

C0305C (2014-06-26), Cost Submission – Limitation of Expenditure or Ceiling Price

C0710C (2007-11-30), Time and Contract Price Verification

C2604C (2013-04-25), Customs Duties, Excise Taxes and Applicable Taxes – Non-resident

C2605C (2008-05-12) Canadian Customs Duties and Sales Tax – Foreign-based Contractor

7.7.5 Electronic Payment of Invoices – Contract *(As specified by the Bidder at Annex "F" to Part 3 of the Bid Solicitation - Electronic Payment Instruments)*

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

7.8.1 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.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Task Authorization (TA);

- c. A copy of the approved Task Authorization (TA) and related amendments;
 - d. A copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.
2. Invoices must be distributed as follows:
- a. One (1) copy of the invoice with the supporting documentation required must be submitted by electronic mail directly to the Project Authority identified under section 7.5.2 of the Contract for certification and payment.

Note: Invoice billing address must match the invoicing address shown on page 1 of the Contract and clearly reference the Contract Number AND Task Authorization (TA) Number.
 - b. One (1) copy of the invoice and of the approved TA and related amendments must be forwarded by electronic mail to the PSPC Contracting Authority identified under section 7.5.1 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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9.3 SACC Manual Clauses

SACC Manual Clause A0285C (2007-05-25), Workers Compensation

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____ (*name of the Canadian province or territory as specified by the Bidder in its bid inserted at time of award, if applicable. Refer to section 2.5*).

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 - Service);
- (c) Annex "A", Statement of Work;
- (d) Annex "B", Basis of Payment;
- (e) Annex "C", Insurance Requirements;
- (f) Annex "D", Task Authorization Form PWGSC-TPSGC 572;
- (g) Annex "E", Reporting Requirements – Contracts with Task Authorizations;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) the Contractor's bid dated _____ (*date inserted at time of contract award*).

7.12 Foreign Nationals (Canadian Contractor OR Foreign Contractor)

(Clause selection finalized at time of contract award)

SACC Manual clause A2000C (2006-06-16), Foreign Nationals (Canadian Contractor)

OR

SACC Manual clause A2001C (2006-06-16), Foreign Nationals (Foreign Contractor)

7.13 Insurance – Specific Requirements

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

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

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

7.14 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 Specific Individuals

The Contractor must provide the services of the following individual(s) to perform the Work as stated in the Contract: *(Names inserted at time of award)*

Position	Last Name	First Name	Approval Date	Point-rated Score per Appendix A.2	Contract Amd ###
Camp Manager					
Camp Manager					
Camp Cook					
Camp Cook					

7.15.1 Replacement of Specific Individuals

Refer to section 7.2 of the Contract.

7.16 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".

7.17 SACC Manual clauses

A9019C (2011-05-16) Hazardous Waste Disposal
A9068C (2010-01-11) Government Site Regulations
B1501C (2018-06-21) Electrical equipment
B7500C (2006-06-16) Excess Goods
D0018C (2007-11-30) Delivery and Unloading
D3014C (2007-11-30) Transportation of Dangerous Goods/Hazardous Products

Solicitation No. - N° de l'invitation
F1705-190280/A
Client Ref. No. - N° de réf. du client
F1705-190280

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-0-43037

Buyer ID - Id de l'acheteur
VIC261
CCC No./N° CCC - FMS No./N° VME

ANNEX "A" – STATEMENT OF WORK

**TURN-KEY INDUSTRIAL CAMP SERVICES
FOR REMOTE CONSTRUCTION PROJECTS IN
BRITISH COLUMBIA, CANADA**

Solicitation No. - N° de l'invitation
F1705-190280/A
Client Ref. No. - N° de réf. du client
F1705-190280

Amd. No. - N° de la modif.
File No. - N° du dossier
VIC-0-43037

Buyer ID - Id de l'acheteur
VIC261
CCC No./N° CCC - FMS No./N° VME

TABLE OF CONTENTS

1. GENERAL	ERROR! BOOKMARK NOT DEFINED.
2. SUBMITTALS	ERROR! BOOKMARK NOT DEFINED.
3. EXECUTION	ERROR! BOOKMARK NOT DEFINED.
4. HEALTH AND SAFETY	ERROR! BOOKMARK NOT DEFINED.
5. ENVIRONMENTAL PROCEDURES	ERROR! BOOKMARK NOT DEFINED.
6. QUALITY CONTROL	ERROR! BOOKMARK NOT DEFINED.
7. INDUSTRIAL CAMP	ERROR! BOOKMARK NOT DEFINED.

1. GENERAL

1.1 Scope of Work

- 1.1.1** The Canadian Coast Guard (CCG), Integrated Technical Services (ITS) are in the early stages of extensive overhauls to their remote mountain top communication sites on the West Coast of Canada. To reduce the risk, time and cost required to access the sites by helicopter, CCG requires remote industrial camps be established, to allow CCG personnel to live on site while completing the site rebuilds.
- 1.1.2** All of the Work to be performed under this Contract will be on an “as and when requested basis” under Task Authorization (TA). An obligation for any Work will come into force only when a Task Authorization (TA) is approved and issued in accordance with the Task Authorization (TA) process detailed in the Contract.
- 1.1.3** The first Task Authorisation (TA) for a remote camp will be planned for Mount Gil, in spring/summer of 2021. The schedule for each remote camp will be finalized at time of Task Issuance based on the Contractor’s industrial camp plan. Any changes to the Contractor’s plan must be submitted to CCG for review and approval, and the Task Authorization amended accordingly.
- 1.1.4** The CCG may use this contract for remote camp operations at several other locations, and at multiple locations within the same period, up to 2024.

1.2 Project Locations and Estimated Timeline

- 1.2.1** Provided below is an estimated timeline of all potential sites for which the CCG may require remote camp services. It does not represent a firm commitment until the work is approved and issued in accordance with the Task Authorization process detailed in the Contract:

Fiscal Year	Site	Map Coordinates		Estimated Duration
		Latitude	Longitude	
2021/22	Mt. Gil	N 53° 15' 45.8"	W 129° 11' 50.3"	30
2021/22	Telegraph Cove	N 50° 31' 42.1"	W 126° 47' 23.5"	30
2021/22	Newcastle Ridge	N 50° 25' 37.90"	W 126° 04' 22.20"	30
2022/23	Discovery Mountain	N 50° 19' 25.31"	W 125° 22' 20.95"	60
2022/23	Calvert	N 51° 32' 39.4"	W 127° 56' 54.3"	60
2022/23	Klemtu	N 52° 34' 45.04"	W 128° 33' 48.01"	60
2022/23	Denny	N 52° 06' 12.7"	W 127° 07' 13"	30
2023/24	TBD – Haida Gwaii area			To be determined
2023/24	TBD - Haida Gwaii area			To be determined

1.3 CCG Responsibilities

1.3.1 CCG will be responsible for the following

- .1 Organize preparation meetings and site visits. This will include helicopter transportation to the remote site, as required, (under Task Authorization) to finalize plans for remote camps with the Contractor.
- .2 All transportation of all CCG personnel and other visitors to and from the camp locations

1.4 Contractor Responsibilities

1.4.1 Camp services required must include:

- .1 Design of site specific camps to suit the variety of remote mountain top locations specified in section 1.2 Project Locations and Estimated Timeline. Each camp must accommodate a maximum of five (5) CCG Personnel not including Contractor staff.
- .2 Supply and construct the camps (refer to section 7 Industrial Camp).
- .3 Operate and maintain the camp, providing food services for approximately 30 to 90 days; typically from May to October (refer to section 7 Industrial Camp).
- .4 Staff the camp with at a minimum;
 - .1 One (1) full-time Camp Manager (as defined in section 7.4.2) and,
 - .2 One (1) full-time Camp Cook (as defined in section 7.4.2).
 - .3 For the purposes of this contract, the Contractor may assign the role of Camp Cook to the Camp Manager.
 - .1 If the Contractor decides to do this the Camp Manager must also meet the requirements of the Camp Cook.
- .5 Dismantling and removal of temporary camps from the remote site locations.
- .6 Contractor will be responsible for providing its own helicopter services for the transportation of all Contractor personnel, camp materials and supplies throughout the duration of the work requested under TA, except for initial site visit requirements where helicopter services will be furnished by CCG.

1.5 Constraints

- 1.5.1 Following a site visit that will be arranged by CCG, it is the responsibility of the Contractor to be familiar with the site locations and identify project constraints as they relate to the scope of work. These constraints include but are not limited to the following:
- 1.5.2 Weather: Weather on coastal mountains can be unpredictable and subject to sudden changes. High wind, fog, snow and rain can hinder helicopter access and construction progress and pose safety hazards.
- 1.5.3 Remote Working Location: Due to the remoteness of the site, there may be additional challenges with mobilizing materials and equipment, site safety, travel and accommodations.
- 1.5.4 Communications: There may not be cell coverage or internet service available on site. The Contractor must provide and rely on other means of communication such as satellite devices and use of the VHF marine radio network to perform the work.
- 1.5.5 Scheduling: The site is shared among multiple users and the Contractor's work schedule and camp activities must be coordinated with the CCG to avoid conflicts.

1.6 Travel and Living Expenses

- 1.6.1 Unless stated otherwise in the Contract or a resulting Task, the Contractor is responsible for all travel and accommodation related expenses incurred by the Contractor's representatives and subcontractors.
- 1.6.2 Task Authorization planning meetings: The Contractor is expected to use the most efficient, cost effective and environmentally sustainable means during the execution of tasks. This might include reduction in travel, use of tele-conferencing and video-conferencing, use of electronic documents, etc. When it is deemed necessary for the CCG to arrange a meeting in person with the Contractor's representative to plan remote camp activities, the CCG will reimburse for the Contractor's time and expenses reasonably incurred in accordance with Annex B – Basis of Payment. All estimated planning meeting costs must be pre-approved under Task Authorization (TA).
- 1.6.3 Remote site visits: CCG will arrange a site visit with the Contractor's representative in order to finalize the industrial camp plan with the Contractor. CCG will supply helicopter transportation between the remote site and the nearest designated CCG location i.e., 25 Huron St. Victoria BC or Seal Cove, Prince Rupert BC. Time and expenses reasonably incurred by the Contractor to report to the designated CCG location and participate in these visits must be pre-approved under TA, and will be reimbursed in accordance with Annex B.
- 1.6.4 All expenses for Contractor personnel assigned to deliver, set-up, operate, maintain, dismantle the remote camp(s) must be pre-approved under TA in accordance with Annex B – Basis of Payment

1.7 Fees, Permits, and Certificates

- 1.7.1** The Contractor's Industrial Camp Plan must detail all applicable fees, certificates and permits required in the performance of the camp services requested under TA. The Contractor will be responsible for obtaining all necessary licenses and permits. Costs that do not fall under the Contractor's normal business operating licensing requirements will be reimbursed only if pre-approved under TA and in accordance with Annex B – Basis of Payment.
- 1.7.2** The Contractor must provide copies of all certificates and permits related to the services requested under this Contract to the CCG Technical Authority.

2. SUBMITTALS

2.1 General

- 2.1.1** The following submittals may be required at the time of Task Authorization when the CCG require a site specific camp at one of their remotes sites.

2.2 Health and Safety

- 2.2.1** For all remote camp services requested under Task Authorization, the Contractor must submit a site-specific Health and Safety Plan for CCG review and approval. The Contractor's submission must include:

- .1 Results of site-specific safety hazard assessment.
- .2 Listing of all activities specific to the project and their Health and Safety risks or hazards. This must include Covid-19 mitigation and contingency plans as per the most recent Order of the Provincial Health Officer regarding Covid-19 and Industrial Camps or other applicable Acts, Orders, Regulations in effect at time of Task issuance
- .3 Detailed descriptions of how the activities are to be carried out as well as methods for mitigating hazards and risks.
- .4 Personnel responsible for Health and Safety measures, and Emergency procedures.
- .5 Detailed description of an emergency evacuation procedure of an injured worker.

- 2.2.2** CCG's review of Contractor's Health and Safety plan shall not be construed as approval and does not reduce the Contractor's overall responsibility for camp construction and operation Health and Safety.

2.3 Environmental Procedures

- 2.3.1** For all remote camp services requested under Task Authorization, the Contractor must submit a site-specific Environmental Protection Plan before commencing construction activities or delivery of materials to site for CCG approval as specified in the Task Authorization (TA).
- 2.3.2** Environmental Protection Plan must include comprehensive overview of known or potential environmental issues to be addressed during camp construction and operation.

Environmental Protection Plan must include:

- .1 Name of person and their position responsible for ensuring adherence to Environmental Protection Plan.
- .2 Name and qualifications of Contractor Personnel (or position) responsible for manifesting hazardous waste to be removed from site.
- .3 Name and qualifications of Contractor Personnel (or position) responsible for training site personnel.
- .4 Drawings indicating locations of proposed temporary excavations or embankments for material storage areas, structures, sanitary facilities, and stockpiles of excess or spoil materials including methods to control runoff and to contain materials on site.
- .5 Work area plan showing proposed activity in each portion of area and identifying areas of limited use or non-use.
- .6 Plan to include measures for marking limits of use areas and methods for protection of features to be preserved within authorized work areas. Plan to indicate staging, refueling, and cleaning areas.
- .7 Spill Control Plan to include procedures, instructions, and reports to be used in event of unforeseen spill of regulated substance.
- .8 Non-Hazardous solid waste disposal plan identifying methods and locations for solid waste disposal including clearing debris.
- .9 Contaminant Prevention Plan identifying potentially hazardous substances to be used on job site; intended actions to prevent introduction of such materials into air, water, or ground; and detailing provisions for compliance with Federal, Provincial, and Municipal laws and regulations for storage and handling of these materials.
- .10 Waste Water Management Plan identifying methods and procedures for management and discharge of waste waters which are directly derived from construction activities, such as concrete curing water, clean-up water, dewatering of ground water, disinfection water, hydrostatic test water, and water used in flushing of lines.
- .11 Historical, archaeological, cultural resources biological resources and wetlands plan that defines procedures for identifying and protecting historical, archaeological, cultural resources, biological resources and wetlands.
- .12 Equipment to be used on site identifying age and spill containment procedures.

2.4 Industrial Camp

- .1 For all remote camp services requested under Task Authorization, the Contractor must submit a site-specific Construction and Operations Plan before commencing construction activities or delivery of materials to site for CCG approval as specified in the Task Authorization (TA). Submission to include:
 - .1 Details of dwellings to be constructed at the remote location as specified in the TA, to demonstrate compliance with CCG design requirements.
 - .2 Drawings that document that the dwellings have been engineered and certified to withstand site specific high wind conditions and snow loads. The drawings must be signed and sealed by a Professional Engineer registered in Canada.
 - .3 Details of camp location in relation to work site as specified in the TA.
 - .4 Details of camp facilities, to include:
 - .1 Sanitary (refer to section 7.3.3);
 - .2 Washing, Bathing and Laundry (refer to section 7.3.4).
 - .5 Details of camp operations, to include:
 - .1 Supervision (refer to section 7.4.2);
 - .2 First Aid (refer to section 7.4.3);
 - .3 Food (refer to section 7.4.4);
 - .4 Water (refer to section 7.4.7);
 - .5 Sewage and Garbage disposal (refer to section 7.4.8);
 - .6 Communications. (Refer to section 9.4.9);
 - .7 Power generation (refer section 7.3.1.13)

3. EXECUTION

3.1 Work Completion Deadlines

- 3.1.1 Industrial camp(s) must be constructed and ready for occupancy in accordance with the Task Authorization.

3.2 Helicopter Operations

- 3.2.1 CCG employees or representatives may need to make unscheduled maintenance visits to site. Contact will be made on VHF, but short notice may be given to clear the designated helicopter landing pad and secure the site for downwash. Every practical precaution must be

taken to provide for the protection against flying objects in the rotor downwash. All loose Contractor gear, equipment and materials within 75 feet of the landing pad, and all other areas susceptible to rotor down wash, must be readily secured. The contractor is not responsible for the securing or removing of others gear or equipment on site.

3.3 Communications

3.3.1 The Contractor must outfit the camp with the following communication options.

- .1 VHF Radio (Marine Band 156-174MHz); and
- .2 Satellite terminal capable of providing Iridium Certus 700 services (352kbps up / 704kbps down & 256kbps streaming).

3.3.2 Site Check-in/out Procedures:

- .1 Whenever possible the Contractors Camp Manager must be able to be contacted at all times while working onsite. Reliable communication services must be employed and monitored by the Contractor to allow the CCG Technical Authority or others to make contact at any time.
- .2 When arriving or departing from site and unescorted by CCG personnel, the Contractor is to contact Prince Rupert Coast Guard Radio on VHF channel 83A (frequency 157.175 MHz) and report on number of persons on site and provide any other information as requested by Coast Guard Radio. A Restricted Radiotelephone Operator's Certificate Maritime (ROC-M) is required to use a marine VHF radio.

4. HEALTH AND SAFETY

4.1 Reference Standards

4.1.1 Work under this section to comply with all listed references. In the case of conflict or discrepancy, the more stringent shall apply:

- .1 *Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations*

4.2 General Requirements

4.2.1 The Contractor must develop written site-specific Health and Safety Plan based on hazard assessment prior to beginning site work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.

4.3 Contractor's Responsibility

4.3.1 Contractor must:

- .1 Be responsible for health and safety of all contractor personnel on site, safety of property on site and for protection of persons adjacent to site to the extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

4.4 Unforeseen Hazards

- 4.4.1 When an unforeseen or peculiar safety-related factor, hazard, or condition occurs during performance of Work, the Contractor must immediately advise the CCG Technical Authority verbally and by email.

4.5 Health and Safety Requirements of Contractor's Personnel

- 4.5.1 Contractor's Camp Manager and Camp Cook. The Contractor must provide a Camp Manager and a Camp Cook (or a single person who is qualified in both areas) who are certified and experienced in providing the following on site services relating to Health and Safety:

- .1 Be in possession of a valid certification, of at a minimum Occupational First Aid Level three, that is recognized by Work Safe B.C. or recognized equivalent Authority.
- .2 Must hold valid FOODSAFE Certificate, or recognized equivalent by the BC Centre for Disease control.
- .3 Be on site at all times during execution of Work.

4.6 Correction of non-compliance

- 4.6.1 The Contractor must immediately address health and safety non-compliance issues identified by authority having jurisdiction or by CCG.
- 4.6.2 CCG may stop Work if non-compliance of health and safety regulations is not corrected.
- 4.6.3 CCG will notify the Contractor in writing of observed noncompliance with Federal, Provincial or Municipal health and safety laws or regulations, permits, and other elements of Contractor's Health and Safety Plan.
- 4.6.4 The Contractor must respond and submit to CCG in writing its proposed corrective actions within two (2) calendar days from date of receipt of such notice. For severe non-compliance issues, CCG may stop work until non-compliance has been corrected.

5. ENVIRONMENTAL PROCEDURES

5.1 General

5.1.1 Reference Standards

- .1 Canadian Environmental Protection Act (CEPA) [SBC 2003]
- .2 Canadian Environmental Assessment Act, 2012 (CEAA)
- .3 Spill Reporting Regulation, BC Reg 187/2017
- .4 Fire Services Act [RSBC 1996]
- .5 British Columbia Fire Code Regulation B.C. Reg. 161/2018
- .6 Water Sustainability Act [SBC 2014]
- .7 Wildfire Act [SBC 2004]

5.1.2 Definitions

- .1 Environmental Pollution and Damage: presence of chemical, physical, biological elements or agents which adversely affect human health and welfare; negatively alter ecological balances of importance to human life; affect other species of importance to humans; or degrade environment aesthetically, culturally and/or historically.
- .2 Environmental Protection: prevention/control of pollution and habitat or environment disruption during construction

5.2 Fires

- 5.2.1 Open fires and burning of rubbish on site is not permitted unless otherwise expressly specified in the Task Authorization.

5.3 Drainage

Contractor must:

- 5.3.1 Provide temporary drainage and pumping required to keep excavations and site free from water.
- 5.3.2 Ensure pumped water into waterways is free of suspended materials.
- 5.3.3 Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

5.4 Site Clearing and Plant Protection

Contractor must:

- 5.4.1 Protect trees and plants on site and adjacent properties as indicated.
- 5.4.2 Only clear vegetation that interferes with camp construction.
- 5.4.3 Minimize stripping of topsoil and vegetation.

5.4.4 Restrict tree removal to areas designated by CCG.

5.5 Pollution Control

Contractor must:

5.5.1 Maintain temporary erosion and pollution control features installed under this Contract.

5.5.2 Provide methods, means, and facilities to prevent the contamination of soil, water, and atmosphere from the discharge of pollutants produced by construction operations.

5.5.3 Provide vehicles, machinery, and equipment in good repair, equipped with emission controls as applicable and operated within regulatory requirements.

5.5.4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris.

5.6 Notification

5.6.1 CCG will notify the Contractor in writing of observed noncompliance with Federal, Provincial or Municipal environmental laws or regulations, permits, and other elements of Contractor's Environmental Protection plan.

5.6.2 The Contractor must respond and submit to CCG in writing its proposed corrective actions within two (2) calendar days from date of receipt of such notice.

5.7 Execution

5.7.1 Cleaning

Contractor must:

Leave Work area clean at end of each day.

- .1 Final Cleaning: upon completion remove surplus materials, rubbish, tools and equipment from site.
- .2 Waste Management: separate waste materials for recycling or reuse from materials for disposal.
- .3 Remove recycling containers and bins from site and dispose of materials at appropriate facility.

6. QUALITY CONTROL

6.1 General

6.1.1 Related Requirements

- .1 Section 4 Health and Safety
- .2 Section 5 Environmental Protection
- .3 Section 7 Industrial Camp

6.2 Inspection

6.2.1 The Contractor must allow Canadian Coast Guard (CCG) access to Work. If part of Work is in preparation at locations other than Project Location, allow access to such Work whenever it is in progress.

6.2.2 The below list identifies key milestones where CCG will require an opportunity to inspect the Industrial Camp:

- .1 Industrial Camp structures and facilities: CCG may inspect structures and facilities prior to installation on site.
- .2 Industrial Camp Installation: CCG may inspect the camp structures and facilities prior to occupancy.
- .3 Industrial Camp Operations: CCG may inspect the camp during operations and occupancy to confirm compliance with the contract documents.
- .4 Industrial Camp demobilisation: CCG will conduct a final inspection upon demobilisation of the camp to ensure the site is left in the same condition it was found, or better.

6.2.3 The Contractor must give a minimum of 96 hours' notice for inspections of all key milestones listed in section 6.2.2 above. The Contractor will be responsible for any delays in work if the required notice was not provided as specified.

6.2.4 If the Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, the Contractor will uncover such Work, have inspections or tests satisfactorily completed and make good such Work.

6.3 Independent Inspection Agencies

6.3.1 Independent Inspection/Testing Agencies may be engaged by CCG for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by CCG.

6.3.2 Employment of inspection/testing agencies does not relax Contractor's responsibility to perform Work in accordance with Contract Documents.

6.3.3 If defects are revealed during inspection and/or testing, appointed agency will provide those details to CCG advising of additional inspection and/or testing to ascertain full degree of defect. As requested by CCG, Contractor must correct defect and irregularities as advised at no cost to CCG. Contractor must pay costs for retesting and re-inspection.

7. INDUSTRIAL CAMP

7.1 General

7.1.1 Scope of Work

Work in this section includes the supply of all labour, material, and equipment necessary to complete the following activities:

- .1 Design, supply, and construct an industrial camp in one or more of the remote locations listed in section 1.2 and specified in the TA.
- .2 Operate the camp for a period as specified in the TA (typically 30 - 60 days with option to extend up to 120 days (May-Oct).
- .3 Deconstruct and remove the camp as specified in the TA.

7.2 Products

7.2.1 Performance

- .1 The contractor must guarantee that all camp facilities and structures be designed to perform as expected for the duration of their operation as specified in the TA.

7.2.2 Guarantee

- .1 The Contractor must guarantee that all material and workmanship used in the camps construction is in accordance with all applicable specifications and standards referenced.
- .2 From the date of the camp construction, the Contractor must replace, free of charge, all defective components of the camp.

7.2.3 Quality Assurance

- .1 Quality Assurance: in accordance with Section 6 - Quality Control.

7.3 Design Requirements

7.3.1 General

The camp and dwellings must:

- .1 Be located within 10 minutes walking distance from the Marine Communication and Traffic Service construction site.
- .2 Be waterproof structures.
- .3 Be engineered and certified to withstand site specific high wind conditions. (See Annex B – Environment Canada Site Specific Wind Pressure Report) Proof of this must be provided as per the submittals section 2.2.3.1.2
- .4 Be engineered and certified to be able to withstand site specific high snow loads. Proof of this must be provided as per the submittals section 2.2.3.1.2

- .5 Be Helicopter portable modular units.
- .6 Have heating arrangements capable of maintaining a temperature of at least 18°C (64°F) during occupancy (as required by the NBCC).
- .7 Ensure heating system fuels and combustible gases are stored and dealt with appropriately, in accordance with all applicable acts, regulations, codes.
- .8 Have walls fitted tightly together and be of sound structure.
- .9 Have interior wall surfaces that are smooth, and painted or covered with a treated material that can be easily maintained.
- .10 Have floors made of materials that can withstand regular wet washing.
- .11 Have living areas, bedrooms, dining rooms, kitchens and sanitary facilities that have adequate artificial or natural light for the intended purposes. Light switches should be located in such a way as to minimize the need to move into a dark room.
- .12 Have rooms that are adequately ventilated to prevent the accumulation of moisture, disagreeable odours and mould.
- .13 Have 120 volt–15 Amp Electricity available 24/7 that is provided by contractor supplied power generation equipment.
- .14 Have firefighting capabilities (3 class ULC 6A:80B:C extinguishers minimum)
- .15 Have, at a minimum, dual exits leading directly to the exterior of the building. Secondary exits must meet the specification of the Fire Code.
- .16 Not have dual purpose buildings storing highly flammable material or hazardous goods. These are not acceptable accommodations.
- .17 Be constructed and maintained in a manner that will deter pests. This includes insects, rodents and other animals that may present a risk to human health.

7.3.2 Dwellings

The Industrial camp must accommodate the following types of facilities and meet the requirements of each;

- .1 Living/ Dining room
 - .1 The living room must have a net floor area of at least 11 m2 (118 sq. ft.).
- .2 Kitchen
 - .1 The kitchen must have a net floor area of at least 7 m2 (75sq. ft.).
 - .2 The kitchen or food preparation area is separate from any other room.

- .3 The kitchen is constructed so that it deters the entry of pests.
- .4 Walls and floors are smooth, durable, and non-absorbent so as to be maintained in a sanitary condition.
- .5 An adequate supply of hot and cold water that meets the needs of the kitchen.
- .6 All sinks be plumbed with hot and cold running water under pressure, and drains connected to an approved waste disposal system.
- .7 Refrigeration equipment is provided that has enough space to store all potentially hazardous foods kept at the industrial camp (e.g., food that can support disease causing micro-organisms or the production of toxins).
- .8 Refrigeration must be mechanical.
- .3 Sleeping Areas
 - .1 The camp must provide beds for a minimum of 5 CCG personnel. These beds must be located within sleeping areas as defined below.
 - .2 Each Sleeping Area must;
 - .3 have a net floor area of at least 9m² (97sq. ft.).
 - .4 have an unobstructed clearance of at least 0.6m (2 ft.) between beds, and 1m (3ft.) between each bed and the ceiling.
 - .5 Where double bunk beds are used, there must be a maximum of 1 double bunk per sleeping area and the minimum space between the lower and upper bunk must not be less than 0.7 m (27 in.).
 - .6 have a window with an unobstructed opening of not less than 0.35m² (3.7 sq. ft.) in area, with no dimension less than 380 mm (15 in.). The window shall be constructed so it can maintain the required opening, during an emergency, without additional support and must be labeled as emergency exits (as required by the BCBC for smaller buildings.)
 - .7 be configured in such a way that it can be made private from other occupants of the camp or another occupant of a double bunk
 - .8 have working smoke alarms, as required by the BC Fire Code.

7.3.3 Sanitary Facilities

- .1 Sanitary facilities must include at minimum:
 - .1 One (1) toilet or privy seat
 - .2 One (1) shower
 - .3 One (1) wash basins

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- .2 Toilets must be located within 30m (100ft.) from any bedroom. Toilets are to be enclosed in a manner that provides privacy to the user.
 - .3 Sanitary facility floors must be constructed of durable material such as concrete, wood or other suitable material and finished with a smooth, watertight surface and preferably with a light-coloured surface that can be easily sanitized, cleaned and dried so as to not cause a health hazard or an accident.
 - .4 If approved in writing by a health officer, pit privies or latrines maybe used in the industrial camp where the camp is not equipped with a sewerage disposal system. If pit privies or latrines are used they must be constructed and maintained so that:
 - .1 Pests are prevented from gaining access to the waste materials in the pit.
 - .2 Surface or ground water will not enter the pit.
 - .3 The enclosure is vented.
 - .4 The vault area is vented, using a screened cap or downturn on the pipe to avoid precipitation entering the vault area.
 - .5 They are not located within any building used for human occupancy or within 3m (10 ft.) of any dwelling.
 - .6 Waste material will not contaminate a water supply.
 - .7 Latrines should only be constructed in suitable soils which will not contaminate the water table due to high permeability (i.e. very sandy or gravelly soils).

7.3.4 Washing, Bathing and Laundry facilities

- .1 Hot and cold water must be provided for washing and showering facilities.
- .2 For privacy purposes, showering facilities must be enclosed so they are screened from view.
- .3 Each shower must have access to an adequate dressing space that is private and dry.
- .4 Bathing/ showering facilities must be constructed with smooth, impervious and easily cleanable floors and walls.
- .5 Where there is a lack of pressurized water, portable showers can be used as well as hand-washing stations (e.g., at privies). (Hand-washing stations can be supplemented with waterless hand sanitizers where appropriate.)
- .6 Laundry facilities must be reasonably accessible and enable residents to launder their personal items as required.
- .7 Onsite laundry facilities must be large enough for one shift of workers (maximum 5) to use at a time, and have drying facilities that will allow the clothes to dry by the start of the next shift.

7.4 Operations

7.4.1 Notification of Industrial Camp Operations

- .1 The health authorities require each industrial camp operator to notify the health authority before building or operating a camp. It is the responsibility of the contractor for completing and obtaining approval permits of camp plans from the appropriate authorities before they can proceed.
- .2 A copy of the application submitted and approval received must be provided to the CCG Technical Authority.
- .3 The contractor must post the following information in a prominent and accessible place in the camp:
 - .1 Industrial Camps Regulation.
 - .2 B.C. Guidelines for Industrial Camps Regulation.
 - .3 Contact information for the health authority with jurisdiction over the industrial camp (name, phone number and email address).
 - .4 Any applicable permits.

7.4.2 Supervision and Maintenance

- .1 Staff the camp with at a minimum;
 - .1 One (1) full-time Camp Manager and,
 - .2 One (1) full-time Camp Cook
 - .3 For the purposes of this contract, the Contractor may assign the role of Camp Cook to the Camp Manager.
- .2 If the Contractor decides to do this the Camp Manager must also meet the requirements of the Camp Cook.
- .3 The duties and minimum mandatory qualification requirements of the Camp Manager and Cook are as follows:
 - .1 Camp Manager
 - .1 Liaison with CCG Technical Authority designated in the Task Authorization;
 - .2 Ensure safe and reliable operation of all camp systems and facilities;
 - .3 Primary coordinator for logistics of supplies provisioning for the operation of the camp by helicopter;
 - .4 Must hold a valid WorkSafe BC Occupational First Aid (OFA) Level 3 Certificate (or recognized equivalent).
 - .5 Must hold a valid Restricted Radiotelephone Operator's Certificate Maritime (ROC-M).

-
- .6 Camp Manager must have worked on at a minimum three (3) remote temporary camp projects as camp manager within the last seven (7) years of a similar scope and size.
 - .2 Camp Cook
 - .1 Must hold a valid FOODSAFE Level 1 Certificate, or recognized equivalent from the BC Centre for Disease control (http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/EH/FPS/Food/Food_Handlers_Training_Courses_Equivalent_to_BC_FOODSAFE_Level_1.pdf) (*link/document available in English only*)
 - .2 Cook must have worked on at least three (3) remote temporary camp projects as lead cook within the last five (5) years of a similar scope and size
 - .3 Maintain and operate a clean cooking area compliant with all applicable federal, Provincial and municipal laws and regulations;
 - .4 The Camp Manager and Cook must also ensure the following:
 - .1 Clean, laundered sheets and pillow cases are supplied to each employee on arrival and at least once each week after arriving.
 - .2 All mattresses, sheets, pillows, pillow cases, blankets and bed covers are kept in a sanitary condition.
 - .3 Clothes are not dried in a bedroom.
 - .4 Individual dry storage space for personal possessions and clothes is provided for each employee using the bedroom.
 - .5 Lighting is available 24 hours a day.
 - .6 Hand-washing and showering facilities must be kept in good repair and sanitary condition.
 - .7 All camp equipment is maintained in good repair.
 - .8 All structures, facilities, furnishing, appliances and bedding are maintained in good repair and in a sanitary condition.

7.4.3 First Aid

- .1 The Contractor must provide a dedicated first aid area that is fully equipped to meet the requirements of all workers on site as well as the latest edition of the Work safe BC Occupational Health and Safety Regulation. The first aid area and attendant must:
 - .1 Be readily accessible. A First Aid will be readily accessible where it is within 10 minutes' walking time for all workers in a workplace. Alternatively, the service is readily accessible where the first aid attendant can reach injured workers within 10 minutes' walking time to render first aid.

- .2 Be ready to receive the injured worker or to depart to where the worker is situated without delay, usually within 3 to 5 minutes of being summoned.

7.4.4 Food - General

- .1 The Public Health Act applies to all industrial camps, and operators must manage food services in their facilities in an approved manner to prevent a health hazard.
- .2 Eating/ drinking utensils and dishware are thoroughly cleaned and sanitized after each use.
- .3 Food handlers always wash their hands thoroughly before handling food, clean dishware and utensils, and after using the toilet.
- .4 Food handlers with infected cuts on their hands or arms (including sores, burns, lesions, etc.) not handle food or utensils unless the cuts are properly covered (e.g. waterproof bandage covered with a non-latex glove or finger cot).
- .5 All food service equipment and utensils/dishware must be food grade quality, free from breaks, corrosion and cracks and kept clean and sanitized.
- .6 Ventilation and fire-protection systems must be maintained in conformance with NFPA 96.
- .7 A fire safety plan may be required under the BC Fire Code.

7.4.5 Food Handling

- .1 All food must be protected from contamination at all times.
- .2 Each refrigeration unit must have a thermometer that is accurate within 1°C to regularly monitor its operability.
- .3 All food supplies must be dated, labeled, covered and stored off the floor so they are protected from dirt and contaminants.
- .4 Foods must be protected in a sanitary manner while being transported to the camp, and potentially hazardous foods must have safe temperature control (i.e., hot foods are kept at temperature greater than 60°C, and cold foods are kept at 4°C or less.)

7.4.6 Food Menu

- .1 The Contractor must provide a menu which will be used to provide the crew with a variety of choices for meals, good nutritional value, and dietary requirements which are communicated in advance of the start of the Work. The menu must be submitted to the CCG as part of the Construction and Operations Plan.
- .2 Serving sizes for individuals will not be limited and the contractor must account for an adequate allowance of food which will allow for larger allotments to individuals who require it. The menu must indicate if there is a food allergy present in an item which has been communicated to the Contractor by the CCG Representative.

- .3 The menu must be pre-set and alternate daily between minimum three different breakfast, lunch, and dinners. There must be hot and cold food options for every meal and a range of snack and refreshment options 24hrs a day.
- .4 All meals and snack options must be healthy and nutritious in accordance with the Canada Food Guide for Food Service Industry.
- .5 Contractor must offer a range of snack and refreshment options 24hrs a day.

7.4.7 Water

- .1 The Contractor must ensure that an adequate supply of safe, uncontaminated water is available at all times for drinking and domestic purposes.
- .2 The industrial camp must meet the requirements of the Drinking Water Protection Act and the Drinking Water Protection Regulation with regard to supplying potable and non-potable water for domestic purposes to the camp.
- .3 All portable drinking water containers/coolers must be sanitized when they are changed or refilled. They must be kept in a sanitary condition and equipped with a sanitary water-dispensing device.
- .4 If water needs to be transported, the Contractor must ensure that the water containers are sanitized, are properly and securely capped or covered so no contaminants can get in, and are only used to carry water. Drinking water storage containers must be bacteriologically safe, clean, sanitary, covered and equipped with a sanitary dispensing device such as a tap.

7.4.8 Sewage and Garbage Disposal

Contractor is responsible for:

- .1 Plans to treat and disperse sewage in industrial camps must be approved by the health officer in writing before the camp operations begin.
- .2 Sanitary facilities must be kept in good repair and in a sanitary condition.
- .3 All facilities must be maintained with adequate supplies of toilet tissue and hand soap and single-service towels handwashing/drying or waterless hand sanitizers where appropriate.
- .4 Privies are to be pumped out as necessary to ensure proper function.
- .5 Where privies are watertight vaults, the pumping requirements will be as specified on the permit issued by the health authority and/or any local bylaw requirements that may exist for vault privies.
- .6 Whenever a pump out is performed, disposal of contents must be to a permitted waste water facility. A written record should be maintained of all pump out dates, volumes, and hauler name and contact information.
- .7 Where latrines are used, the Contractor must ensure camp residents are trained to dig and cover them in a manner that prevents health hazards from arising.

- .8 Laundry operations must not be carried out in a stream, lake or other water body.
- .9 For all industrial camps, discharge of grey water to an infiltration pit may be allowed if approved in writing by the health officer.
- .10 Provide leak-proof, pest-proof, durable containers with tight-fitting tops or contained within an electric fence (or other suitable means) capable of excluding bears and other wildlife.
- .11 Maintain garbage containers so that they do not become foul-smelling, unsightly or a breeding place for pests. All containers must have sealable lids.
- .12 Take steps to prevent the camp site from being littered with garbage or other waste. Waste disposal method must be approved and specified in the Task Authorization. Open fires and burning of rubbish on site is not permitted unless otherwise expressly specified in the Task Authorization.
- .13 Garbage must be removed after each meal from any room in which food is prepared, served or stored. It must be collected daily and stored appropriately until final disposal.
- .14 The camp operator is responsible for providing sufficient information/evidence to the health officer to ensure these requirements are met.

7.4.9 Communications

The Contractor must outfit the camp with the following communication options:

- .1 VHF Radio (Marine Band 156-174MHz); and
- .2 Satellite terminal capable of providing Iridium Certus 700 services (352kbps up / 704kbps down & 256kbps streaming).

N° de l'invitation - Solicitation No.
F1705-190280/A
N° de réf. du client - Client Ref. No.
F1705-190280

N° de la modif - Amd. No.
File No. - N° du dossier
VIC-0-43037

Id de l'acheteur - Buyer ID
VIC261
N° CCC / CCC No./ N° VME - FMS

APPENDIX A – TECHNICAL EVALUATION CRITERIA

Proposals will be evaluated in accordance with the mandatory and point-related evaluation criteria detailed below. Bidders' proposals must include the specified plans and other information to clearly demonstrate they meet all mandatory requirements for the proposal to be considered for this work.

Please note: If the Mandatory criterion is not met, the bid will not be given further consideration in the process. If Mandatory criterion is met, the evaluation team will proceed with the point-rated evaluation. The point-rated evaluation criteria outlines in more detail how points are awarded for the specific content provided for each mandatory requirement.

The following is an index of the Mandatory (M) criterion and the weighted Point-Rated (R) criterion:

M1: Corporate Experience
M2: Personnel Experience

R1: Corporate Experience
R2: Personnel Experience

N° de l'invitation - Solicitation No.
 F1705-190280/A
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APPENDIX A.1 – MANDATORY TECHNICAL EVALUATION CRITERIA

Item	Mandatory Requirement	Compliant		For additional information & supporting documentation, refer to page # (Bidder must specify)
		Yes	No	
M.1	Corporate Experience			
M.1.1	<p>The Bidder MUST provide FIVE (5) separate examples of experience in mobilizing, constructing, operating and demobilizing temporary camps similar in scope and size to services detailed in Annex A where the Bidder was the prime Contractor.</p> <p>The contract examples MUST meet the following criteria;</p> <ol style="list-style-type: none"> 1. Were operated within the last SEVEN (7) YEARS. 2. Accommodated FIVE (5) + personnel (not including contractor camp personnel). 3. Camps must have been in operation for OVER 30 DAYS. (Submission must include start and end dates.) <p>The value of the submitted examples will also be evaluated, see R1.1 under Evaluation Rated Criteria.</p>			

Item	Mandatory Requirement	Compliant		For additional information & supporting documentation, refer to page # (Bidder must specify)
		Yes	No	
M.1.2	<p>The Bidder MUST provide three (3) client references, from three (3) different remote camps that can validate the Bidder provided a successful and positive service for the client.</p> <p>For each contract reference provided, the Bidder must include at a minimum the following information:</p> <ol style="list-style-type: none"> 1. Name of Client 2. A description of the types of services performed; 3. Location of the remote camp; 4. Start and end date of contract; 5. Size of group served; and 6. Note of <u>appreciation</u> or <u>commendation</u> from client. 			
M.1.3	<p>Food Services - Menus</p> <p>Bidder MUST provide with its bid a sample menu for a 8-day CCG crew working shift. The menu must demonstrate the food is the following,</p> <ol style="list-style-type: none"> 1. Healthy and nutritious in accordance with the Canada Food Guide for Food Service Industry; and. 2. There are hot and cold food options for every meal; and 3. There are a range of snack and refreshment options 24hrs a day. 			
M.2	Personnel Experience			

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 VIC261
 N° CCC / CCC No. / N° VME - FMS

Item	Mandatory Requirement	Compliant		For additional information & supporting documentation, refer to page # (Bidder must specify)
		Yes	No	
M.2.1	<p>Camp Manager (The bidder may also designate the Camp Manager as the Camp Cook. In this scenario, the Camp Manager must possess the mandatory requirements of each position)</p> <p>The Bidder MUST submit the name, resume and copies of certificates of qualifications of the proposed Camp Manager as per the Statement of Work at Annex A.</p> <ol style="list-style-type: none"> The resume must show that the Camp Manager has worked on at a minimum three (3) remote temporary camp projects as camp manager within the last seven (7) years of a similar scope and size as those detailed in Annex A. The bidder must submit a copy of the Camp Manager's Occupational First Aid (OFA) Level 3 certificate. The bidder must submit a copy of the Camp Manger's Restricted Radiotelephone Operator's Certificate Maritime (ROC-M). <p>The value of the submitted examples will also be evaluated, see R.2.1 under Evaluation Rated Criteria.</p>			

N° de l'invitation - Solicitation No.
 F1705-190280/A
 N° de réf. du client - Client Ref. No.
 F1705-190280

N° de la modif. - Amd. No.
 VIC261
 File No. - N° du dossier
 VIC-0-43037

Id de l'acheteur - Buyer ID
 VIC261
 N° CCC / CCC No. / N° VME - FMS

Item	Mandatory Requirement	Compliant		For additional information & supporting documentation, refer to page # (Bidder must specify)
		Yes	No	
M.2.2	<p>Camp Cook (The bidder may also designate the Camp Cook as the Camp Manager. In this scenario, the Camp Cook must possess the mandatory requirements of each positions)</p> <p>The Bidder MUST submit the name, resume and copies of certificates of qualifications of the proposed camp cook as per the Statement of Work at Annex A.</p> <ol style="list-style-type: none"> The resume must show that the Camp Cook has worked on at least three (3) remote temporary camp projects as lead cook within the last five (5) years of a similar scope and size as those detailed in Annex A. The bidder must submit a copy of the Camp Cooks valid FOODSAFE Level 1 Certificate or recognized equivalent from the BC Centre for Disease Control <p>The value of the submitted examples will also be evaluated, see R.2.2 under Evaluation Rated Criteria.</p>			

APPENDIX A.2 – POINT-RATED TECHNICAL EVALUATION CRITERIA

Item	Requirement	Point Rating	For additional information & supporting documentation, refer to page # (Bidder must specify)
R.1	Corporate Experience	Max points 35	
R.1.1	<p>5 Points PER EXAMPLE if bidder can demonstrate camp was established in a COASTAL, MOUNTAINOUS* environment and were only accessible by helicopter.</p> <p>*Mountainous is defined as having a minimum elevation of 1500ft above Mean Sea Level (MSL). Coastal is defined as being within 200KM of the Pacific Coast of Canada. (google earth will be used as a tool to gauge compliance)</p>	/25	
.1			
.2	10 Points if the bidder can demonstrate that ANY of the Camps where operated at the same time.	/10	
R.2	Personnel Experience	Max points 40	
R.2.1	Camp Manager (The bidder may also designate the Camp Manager as the Camp Cook. In this scenario, the Camp Manager must possess the mandatory requirements of each position)		

Item	Requirement	Point Rating	For additional information & supporting documentation, refer to page # (Bidder must specify)
.1	<p>Points will be given if the bidder can demonstrate the Camp Manager has managed four (4) - six (6) remote temporary camp projects within the last 10 years.</p> <p>5 points for 4 camp examples 10 points for 5 camp examples 15 points for 6 camp examples</p>	/15	
.2	<p>10 Points will also be given if the bidder can demonstrate any of the camps managed by the camp Manager where established in COASTAL, MOUNTAINOUS* environments and were only accessible by helicopter.</p> <p>*Mountainous is defined as having a minimum elevation of 1500ft above Mean Sea Level (MSL). Coastal is defined as being within 200KM of the Pacific Coast of Canada . (google earth will be used as a tool to gauge compliance)</p>	/10	
R.2.2	<p>Camp Cook (The bidder may also designate the Camp Manager as the Camp Cook. In this scenario, the Camp Manager must possess the mandatory requirements of each positions)</p>		
.1	<p>Points for each item below will be given if the bidder can demonstrate the Camp Cook has been the Lead Cook at four (4) - five (5) remote temporary camp projects within the last 10 years.</p> <p>2.5 points for 4 camp examples 5 points for 5 camp examples</p>	/5	

N° de l'invitation - Solicitation No.
F1705-190280/A
N° de réf. du client - Client Ref. No.
F1705-190280

N° de la modif. - Amd. No.
VIC261
File No. - N° du dossier
VIC-0-43037

Id de l'acheteur - Buyer ID
VIC261
N° CCC / CCC No. / N° VME - FMS

Item	Requirement	Point Rating	For additional information & supporting documentation, refer to page # (Bidder must specify)
.2	10 Points will also be given if the Camp Cook has a Red Seal Certificate http://www.red-seal.ca/	/10	

N° de l'invitation - Solicitation No.
F1705-190280/A
N° de réf. du client - Client Ref. No.
F1705-190280

N° de la modif. - Amd. No.
N° CCC / CCC No. / N° VME - FMS
VIC-0-43037

Id de l'acheteur - Buyer ID
VIC261

APPENDIX A.3 – SITE INFORMATION MOUNT GIL



ANNEX "B"
BASIS OF PAYMENT

Instructions / Mandatory Financial Evaluation Criteria:

- a) Bidders must submit their financial bid using the financial evaluation table / Appendix B.1 provided in this Annex.
- b) Bidders must submit firm rates for Items 01 through 07 (Appendix B.1) for each period of the contract (Year 1, Option Year 2, and Option Year 3). A financial bid addressing only a portion of the services will be declared non-responsive.
- c) Services offered at no charge must be stated as "\$0" or "No charge" or the service will be considered not available and the bidder's financial bid declared non-responsive.
- d) Pricing offered must be in Canadian dollars, Applicable Taxes, excluded, FOB Destination, Canadian customs duties and excise taxes included.
- e) Option Year 1 and Year 2 pricing is subject to the extension of the contract for that period in accordance with section 7.4.2 of the bid solicitation.
- f) No further charges will be allowed.

Failure to comply with the above instructions will result in the Bidder's bid being declared non-responsive and given no further consideration.

Estimates

The estimated annual usage in Appendix B.1 is provided for financial evaluation purposes only, and does not represent a commitment by Canada. All work will to be performed on an "as and when requested" basis" through task authorizations. Refer to section 7.1.1.1. Task Authorization Process.

N° de l'invitation - Solicitation No.
 F1705-190280/A
 N° de réf. du client - Client Ref. No.
 F1705-190280

N° de la modif. - Amd. No.
 VIC261
 File No. - N° du dossier
 VIC-0-43037

Id de l'acheteur - Buyer ID
 VIC261
 N° CCC / CCC No. / N° VME - FMS

APPENDIX B.1 OF ANNEX B – FINANCIAL EVALUATION

Item	Mandatory Services Categories ** All must be pre-approved by CCG on the Task Authorization	Estimates for evaluation purposes only (A)	Mount Gil (B)	Year 1 From date of award To 31-Mar-2022 (C)	Option Year 1 From 01-Apr-2022 To 31-Mar-2023 (D)	Option Year 2 From 01-Apr-2023 To 31-Mar-2024 (E)	Extended Total
01	<p>All-inclusive firm price for the following:</p> <p>Mobilization of camp (including labour and helicopter/transportation costs) between contractor's designated place of business at _____ (Bidder MUST specify) and Mount Gil. (See *Notes 1 and 2)</p> <p>Camp set-up (including labour, Subcontracted services Transportation costs</p> <p>If not submitted with your bid, /Bidder must provide more detailed price support break-down (including but not limited to estimated hours/rates used to calculate firm price, list of anticipated fees, anticipated subcontracts) within 3 days upon written request from Contracting Authority</p>	NA	\$ _____	NA	NA	NA	= (B1) 1) \$ _____

Item	Mandatory Services Categories ** All must be pre-approved by CCG on the Task Authorization	Estimates for evaluation purposes only (A)	Mount Gil (B)	Year 1 From date of award To 31-Mar-2022 (C)	Option Year 1 From 01-Apr-2022 To 31-Mar-2023 (D)	Option Year 2 From 01-Apr-2023 To 31-Mar-2024 (E)	Extended Total
02	<p>All-inclusive firm price for the following:</p> <p>Demobilization of camp (including labour and helicopter/transportation costs) between contractor's designated place of business at _____ (Bidder MUST specify) and Mount Gil. (See *Notes 1 and 2)</p> <p>If not submitted with your bid, /Bidder must provide more detailed price support break-down (including but not limited to estimated hours/rates used to calculate firm price, list of anticipated fees, anticipated subcontracts) within 3 days upon written request from Contracting Authority</p>	NA	\$ _____	NA	NA	NA	= (B2) 2) \$ _____
03	<p>All-inclusive firm mark-up on Contractor's laid-down cost for sites excluding Mount Gil the following activities:</p> <ul style="list-style-type: none"> • Mobilization/demobilization of camp (including labour and helicopter/transportation costs) (See *Note 2) • Camp set-up and dismantling (including labour) • Fees, permits (excluding labour – already covered under item 04) • Subcontracted labour 	\$250,000.00	NA	Laid-down cost (See *Note 3) + _____ % mark-up			=A*(CDE) 3) \$ _____

Item	Mandatory Services Categories ** All must be pre-approved by CCG on the Task Authorization	Estimates for evaluation purposes only (A)	Mount Gil (B)	Year 1 From date of award To 31-Mar-2022 (C)	Option Year 1 From 01-Apr-2022 To 31-Mar-2023 (D)	Option Year 2 From 01-Apr-2023 To 31-Mar-2024 (E)	Extended Total
04	<p>All-Inclusive Firm Hourly Rate for Contractor's representative to conduct the following Task Authorization planning activities:</p> <ul style="list-style-type: none"> - Planning Meetings per SOW section 1.6.2; - Remote site visits per SOW section 1.6.3; <p>Travel time DIRECT return trip between contractor's designated place of business at _____ (Bidder MUST specify) and Port Hardy Airport, BC (YZT)</p> <ul style="list-style-type: none"> - Application for Licenses and permits per SOW section 1.7 - Contractor personnel travel time (if applicable) only for purpose of planning activities* - Prepare industrial plan and other submittals per SOW section 2 - All materials, supervision to complete the above activities. <p>*Excludes all Contractor personnel time, travel and living expenses relating to supply of camp dwellings and equipment; camp mobilization/demobilization, camp set-up/dismantling, camp operation and maintenance which bidders are requested to price separately further below.</p> <p>(Cont'd on next page)</p>	<p>40 hours at the regular hourly rate</p> <p>15 hours at the Overtime rate</p>	<p>\$ _____/hr</p> <p>\$ _____/hr</p>		<p>\$ _____/hr</p> <p>\$ _____/hr</p>	<p>\$ _____/hr</p> <p>\$ _____/hr</p>	<p>$=\frac{(A*BC)+(A*D)}{(A*E)}$</p> <p>4a) \$ _____</p> <p>4b) \$ _____</p>

Item	Mandatory Services Categories ** All must be pre-approved by CCG on the Task Authorization	Estimates for evaluation purposes only (A)	Mount Gil (B)	Year 1 From date of award To 31-Mar-2022 (C)	Option Year 1 From 01-Apr-2022 To 31-Mar-2023 (D)	Option Year 2 From 01-Apr-2023 To 31-Mar-2024 (E)	Extended Total
04 (Cont'd)	<p>*Specifically excludes administrative contractual obligations (e.g. invoicing, usage reporting, administration of subcontracts, etc.) Mark-up rates in Section 3 above shall cover all administrative requirements.</p> <p>Regular hourly rate defined as the first 8 hours/day between M-F 0800-1700. Over time rate defined as hours outside of those hours, including statutory holidays in the Province of BC.</p>						
05	All-inclusive rate for supply of camp equipment and dwellings to accommodate up to a maximum of five (5) CCG crew excluding Contractor personnel as per SOW section 7.3	<p>31 days</p> <p>4 weeks</p> <p>1 month</p>	<p>\$ _____ / Day</p> <p>\$ _____ / Week</p> <p>\$ _____ / Month</p>	<p>\$ _____ / Day</p> <p>\$ _____ / Week</p> <p>\$ _____ / Month</p>	<p>\$ _____ / Day</p> <p>\$ _____ / Week</p> <p>\$ _____ / Month</p>	<p>\$ _____ / Day</p> <p>\$ _____ / Week</p> <p>\$ _____ / Month</p>	<p>=$(A*BC)+(A*D)+(A*$ $E)$</p> <p>5a) \$ _____</p> <p>5b) \$ _____</p> <p>5c) \$ _____</p>

Item	Mandatory Services Categories ** All must be pre-approved by CCG on the Task Authorization	Estimates for evaluation purposes only (A)	Mount Gil (B)	Year 1 From date of award To 31-Mar-2022 (C)	Option Year 1 From 01-Apr-2022 To 31-Mar-2023 (D)	Option Year 2 From 01-Apr-2023 To 31-Mar-2024 (E)	Extended Total
06	<p>All-inclusive operating and maintenance rate for remote camp operations and food services during "on-shift" for up to a maximum of five (5) CCG personnel (excluding Contractor personnel) during "on-shift" period as per 7.4.</p> <ul style="list-style-type: none"> Must include all labour, supervision, food services, including but not limited to food supplies, fuel, water, and other consumables, operating and maintenance costs Excludes mobilization/demobilization, camp set-up/dismantling, and relocation costs 	<p>31 days</p> <p>4 weeks</p> <p>1 month</p>	<p>\$ _____ / Day</p> <p>\$ _____ / Week</p> <p>\$ _____ / Month</p>	<p>\$ _____ / Day</p> <p>\$ _____ / Week</p> <p>\$ _____ / Month</p>	<p>\$ _____ / Day</p> <p>\$ _____ / Week</p> <p>\$ _____ / Month</p>	<p>\$ _____ / Day</p> <p>\$ _____ / Week</p> <p>\$ _____ / Month</p>	<p>$= (A * B C) + (A * D) + (A * E)$</p> <p>6a) \$ _____</p> <p>6b) \$ _____</p> <p>6c) \$ _____</p>
07	<p>All-inclusive supervision and maintenance rate for remote camp supervision and maintenance during "off-shift" period i.e. no CCG personnel using the camp.</p>	<p>31 days</p> <p>4 weeks</p> <p>1 month</p>	<p>\$ _____ / Day</p> <p>\$ _____ / Week</p> <p>\$ _____ / Month</p>	<p>\$ _____ / Day</p> <p>\$ _____ / Week</p> <p>\$ _____ / Month</p>	<p>\$ _____ / Day</p> <p>\$ _____ / Week</p> <p>\$ _____ / Month</p>	<p>\$ _____ / Day</p> <p>\$ _____ / Week</p> <p>\$ _____ / Month</p>	<p>$= (A * B C) + (A * D) + (A * E)$</p> <p>7a) \$ _____</p> <p>7b) \$ _____</p> <p>7c) \$ _____</p>
08	<p>Evaluated Bid Price (Year 1 + Option Year 1 + Option Year 2)</p>			<p>= Extended totals 1+2+3+4a+4b+5a+5b+5c+6a+6b+6c+7a+7b+7c</p>			<p>8) \$ _____</p>

N° de l'invitation - Solicitation No.
F1705-190280/A
N° de réf. du client - Client Ref. No.
F1705-190280

N° de la modif. - Amd. No.
VIC261
File No. - N° du dossier
VIC-0-43037

Id de l'acheteur - Buyer ID
VIC261
N° CCC / CCC No. / N° VME - FMS

For the purpose of Financial Evaluation, Bidders must assume that there is no site visit for initial mobilization/demobilization. Intent is to have firm price for the mobilization of Bidder's proposed "camp" including all ancillary equipment as per 7.4, from designated place of operation to Mt Gil (see Note 1)

***Note 1: Designated Place of Business**

This is the location from which contracted operations shall normally commence.

In the event that the resource is located closer to the area from which services will be conducted, then the positioning/repositioning fees shall be applicable from that location. In no event will mobilization/demobilization costs exceed the costs applicable from/to the designated place of business, regardless of the position of the resource prior to commencement of the task, or its eventual destination after demobilization. This includes personnel travel.

Resources are:

- The physical camp components and all ancillary equipment/supplies required to meet Section 7.3 at Annex A.
- Personnel for the purpose of travel

***Note 2: Air transportation for heli-deployable camp components must be based on transportation to/from the airport closest to the remote site. Further mob/demob costs from closest airport to/from designated place of business must be surface (land or marine) based.**

***Note 3: Laid Down Cost:**

- Includes invoice cost, transportation costs, custom and brokerage charges plus a firm mark-up (which includes purchasing expenses, internal handling, General and Administrative Expenses, and profit) upon submission of an itemized statement supported by receipt vouchers.

Travel and Living Expenses related to only Task Planning activities detailed in item 04:

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the National Joint Council Travel Directive (<https://www.njc-cnm.gc.ca/directive/d10/v238/en?print>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the CCG Project Authority.

All payments are subject to government audit.

ANNEX "C" INSURANCE REQUIREMENTS

C.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 Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - n. 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.

N° de l'invitation - Solicitation No.
F1705-190280/A
N° de réf. du client - Client Ref. No.
F1705-190280

N° de la modif - Amd. No.
File No. - N° du dossier
VIC-0-43037

Id de l'acheteur - Buyer ID
VIC261
N° CCC / CCC No. / N° VME - FMS

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

C.2 Additional insurance requirements, if needed, may be negotiated in a Task Authorization.

ANNEX "D"

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

Form - Formulaire

Instructions - Page 2

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: Complete the following paragraphs, if applicable. Paragraph (a) applies only if there is a revision to an authorized task. (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. (b) Details of the activities to be performed (include as an attachment, if applicable) (c) Description of the deliverables to be submitted (include as an attachment, if applicable). (d) Completion dates for the major activities and/or submission dates for the deliverables (include as an attachment, if applicable).	A. Description de tâche des travaux requis : 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) 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) Détails des activités à exécuter (joindre comme annexe, s'il y a lieu). (c) Description des produits à livrer (joindre comme annexe, s'il y a lieu). (d) Les dates d'achèvement des activités principales et (ou) les dates de livraison des produits (joindre comme annexe, s'il y a lieu).

Form - Formulaire

Instructions - Page 1

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.

N° de l'invitation - Solicitation No.
F1705-190280/A
N° de réf. du client - Client Ref. No.
F1705-190280

N° de la modif - Amd. No.
File No. - N° du dossier
VIC-0-43037

Id de l'acheteur - Buyer ID
VIC261
N° CCC / CCC No./ N° VME - FMS

Clear Data - Effacer les données		Instructions - Page 1	Instructions - Page 2
	Public Works and Government Services Canada	Travaux publics et Services gouvernementaux Canada	
Task Authorization Autorisation de tâche			Annex Annexe
			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 <input type="checkbox"/> No - Non <input type="checkbox"/> 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 \$	
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"/>

N° de l'invitation - Solicitation No.
F1705-190280/A
N° de réf. du client - Client Ref. No.
F1705-190280

N° de la modif - Amd. No.
File No. - N° du dossier
VIC-0-43037

Id de l'acheteur - Buyer ID
VIC261
N° CCC / CCC No. / N° VME - FMS

Annex
Annexe

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

N° de l'invitation - Solicitation No.
F1705-190280/A
N° de réf. du client - Client Ref. No.
F1705-190280

N° de la modif - Amd. No.
File No. - N° du dossier
VIC-0-43037

Id de l'acheteur - Buyer ID
VIC261
N° CCC / CCC No./ N° VME - FMS

**ANNEX "E" – PERIODIC USAGE REPORTS
CONTRACTS WITH TASK AUTHORIZATION**

The data must be submitted to the Contracting Authority no later than thirty (30) calendar days after the end of the reporting period.

Reporting periods: Refer to section 7.1.1.4 entitled Periodic Usage Reports – Contracts with Task Authorizations

Date of the Task Autorization (TA)	TA No.	TA Amd No. (if applicable)	Total \$ of the TA excluding Applicable Taxes
			\$
			\$
			\$
			\$
			\$
			\$

Valeur totale des AT pour la période de rapport (excluant les taxes applicables)	\$
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**** Please submit copies of authorized TAs and invoices with your report ****

Date: _____

Submitted by:

Name and signature of person authorized to sign on behalf of Contractor (type or print)

N° de l'invitation - Solicitation No.
F1705-190280/A
N° de réf. du client - Client Ref. No.
F1705-190280

N° de la modif - Amd. No.
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VIC-0-43037

Id de l'acheteur - Buyer ID
VIC261
N° CCC / CCC No./ N° VME - FMS

ANNEX "F" to PART 3 OF THE BID SOLICITATION
ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.3, 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)

ANNEX "G" to PART 5 OF THE BID SOLICITATION
FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)