



## RETURN BIDS TO:

## RETOURNER LES SOUMISSIONS À:

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

See herein for bid submission

instructions/

Voir la présente pour les

instructions sur la présentation

d'une soumission

NA

Alberta

## 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**

**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/Travaux  
publics et Services gouvernementaux Canada

Harry Hays Building (HHB)

Room 759, 220-4th Avenue SE

Calgary

Alberta

T2G 4X3

<b>Title - Sujet</b> Kitchen Canopy Cleaning and Inspect Kitchen Canopy Cleaning and Inspections	
<b>Solicitation No. - N° de l'invitation</b> W684E-21ES32/A	<b>Date</b> 2021-05-25
<b>Client Reference No. - N° de référence du client</b> W684E-21ES32	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$CAL-140-7207	
<b>File No. - N° de dossier</b> CAL-0-43141 (140)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Mountain Daylight Saving Time MDT <b>on - le 2021-06-29</b> Heure Avancée des Rocheuses HAR	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Saboungi, Rana	<b>Buyer Id - Id de l'acheteur</b> cal140
<b>Telephone No. - N° de téléphone</b> (403) 680-8394 ( )	<b>FAX No. - N° de FAX</b> (418) 566-6167
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> See herein	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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## 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, and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Electronic Payment Instruments, the Insurance Requirements, the DND 626 Task Authorization Form and any other annexes.

### 1.2 Summary

- 1.2.1 The Department of National Defence (DND) Real Properties Operations Section Edmonton (RPOS(E)) is responsible for the maintenance of the kitchen equipment exhaust systems located at CFB Edmonton. In the performance of this responsibility, there exists a requirement for a Kitchen Canopy Inspection & Cleaning contract.

The Contractor must provide certified technicians to do inspections and cleaning of ventilation hoods, fans, ducts and filters in kitchen areas on the base at the following locations:

- a) Building 210 (Combined Mess) on a regular monthly schedule for inspections and on an "as and when requested basis" for cleanings.
- b) Building 200 (Officer's Mess ) on an "as and when requested basis"
- c) Building 161 (MFRC Daycare) on an "as and when requested basis"

The period of the contract is from date of award to May 31, 2024 with two option years.

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

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

### 1.3 Debriefings

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

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days  
Insert: 120 days

### 2.2 Submission of Bids

Bids must be submitted 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 Western Region Bid Receiving Unit

Bidders are strongly encouraged to submit bids electronically using the Canada Post epost Connect application for the subject bid solicitation. The Bidder must send an email requesting to open an epost Connect conversation to the following address:

[roreceptionSoumissions.wrbidreceiving@tpsgc-pwgsc.gc.ca](mailto:roreceptionSoumissions.wrbidreceiving@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.

**Faxed bids will be accepted at 1-418-566-6167.**

**Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.**

### 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: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

#### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

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

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

## **2.4 Enquiries - Bid Solicitation**

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

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

## **2.5 Applicable Laws**

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

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.

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## 2.6 Bid Challenge and Recourse Mechanisms

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

The bidder is strongly encouraged to 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

**Faxed bids will be accepted at 1-418-566-6167.**

**Hard copy (submitted in person or via mail/courier) bids will not be accepted for the subject bid solicitation.**

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 and describe their approach 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 Basis of Payment in Annex "B".

### 3.1.2 Electronic Payment of Invoices – Bid

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

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

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

### 3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

## Section III: Certifications

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

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 Evaluation Procedures

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

#### 4.1.1 Technical Evaluation

Mandatory technical evaluation criteria are included in Annex “A”.

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

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

*The Total bid price will be determined by:*

*For tables 1-5 multiply the unit price (B) by the Annual Estimated Usage (A) to arrive at the Extended Price (C). The total of all line items will be added together to arrive at the total bid price.*

### 4.2 Basis of Selection

#### 4.2.1 Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

### 5.1 Certifications Required with the Bid

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

#### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

#### 5.2.1 Integrity Provisions – Required Documentation

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

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

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

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

## 5.2.3 Additional Certifications Precedent to Contract Award

### 5.2.3.1 Education and Experience

5.2.3.1.1 *SACC Manual* clause A3010T (2010-08-16) Education and Experience

## PART 6 – SECURITY AND OTHER REQUIREMENTS

### 6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
  - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
  - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

### 6.2 Insurance Requirements

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

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

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## 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 – Contract

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

#### 7.1.1 Task Authorization

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

##### 7.1.1.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "DND 626, Task Authorization Form" form specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within **one (1) calendar day** of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### 7.1.1.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$15,000.00, Applicable Taxes included, inclusive of any revisions.

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

##### 7.1.1.3 Canada's Obligation - Portion of the Work - Task Authorizations

[B9031C](#) (2011-05-16), Canada's Obligation - Portion of the Work - Task Authorizations

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

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

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

#### **Reporting Requirement- Details**

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

##### **For each authorized task:**

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

##### **For all authorized tasks:**

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

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#### 7.1.1.5 Task Authorization - Department of National Defence

The administration of the Task Authorization process will be carried out by Department of National Defence (DND) Real Properties Operations Section Edmonton (RPOS(E)). This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

#### 7.2 Standard Clauses and Conditions

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

##### 7.2.1 General Conditions

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

#### 7.3 Security Requirements

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

#### SECURITY REQUIREMENT FOR CANADIAN SUPPLIER:

##### PWGSC FILE No. W684E-21ES32

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

#### 7.4 Term of Contract

##### 7.4.1 Period of the Contract

The period of the Contract is from date of contract award to 31 May 2024 inclusive.

#### 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 period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment. Canada may exercise this option at any time by sending a written notice to the

Contractor at least 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.

#### 7.5 Authorities

##### 7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Rana Sabounji  
Title: Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch

Address: 759, 220 4<sup>th</sup> Ave SE  
Calgary, AB  
T2G 4X3

Telephone: 403-680-8394

E-mail address: [rana.sabounji@pwgsc-tpsgc.gc.ca](mailto:rana.sabounji@pwgsc-tpsgc.gc.ca)

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

##### 7.5.2 Project Authority

The Project Authority for the Contract is:

(to be provided at contract award)

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

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
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

(to be completed by bidder)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_  
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: 2012-2](#) of the Treasury Board Secretariat of Canada.

### 7.7 Payment

#### 7.7.1 Basis of Payment - Firm Unit Price(s) or Firm Lot Price - Task Authorizations

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid the firm unit price(s) in accordance with the basis of payment, in Annex "B", as specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

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

#### 7.7.2 Limitation of Expenditure

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

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

### **7.7.3 Monthly Payment**

H1008C (2008-05-12), Monthly Payment

### **7.7.4 T1204-Direct Request by Customer Department**

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

### **7.7.5 Electronic Payment of Invoices – Contract**

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

## **7.8 Invoicing Instructions**

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

## **7.9 Certifications and Additional Information**

### **7.9.1 Compliance**

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

## **7.10 Applicable Laws**

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

## **7.11 Priority of Documents**

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2020-05-28), General Conditions - Higher Complexity – Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;

- (g) the signed Task Authorizations (including all of its annexes, if any);
- (h) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*)

## 7.12 SACC Manual Clauses

[A9062C](#) (2011-05-16), Canadian Forces Site Regulations

## 7.13 Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

## 7.14 Insurance – Specific Requirements

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

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

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

## 7.15 Dispute Resolution

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

## 7.16 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.

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**ANNEX "A"**

**STATEMENT OF WORK**



**DEPARTMENT OF NATIONAL DEFENCE**

**STATEMENT OF WORK**

**KITCHEN CANOPY INSPECTION  
AND CLEANING AT  
EDMONTON GARRISON**

**EDMONTON GARRISON**

## **1. Background:**

- 1.1 Commercial cooking equipment ventilation hoods, fans, ducts and filters need regular cleaning to prevent the accumulation of grease deposits. Cleaning frequency depends on the type of equipment and frequency of use.
- 1.2 Fire losses can be reduced through appropriate design, installation and maintenance of kitchen exhaust systems. It is important that owners of kitchen systems and the authority having jurisdiction be aware of the National Fire Protection Association (NFPA) and Alberta Fire Code (AFC) expectations for maintaining ductwork clean of combustible grease deposits.
- 1.3 The National Fire Protection Association (NFPA) is the governing body providing the minimum codes of standards for kitchen exhaust cleaning industry via the NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.
- 1.4 The Department of National Defence (DND) Real Properties Operations Section Edmonton (RPOS(E)) is responsible for the maintenance of the kitchen equipment exhaust systems located at CFB Edmonton. In the performance of this responsibility, there exists a requirement for a Kitchen Canopy Inspection & Cleaning contract.

## **2. Objective:**

The Contractor must provide certified technicians to do inspections and cleaning of ventilation hoods, fans, ducts and filters in kitchen areas on the base at the following locations:

- a) Building 210 (Combined Mess) on a regular monthly schedule for inspections and for cleanings.
- b) Building 200 (Officer's Mess ) inspections and cleanings on an "as and when requested basis"
- c) Building 161 (MFRC Daycare) inspections and cleanings on an "as and when requested basis"

## **3. Scope:**

The Contractor must be responsible to put in place a scope of work program complete with **monthly inspections** and **cleaning requirements** basis strictly adhering to the rules codes and standards indicated in the NFPA96 using the latest edition.

## **4. References:**

- a. All work must be performed in accordance with the latest editions of the following references in Appendix I: NFPA96
- b. Locations, sizes and pictures are available in Appendix II – attachment.

## **5. Certifications**

- 5.1 All of the Contractors technicians must hold valid certification from one of these organizations. Certificate holder must be on site at all times during cleaning and inspections.
1. Phil Ackland Kitchen Exhaust Certification and training; or
  2. MFS Exhaust Hood Cleaning School.

## **6. Tasks**

- 6.1 The Contractor must furnish all supervision, labour, materials and equipment necessary to complete inspections and cleaning of ventilation hoods, fans, ducts and filters in kitchen areas on the base at these locations:
- a) Building 210 (Combined Mess) on a regular monthly schedule for inspections and cleanings.
  - b) Building 200 (Officer's Mess ) inspections and cleanings on an "as and when requested basis"
  - c) Building 161 (MFRC Daycare) inspections and cleanings on an "as and when requested basis.

## **7 Emergency Service and Regular Service Response Times:**

- 7.1 Contractor must be able to provide service on a 24 hour basis.
- 7.2 In an emergency situation, the Contractor must, upon verbal authorization from the Project Authority proceed with work within four (4) hours. A signed DND-626 Task Authorization will be issued as soon as it is practical for the Project Authority to do so.
- 7.3 The Contractor must not refuse any call for service and must complete an initial site visit within 1 calendar day upon contact from the Project Authority to assess the situation and provide the Project Authority with an estimate. Work must begin within one calendar day from acceptance of the estimate.

## **8 Deliverables:**

- 8.1 All work or repairs must be professionally installed to the specifications, drawings, or directions listed in the references.
- 8.2 The Contractor shall be responsible for all reports, certifications, licences, permits, and inspections required for the use of the equipment and to perform the work stated in this contract.

## **9 Progress**

- 9.1 Provision of a detailed estimate for any work or repairs must be submitted to the Project Authority for approval, before any work or repairs are to commence.

## **10 Authorization of Work**

- 10.1 The Contractor, on receipt of an awarded contract will be advised by the Project Authority of the names of persons authorized to request service. Work undertaken at the request of others, not identified by the Project Authority, is entirely at the Contractor's risk and will not be paid.
- 10.2 The Project Authority reserves the right to reject any estimates that are found unreasonable.
- 10.3 After an estimate is accepted, service will be requested on a DND-626 Task Authorization for inspections and separate DND-626 Task Authorization for all cleaning performed. This form must be signed by an authorized DND personnel before work can be initiated.

## **11 Examination of Plans, Specifications, and Site**

- 11.1 The submission of an estimate shall be considered evidence that the Contractor has made an investigation of the work and has become familiar with the site and the conditions to be encountered in performing the work and the requirements of the plans and specifications.

## **12 Smoking & Alcohol**

- 12.1 There is NO SMOKING permitted within DND buildings. Smoking is only permitted in designated smoking areas. It is **PROHIBITED** to smoke or consume cannabis products while on DND premises.
- 12.2 It is **PROHIBITED** to consume alcohol while completing work on DND premises.

## **13 Invoicing**

- 13.1 Original invoices shall be submitted within five (5) working days of completion of the work.
- 13.2 One (1) copy of original invoice required.
- 13.3 Invoices shall contain the following information:
  - a. GST Registration Number;
  - b. Date work started;
  - c. Date work finished;
  - d. Work Order number;
  - e. Purchase Order/Task Authorization Number;
  - f. SOA number;
  - g. Description and Location of work;
  - h. Sub-Contractor's invoice if used;
  - i. Sub Total cost;
  - j. GST; and
  - k. Total cost.

#### **14 Fire Safety Plan**

- 14.1 The Contractor shall ensure that their personnel familiarize themselves with the work area, making note of locations of alarm stations, hose cabinets, exits and telephones.
- 14.2 Fires and burning of rubbish is prohibited on DND premises.

#### **15 Contractor Safety**

- 15.1 Once the contract has been awarded, the Contractor must attend an on-site Contractor Safety Orientation presented by the **Garrison Fire Hall**. A kick-off meeting will also occur at this time.
- 15.2 The Contractor will be required to initial and sign the Contractor Safety Orientation Checklist during the Fire Hall presentation. It will be the Offeror's responsibility to pass on all information presented at the Fire Hall presentation to their employee(s) and sub-contractor(s).
- 15.3 The Contractor must adhere to all local public health guidelines while on site.

#### **16 Hours of Work**

- 16.1 The Contractor shall call or report to the Project Authority located in the Contract Inspection Cell Office of Bldg. 177 – Real Properties Operations Section Edmonton at Edmonton Garrison prior to starting any work.
- 16.2 All work (inspections and cleanings) must be scheduled through the project authority so as to not disrupt the normal operations of each building. This may result in the work being scheduled in the evenings, weekends and/or on stat holidays.



## **Appendix I:**

**NFPA States:** Commercial cooking equipment ventilation hoods, fans, ducts and filters need regular cleaning to prevent the accumulation of grease deposits. Cleaning frequency depends on the type of equipment and frequency of use.

Fire losses can be reduced through appropriate design; installation and maintenance of kitchen exhaust systems. It is important that owners of kitchen systems and the authority having jurisdiction be aware of The National Fire Protection Association (NFPA) Alberta Fire Code (AFC) expectations for maintaining ductwork clean of combustible grease deposits.

The National Fire Protection Association (NFPA) is the governing body providing the minimum codes of standards for the kitchen exhaust cleaning industry via the **NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.**

NFPA 96 reflects industry best practices that maximize protection of operators, building occupants, and property for reducing fire risks in public and private commercial kitchens.

## **CODE:**

The 2017 NFPA 96 is the current code providing clarification on requirements for certified technicians to ensure that equipment is maintained by qualified providers. Today more than ever exhaust hood cleaners require quality methods for maintaining grease-free exhaust systems to keep facilities protected from grease fires.

Currently, there are only two organizations recognized and approved by the provincial administrator for Alberta to provide training for the cleaning of commercial cooking equipment exhaust systems. These organizations are:

- 1) Phil Ackland Kitchen Exhaust Certification and Training; and
- 2) MFS Exhaust Hood Cleaning School.

Kitchen Exhaust Cleaning Frequency Requirements:

Monthly	systems serving solid fuel cooking operations
Quarterly	systems serving high-volume operations such as 24 hour cooking, charbroiling or wok cooking
Semi – Annually	systems serving moderate-volume cooking operations
Annually	Systems serving low-volume cooking operations, such as churches, day camps, seasonal businesses

**1.3.2** The authority having jurisdiction shall determine compliance with this standard and authorize equivalent deviations from it in all applications.

## **11.4 Inspection of Exhaust Systems**

The entire exhaust shall be inspected by a properly trained, qualified, and certified company or person (s) acceptable to the authority having jurisdiction in accordance with Table 11.4

**Table 11.4 Exhaust System Inspection Schedule**

Systems serving solid fuel cooking operations	Monthly
Systems serving high-volume cooking operations such as 24-hour cooking, charbroiling, or wok cooking.	Quarterly
Systems serving moderate-volume cooking operations.	Semi-annually
Systems serving low-volume cooking operations, such as churches, day camps, seasonal	Annually

## **11.6 Cleaning of Exhaust Systems**

Upon inspection, if found to be contaminated with deposits from grease-laden vapors, the entire exhaust system shall be cleaned by a properly trained, qualified, and certified company or person (s) acceptable to the authority having jurisdiction in accordance with Section 11.3.

**11.6.1** Upon inspection, if the exhaust system is found to be contaminated with deposits from grease-laden vapors, the contaminated portions of the exhaust system shall be cleaned by a properly trained, qualified, and certified person(s) acceptable to the authority having jurisdiction.

**11.6.2** Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned to bare metal prior to surfaces becoming heavily contaminated with grease or oily sludge.

**11.6.3** At the start of the cleaning process, electrical switches that could be activated accidentally shall be locked out.

**11.6.4** Components of the fire suppression system shall not be rendered inoperable during the cleaning process.

**11.6.5** Fire-extinguishing systems shall be permitted to be rendered inoperable during the cleaning process where serviced by properly trained and qualified persons.

**11.6.6** Flammable solvents or other flammable cleaning aids shall not be used.

**11.6.7** Cleaning chemicals shall not be applied on fusible links or other detection devices or the automatic extinguishing system.

**11.6.8** After the exhaust system is cleaned to bare metal, it shall not be coated with powder or other substance.

**11.6.9** All access panels (doors) and cover plates shall be replaced.

**11.6.10** when an access panel is removed, a service company label or tag preprinted with the name of the company and giving the date of inspection or cleaning shall be affixed near the affected access panels.

**11.6.11** Dampers and diffusers shall be positioned for proper airflow.

**11.6.12** when cleaning procedures are completed, all electrical switches and system components shall be returned to an operable state.

**11.6.13 – 11.6.14** when an exhaust cleaning service is used, a certificate showing date of inspection or cleaning shall be maintained on the premises.

- Name and address of cleaning company
- Name of cleaner
- Date of cleaning and/or inspection
- Next cleaning due date and recommended cleaning frequency
- Confirmation indicating if the system could not be cleaned in all areas, and
- Noting the reasons why any area could not be cleaned.

**11.6.15** where required, certificates of inspection and cleaning shall be submitted to the authority having jurisdiction.

#### **Annex A, Explanatory Material:**

**A.3.2.2** Authority Having Jurisdiction The phrase is used in NFPA documents in a broad manner, since jurisdictions and approval agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, labor department, or health department; building official; electrical inspector; or others having statutory authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

#### **Referenced Publications:**

National Fire Protection Act (NFPA) 96, Ventilation and Fire Protection of Commercial Cooking Operations, 2017 Edition

Alberta Fire Code (AFC) Fixed Fire Suppression and Exhaust Systems – Cooking, Cleaning, and Maintenance, 19-FCI-002, 19-BCI-017, April 2020

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## COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS

### Instructions to Bidders

1. A complete list of the mandatory evaluation criteria are detailed in the Compliance Matrix below.
2. Bids which fail to meet all of the mandatory evaluation criteria will be declared non-responsive.
3. Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they meet each mandatory evaluation criteria. Bidder should demonstrate their capability in a thorough, concise and clear manner.
4. 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 or stating, without any substantiating information, that a bidder is compliant will not be sufficient.
5. Substantiating information may include, but is not limited to, specification sheets, technical brochures, photographs or illustrations. If published supporting technical documentation is not available, the Bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance. All substantiating information should be provided with the bid at solicitation closing date. It is the Bidders responsibility to ensure that the submitted supporting technical documentation provides detail to demonstrate that the proposed product(s) meet the requirements of the evaluation criteria.
6. If the supporting documentation referenced above has not been provided at bid closing, the Contracting Authority will notify the Bidder that they must provide supporting documentation within two (2) business days following notification. Failure to comply with the request of the Contracting Authority within that time period, will deem the bid non-responsive and the bid will be given no further consideration.
7. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present the topics in the order of the evaluation criteria, and include a grid in their proposal, containing the information which demonstrates how the bidder meets each evaluation criteria. Alternatively, and to avoid any duplication, bidders may also refer to the different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.
8. Bidders must address any concerns with the performance specifications in written detail to the Contracting Authority before bid closing as outlined in the Request for Proposal (RFP) document.

**COMPLIANCE MATRIX – MINIMUM MANDATORY PERFORMANCE SPECIFICATIONS:**

<b>Requirement:</b>				
Kitchen Canopy Cleaning & Inspections				
<b>Item #</b>	<b>Performance Specification</b>	<b>Status</b> (M) Mandatory	<b>Performance Specification Offered:</b> Bidder <u>should</u> indicate how they meet the performance specification by recording this information in this column	<b>Cross Reference:</b> In this column, Bidders <u>should</u> cross-reference where this performance specification is indicated in their supporting documents
<b>1.</b>	<b>GENERAL</b>			
<b>1.1</b>	The Contractors technicians must hold valid certification from one of the following organizations. Certificate holder must be on site at all times during cleaning and inspections.  Phil Ackland Kitchen Exhaust Certification and training; or MFS Exhaust Hood Cleaning School.	<b>M</b>		
<b>1.2</b>	Contractor must be available to work 24/7.	<b>M</b>		
<b>1.3</b>	The Contractor must ensure all work is performed in accordance with the latest editions of the following references in Appendix I: NFPA96	<b>M</b>		

**For 1.2 and 1.3 – Bidder must include a written narrative complete with a detailed explanation of how the bidder will meet the specifications.**

## ANNEX "B"

### BASIS OF PAYMENT

1. Bidder *must* complete the below table and submit it with their bid.
2. Rates include all travel time and expenses for personnel as applicable and must remain firm for the duration of the contract.
3. Pricing does not include GST/HST. Applicable taxes will be added as a separate line item to any invoice issued as a result of a Contract.
4. The estimated usage shown is for evaluation purposes only and does not constitute a guarantee on behalf of Canada.
5. All Firm Unit Prices are in Canadian Dollars (CAD) unless specified otherwise.
6. If any line item is left blank, price will be considered to be \$0.00.

**Table 1: Year 1 - Contract Period: Date of Award to May 31, 2022**

ITEM	DESCRIPTION	ESTIMATED ANNUAL USAGE (A)	U of M	FIRM UNIT PRICE (B)	EXTENDED PRICE (C=AxB)
<b>1.0 Firm Portion – Monthly cleaning and inspection between 18:00 to 2:00 a.m.</b>					
1.1	Building 210 (Combined Mess) Inspection	12	Per month	\$ _____	\$ _____
1.2	Building 210 (Combined Mess) Cleaning	12	Per month	\$ _____	\$ _____
<b>2.0 "As and when requested" portion</b>					
2.1	Building 200 (Officer's Mess) Inspection	4	Per inspection	\$ _____	\$ _____
2.2	Building 200 (Officer's Mess) Cleaning	2	Per cleaning	\$ _____	\$ _____
2.3	Building 161 (MFRC Daycare) Inspection	4	Per inspection	\$ _____	\$ _____
2.4	Building 161 (MFRC Daycare) Cleaning	2	Per cleaning	\$ _____	\$ _____
<b>Year 1 Total</b>					\$ _____

Solicitation No. - N° de l'invitation  
W684E-21ES32/A  
Client Ref. No. - N° de réf. du client  
W684E-21ES32

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-0-43141

Buyer ID - Id de l'acheteur  
ca1140  
CCC No./N° CCC - FMS No./N° VME

**Table 2: Year 2 – Contract Period – June 1, 2022 to May 31, 2023**

ITEM	DESCRIPTION	ESTIMATED ANNUAL USAGE (A)	U of M	FIRM UNIT PRICE (B)	EXTENDED PRICE (C=AxB)
<b>1.0 Firm Portion – Monthly cleaning and inspection between 18:00 to 2:00 a.m.</b>					
1.1	Building 210 (Combined Mess) Inspection	12	Per month	\$ _____	\$ _____
1.2	Building 210 (Combined Mess) Cleaning	12	Per month	\$ _____	\$ _____
<b>2.0 “As and when requested” portion</b>					
2.1	Building 200 (Officer's Mess) Inspection	4	Per inspection	\$ _____	\$ _____
2.2	Building 200 (Officer's Mess) Cleaning	2	Per cleaning	\$ _____	\$ _____
2.3	Building 161 (MFRC Daycare) Inspection	4	Per inspection	\$ _____	\$ _____
2.4	Building 161 (MFRC Daycare) Cleaning	2	Per cleaning	\$ _____	\$ _____
<b>Year 2 Total</b>					\$ _____

**Table 3: Year 3 - Contract Period – June 1, 2023 to May 31, 2024**

ITEM	DESCRIPTION	ESTIMATED ANNUAL USAGE (A)	U of M	FIRM UNIT PRICE (B)	EXTENDED PRICE (C=AxB)
<b>1.0 Firm Portion – Monthly cleaning and inspection between 18:00 to 2:00 a.m.</b>					
1.1	Building 210 (Combined Mess) Inspection	12	Per month	\$ _____	\$ _____
1.2	Building 210 (Combined Mess) Cleaning	12	Per month	\$ _____	\$ _____
<b>2.0 “As and when requested” portion</b>					
2.1	Building 200 (Officer's Mess) Inspection	4	Per inspection	\$ _____	\$ _____
2.2	Building 200 (Officer's Mess) Cleaning	2	Per cleaning	\$ _____	\$ _____
2.3	Building 161 (MFRC Daycare) Inspection	4	Per inspection	\$ _____	\$ _____
2.4	Building 161 (MFRC Daycare) Cleaning	2	Per cleaning	\$ _____	\$ _____
<b>Year 3 Total</b>					\$ _____

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**Table 4: Option Year 1 – June 1, 2024 to May 31, 2025**

ITEM	DESCRIPTION	ESTIMATED ANNUAL USAGE (A)	U of M	FIRM UNIT PRICE (B)	EXTENDED PRICE (C=AxB)
<b>1.0 Firm Portion – Monthly cleaning and inspection between 18:00 to 2:00 a.m.</b>					
1.1	Building 210 (Combined Mess) Inspection	12	Per month	\$ _____	\$ _____
1.2	Building 210 (Combined Mess) Cleaning	12	Per month	\$ _____	\$ _____
<b>2.0 “As and when requested” portion</b>					
2.1	Building 200 (Officer's Mess) Inspection	4	Per inspection	\$ _____	\$ _____
2.2	Building 200 (Officer's Mess) Cleaning	2	Per cleaning	\$ _____	\$ _____
2.3	Building 161 (MFRC Daycare) Inspection	4	Per inspection	\$ _____	\$ _____
2.4	Building 161 (MFRC Daycare) Cleaning	2	Per cleaning	\$ _____	\$ _____
<b>Option Year 1 Total</b>					\$ _____

**Table 5: Option Year 2 – June 1, 2025 to May 31, 2026**

ITEM	DESCRIPTION	ESTIMATED ANNUAL USAGE (A)	U of M	FIRM UNIT PRICE (B)	EXTENDED PRICE (C=AxB)
<b>1.0 Firm Portion – Monthly cleaning and inspection between 18:00 to 2:00 a.m.</b>					
1.1	Building 210 (Combined Mess) Inspection	12	Per month	\$ _____	\$ _____
1.2	Building 210 (Combined Mess) Cleaning	12	Per month	\$ _____	\$ _____
<b>2.0 “As and when requested” portion</b>					
2.1	Building 200 (Officer's Mess) Inspection	4	Per inspection	\$ _____	\$ _____
2.2	Building 200 (Officer's Mess) Cleaning	2	Per cleaning	\$ _____	\$ _____
2.3	Building 161 (MFRC Daycare) Inspection	4	Per inspection	\$ _____	\$ _____
2.4	Building 161 (MFRC Daycare) Cleaning	2	Per cleaning	\$ _____	\$ _____
<b>Option Year 2 Total</b>					\$ _____

**Total Bid Price = Year 1 Total + Year 2 Total + Year 3 Total + Option Year 1 Total + Option Year 2 Total**




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## ANNEX "C"


### SECURITY REQUIREMENTS CHECK LIST

	Government of Canada	Gouvernement du Canada
Contract Number / Numéro du contrat <b>W684E-21ES32</b>		
UNCLASSIFIED Security Classification / Classification de sécurité		

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

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

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

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

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

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? ☒ No / Non ☐ Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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Security Classification / Classification de sécurité  
**UNCLASSIFIED**



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## ANNEX "D"

### INSURANCE REQUIREMENTS

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

- 
- m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.  
**For the province of Quebec, send to:**

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

**For other provinces and territories, send to:**

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

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

Buyer ID - Id de l'acheteur  
cal140  
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call40  
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Instructions for completing DND 626 - Task Authorization	Instructions pour compléter le formulaire DND 626 - Autorisation des tâches
<b>Contract no.</b> Enter the PWGSC contract number in full.	<b>N° du contrat</b> Inscrivez le numéro du contrat de TPSGC en entier.
<b>Task no.</b> Enter the sequential Task number.	<b>N° de la tâche</b> Inscrivez le numéro de tâche séquentiel.
<b>Amendment no.</b> Enter the amendment number when the original Task is amended to change the scope or the value.	<b>N° de la modification</b> Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.
<b>Increase/Decrease</b> Enter the increase or decrease total dollar amount including taxes.	<b>Augmentation/Réduction</b> Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.
<b>Previous value</b> Enter the previous total dollar amount including taxes.	<b>Valeur précédente</b> Inscrivez le montant total précédent, y compris les taxes.
<b>To</b> Name of the contractor.	<b>À</b> Nom de l'entrepreneur.
<b>Delivery location</b> Location where the work will be completed, if other than the contractor's location.	<b>Expédié à</b> Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.
<b>Delivery/Completion date</b> Completion date for the task.	<b>Date de livraison/d'achèvement</b> Date d'achèvement de la tâche.
<b>for the Department of National Defence</b> Signature of the DND person who has delegated <b>Authority</b> for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). <b>Note:</b> the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.	<b>pour le ministère de la Défense nationale</b> Signature du représentant du MDN auquel on a délégué le <b>pouvoir d'approbation</b> en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). <b>Nota :</b> la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.
<b>Services</b> Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.	<b>Services</b> Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliquera/ront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.
<b>Cost</b> The cost of the Task broken out into the individual costed items in <b>Services</b> .	<b>Prix</b> Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique <b>Services</b> .
<b>GST/HST</b> The GST/HST cost as appropriate.	<b>TPS/TVH</b> Mentionnez le montant de la TPS/TVH, s'il y a lieu.
<b>Total</b> The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.	<b>Total</b> Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.
<b>Applicable only to PWGSC contracts</b> This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.	<b>Ne s'applique qu'aux contrats de TPSGC</b> Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.
<b>Note:</b> Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.	<b>Nota :</b> Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.

Solicitation No. - N° de l'invitation  
W684E-21ES32/A  
Client Ref. No. - N° de réf. du client  
W684E-21ES32

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CAL-0-43141

Buyer ID - Id de l'acheteur  
ca1140  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "F"**

**TASK AUTHORIZATION USAGE REPORT FORM**

**Return to:**

Public Works and Government Services Canada  
Acquisition Branch

Email: [TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ROPAequipedesoutien-WRAPSupportTeam.PWGSC@tpsgc-pwgsc.gc.ca)

**Quarterly Usage Report Schedule:**

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

**REPORT ON THE VOLUME OF BUSINESS WITH FEDERAL GOVERNMENT DEPARTMENTS AND AGENCIES**

SUPPLIER:  
CONTRACT NO:  
DEPARTMENT OR AGENCY:

Reporting Period:

Item No.	Task Number Description	Value of the Task (GST/HST excluded)	GST/HST
(A) Total Dollar Value of Tasks for this reporting period:			
(B) Accumulated Task totals to date:			
(A+B) Total Accumulated Tasks:			

**NIL REPORT:** We have not done any business with the federal government for this period [ ]

**PREPARED BY:**

NAME: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



Solicitation No. - N° de l'invitation  
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File No. - N° du dossier  
CAL-0-43141

Buyer ID - Id de l'acheteur  
ca1140  
CCC No./N° CCC - FMS No./N° VME

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

### **ELECTRONIC PAYMENT INSTRUMENTS**

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);