



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Bid Receiving/Réception des soumissions

Email - courriel:

DFOtenders-soumissionsMPO@dfo-mpo.gc.ca

**REQUEST FOR STANDING OFFER
DEMANDE D'OFFRES À COMMANDES (DOC)**

Proposal to: Fisheries and Oceans 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 and services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition aux : Pêches et Océans 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 appendices ci-jointes, les biens et les services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments: - Commentaries :

THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT

Title – Sujet General Maintenance Services & Minor Works – Newfoundland		Date August 11th, 2021
Solicitation No. – N° de l'invitation 30000878		
Client Reference No. - No. de référence du client 30000878		
Solicitation Closes – L'invitation prend fin At / à : 2 :00 PM Atlantic Daylight Time On / le : September 21st, 2021		
F.O.B. – F.A.B Destination	GST – TPS See herein — Voir ci-inclus	Duty – Droits See herein — Voir ci-inclus
Destination of Goods and Services – Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to – Adresser toute demande de renseignements à Cal LaKing – Contracting Officer Email – courriel: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca		

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



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION.....4

1.1 INTRODUCTION4

1.2 SUMMARY4

1.3 SECURITY REQUIREMENTS5

1.4 DEBRIEFINGS5

PART 2 - OFFEROR INSTRUCTIONS.....6

2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS6

2.2 SUBMISSION OF OFFERS6

2.3 ENQUIRIES - REQUEST FOR STANDING OFFERS6

2.4 APPLICABLE LAWS7

2.5 VOLUMETRIC DATA7

PART 3 - OFFER PREPARATION INSTRUCTIONS8

3.1 OFFER PREPARATION INSTRUCTIONS8

ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE9

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION.....36

4.1 EVALUATION PROCEDURES36

4.2 BASIS OF SELECTION - HIGHEST COMBINED RATING OF TECHNICAL MERIT AND PRICE36

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION38

5.1 CERTIFICATIONS REQUIRED WITH THE OFFER38

5.2 CERTIFICATIONS PRECEDENT TO THE ISSUANCE OF A STANDING OFFER AND ADDITIONAL INFORMATION
38

ATTACHMENT 1 TO PART 5 PERSONNEL IDENTIFICATION FORM42

ATTACHMENT 2 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM43

PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS44

6.1 SECURITY REQUIREMENTS44

6.2 INSURANCE REQUIREMENTS.....44

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES45

7.1 OFFER45

7.2 SECURITY REQUIREMENTS45

7.3 STANDARD CLAUSES AND CONDITIONS45

7.4 TERM OF STANDING OFFER.....46

7.5 AUTHORITIES46

7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS47

7.7 IDENTIFIED USERS47

7.8 CALL-UP PROCEDURES47

7.9 CALL-UP INSTRUMENT48

7.10 LIMITATION OF CALL-UPS48

7.11 FINANCIAL LIMITATION49

7.12 PRIORITY OF DOCUMENTS49

7.13 CERTIFICATIONS AND ADDITIONAL INFORMATION49

7.14 APPLICABLE LAWS50

B. RESULTING CONTRACT CLAUSES51



7.1	STATEMENT OF WORK	51
7.2	STANDARD CLAUSES AND CONDITIONS	51
7.3	TERM OF CONTRACT	51
7.4	PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	51
7.5	PAYMENT	51
7.6	INVOICING INSTRUCTIONS	53
7.7	INSURANCE – SPECIFIC REQUIREMENTS	53
7.8	SACC <i>MANUAL</i> CLAUSES	53
ANNEX "A" STATEMENT OF WORK		54
ANNEX "B" BASIS OF PAYMENT		86
ANNEX "C" SECURITY REQUIREMENTS CHECK LIST		91
ANNEX "D" INSURANCE REQUIREMENTS		94
ANNEX "E" – MAP		96
ANNEX "F" – SITE LISTS		97
ANNEX "G" - STANDARD MITIGATION MEASURES FOR REPAIR, MAINTENANCE, AND MINOR WORKS		101
ANNEX "H" – STANDING OFFER REPORTING		104
ANNEX "I" - EVALUATION CRITERIA		105



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification and any other annexes

1.2 Summary

The purpose of this requirement is to award up to eight (8) Standing Offers, (2 for each of the 4 areas identified in Annex "E") to provide and perform General Maintenance & Minor Works Services that include, but shall not be limited to the furnishing of all labour, material, tools, supervision, travel and equipment required to complete all associated general maintenance and minor works services for the Department of Fisheries and Oceans – RPSS, throughout Newfoundland. Work will be completed on a "call-up" basis, as and when required, from Standing Offer issuance to February 29th, 2024 with two (2) additional options to extend the offer period by one year at a time.

The requirement is subject to the, Atlantic Procurement Agreement, Canada-Chile Free Trade Agreement (CCFTA), Canada-Colombia Free Trade Agreement, Canada-Peru Free Trade Agreement (CPFTA), World Trade Organization-Agreement on Government Procurement (WTO-AGP), Canada-Panama Free Trade Agreement, Canada-Korea Free Trade Agreement (CKFTA), Canada - Ukraine Free Trade Agreement (CUFTA), Canada - European Union Comprehensive Economic and Trade Agreement (CETA), Canada-Honduras Free Trade Agreement, the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), and the Canadian Free Trade Agreement (CFTA).



1.3 Security Requirements

There are security requirements associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security, Financial and Insurance Requirements, and Part 7 - Standing Offer and Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, offerors 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.

1.4 Debriefings

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



PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

Revision to Departmental Name: As this solicitation is issued by Fisheries and Oceans Canada (DFO), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFO or its Minister.

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

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

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

Delete: 60 days
Insert: 180 days

2.2 Submission of Offers

Offers must be submitted only to Fisheries and Oceans Canada (DFO) Bid Receiving Unit by the date, time and place indicated on page 1 of the RFSO.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to DFO will not be accepted.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than **fifteen (15) calendar days** before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

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



2.4 Applicable Laws

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

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

2.5 Volumetric Data

The number of hours has been provided to Bidders to assist them in preparing their bids. The inclusion of this data in this bid solicitation does not represent a commitment by Canada that Canada's future usage of the service identified in this bid solicitation will be consistent with this data. It is provided purely for information purposes.



PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer (one soft copy in PDF format);

Section II: Financial Offer (one soft copy in PDF format);

Section III: Certifications (one soft copy in PDF format);

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by DFO. It is suggested that you compress the email size or send multiple emails to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for DFO to receive the proposal by the closing period indicated in the RFP.

For bids transmitted by email, DFO will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFO will send a confirmation email to the Bidders when the submission is received.

Section I: Technical Offer

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

Section II: Financial Offer

Offerors must submit their financial offer in accordance with Attachment 1 to Part 3 – Pricing Schedule. The total amount of Applicable Taxes must be shown separately.

3.1.1 Electronic Payment of Invoices - Offer

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Section 5.2.3.2 Electronic Payment Instruments, to identify which ones are accepted.

If Section 5.2.3.2 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.

3.1.2 Exchange Rate Fluctuation

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

Section III: Certifications

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



ATTACHMENT 1 TO PART 3 – PRICING SCHEDULE

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in the financial bid for each of the periods specified below, the quoted all-inclusive fixed hourly rate for each of the resource categories identified.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Subcontracting: Subcontracted services must be invoiced in accordance with the firm hourly rate provided in the following tables. If a resource is replaced by a subcontractor's resource they must be paid according to the firm hourly rate provided with no additional charge.

AREA 1 - Eastern Newfoundland

Initial Offer Period – Standing Offer Issuance to February 29th, 2024

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	_____	300	\$ _____
		Certified Electrician/Journeyman	_____	_____	200	\$ _____
		Certified Plumber/Journeyman	_____	_____	200	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	20	\$ _____
		Certified Cabinet Maker	_____	_____	20	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	20	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	20	\$ _____
		Certified Backhoe w/Operator	_____	_____	40	\$ _____
		Certified Boom Truck w/Operator	_____	_____	15	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
		Painter	_____	_____	160	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	500	\$ _____
2	Outside Regular Hours Monday through Sunday, included all day Saturday, Sunday and holidays	Certified Carpenter	_____	_____	20	\$ _____
		Certified Electrician/Journeyman	_____	_____	30	\$ _____
		Certified Plumber/Journeyman	_____	_____	30	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	4	\$ _____
		Certified Cabinet Maker	_____	_____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	10	\$ _____
		Certified Backhoe w/Operator	_____	_____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	4	\$ _____
		Painter	_____	_____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	50	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	_____	4	\$ _____
		Certified Electrician/Journeyman	_____	_____	4	\$ _____
		Certified Plumber/Journeyman	_____	_____	4	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	4	\$ _____
		Certified Cabinet Maker	_____	_____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	4	\$ _____
		Certified Backhoe w/Operator	_____	_____	4	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
		Certified Boom Truck w/Operator	_____	\$ _____	4	\$ _____	
		Painter	_____	\$ _____	4	\$ _____	
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____	4	\$ _____	
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup					\$66,000.00
Subtotal for Initial Offer Period:							
TAXES (Please insert, as applicable) _____%:							

Optional Offer Period 1 – March 1st, 2024 to February 28th, 2025

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	\$ _____	300	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____	200	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____	200	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	\$ _____	20	\$ _____
		Certified Cabinet Maker	_____	\$ _____	20	\$ _____
		Certified Mini Excavator w/Operator	_____	\$ _____	20	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____	20	\$ _____
		Certified Backhoe w/Operator	_____	\$ _____	40	\$ _____
		Certified Boom Truck w/Operator	_____	\$ _____	15	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
		Painter	_____	_____	160	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	500	\$ _____
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Certified Carpenter	_____	_____	20	\$ _____
		Certified Electrician/Journeyman	_____	_____	30	\$ _____
		Certified Plumber/Journeyman	_____	_____	30	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	4	\$ _____
		Certified Cabinet Maker	_____	_____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	10	\$ _____
		Certified Backhoe w/Operator	_____	_____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	4	\$ _____
		Painter	_____	_____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	50	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	_____	4	\$ _____
		Certified Electrician/Journeyman	_____	_____	4	\$ _____
		Certified Plumber/Journeyman	_____	_____	4	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	4	\$ _____
		Certified Cabinet Maker	_____	_____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	4	\$ _____
		Certified Backhoe w/Operator	_____	_____	4	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
		Certified Boom Truck w/Operator	_____	_____	4	\$ _____	
		Painter	_____	_____	4	\$ _____	
		Labourer (this is to include a trades helper and apprentice)	_____	_____	4	\$ _____	
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup					\$66,000.00
Subtotal for Option Period One (1):							
TAXES (Please insert, as applicable) _____%:							

Optional Offer Period 2 – March 1st, 2025 to February 28th, 2026

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	_____	300	\$ _____
		Certified Electrician/Journeyman	_____	_____	200	\$ _____
		Certified Plumber/Journeyman	_____	_____	200	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	20	\$ _____
		Certified Cabinet Maker	_____	_____	20	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	20	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	20	\$ _____
		Certified Backhoe w/Operator	_____	_____	40	\$ _____
		Certified Boom Truck w/Operator	_____	_____	15	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
		Painter	_____	\$ _____	160	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____	500	\$ _____
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Certified Carpenter	_____	\$ _____	20	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____	30	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____	30	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____	10	\$ _____
		Certified Backhoe w/Operator	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	\$ _____	4	\$ _____
		Painter	_____	\$ _____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____	50	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	\$ _____	4	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____	4	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____	4	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____	4	\$ _____
		Certified Backhoe w/Operator	_____	\$ _____	4	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
		Certified Boom Truck w/Operator	_____	\$ _____	4	\$ _____
		Painter	_____	\$ _____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____	4	\$ _____
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup				\$66,000.00
Subtotal for Option Period Two (2):						
TAXES (Please insert, as applicable) _____%:						

EVALUATED PRICE FOR AREA 1	
Subtotal for Initial Offer Period:	\$ _____
Subtotal for Optional Offer Period One:	\$ _____
Subtotal for Optional Offer Period Two:	\$ _____
Total Evaluated Price (Exclusive of Taxes):	\$ _____



AREA 2 – Central Newfoundland

Initial Offer Period – Standing Offer Issuance to February 29th, 2024

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	_____	\$ _____	300	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	20	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	20	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	20	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	20	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	40	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	15	\$ _____
		Painter	_____	_____	\$ _____	160	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	500	\$ _____
2	Outside Regular Hours Monday through Sunday, included all day Saturday, Sunday and holidays	Certified Carpenter	_____	_____	\$ _____	20	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	10	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
		Certified Backhoe w/Operator	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	\$ _____	4	\$ _____
		Painter	_____	\$ _____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____	50	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	\$ _____	4	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____	4	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____	4	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____	4	\$ _____
		Certified Backhoe w/Operator	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	\$ _____	4	\$ _____
		Painter	_____	\$ _____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____	4	\$ _____
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup				\$66,000.00
Subtotal for Initial Offer Period:						
TAXES (Please insert, as applicable) _____%:						



Optional Offer Period 1 – March 1st, 2024 to February 28th, 2025

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	_____	\$ _____	300	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	20	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	20	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	20	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	20	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	40	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	15	\$ _____
		Painter	_____	_____	\$ _____	160	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	500	\$ _____
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Certified Carpenter	_____	_____	\$ _____	20	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	10	\$ _____
Certified Backhoe w/Operator	_____	_____	\$ _____	4	\$ _____		



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
		Certified Boom Truck w/Operator	_____	_____	4	\$ _____
		Painter	_____	_____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	50	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	_____	4	\$ _____
		Certified Electrician/Journeyman	_____	_____	4	\$ _____
		Certified Plumber/Journeyman	_____	_____	4	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	4	\$ _____
		Certified Cabinet Maker	_____	_____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	4	\$ _____
		Certified Backhoe w/Operator	_____	_____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	4	\$ _____
		Painter	_____	_____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	4	\$ _____
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup				\$66,000.00
Subtotal for Option Period One (1):						
TAXES (Please insert, as applicable) _____%:						



Optional Offer Period 2 – March 1st, 2025 to February 28th, 2026

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	_____	\$ _____	300	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	20	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	20	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	20	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	20	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	40	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	15	\$ _____
		Painter	_____	_____	\$ _____	160	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	500	\$ _____
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Certified Carpenter	_____	_____	\$ _____	20	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	10	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	4	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
		Certified Boom Truck w/Operator	_____	_____	4	\$ _____
		Painter	_____	_____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	50	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	_____	4	\$ _____
		Certified Electrician/Journeyman	_____	_____	4	\$ _____
		Certified Plumber/Journeyman	_____	_____	4	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	4	\$ _____
		Certified Cabinet Maker	_____	_____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	4	\$ _____
		Certified Backhoe w/Operator	_____	_____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	4	\$ _____
		Painter	_____	_____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	4	\$ _____
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup				\$66,000.00
Subtotal for Option Period Two (2):						
TAXES (Please insert, as applicable) _____%:						



EVALUATED PRICE FOR AREA 2	
Subtotal for Initial Offer Period:	\$ _____
Subtotal for Optional Offer Period One:	\$ _____
Subtotal for Optional Offer Period Two:	\$ _____
Total Evaluated Price (Exclusive of Taxes):	\$ _____

AREA 3 – Western Newfoundland

Initial Offer Period – Standing Offer Issuance to February 29th, 2024

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	\$ _____	300	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____	200	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____	200	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	\$ _____	20	\$ _____
		Certified Cabinet Maker	_____	\$ _____	20	\$ _____
		Certified Mini Excavator w/Operator	_____	\$ _____	20	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____	20	\$ _____
		Certified Backhoe w/Operator	_____	\$ _____	40	\$ _____
		Certified Boom Truck w/Operator	_____	\$ _____	15	\$ _____
		Painter	_____	\$ _____	160	\$ _____
	Labourer (this is to include a trades helper and apprentice)	_____	\$ _____	500	\$ _____	
2	Outside	Certified Carpenter	_____	\$ _____	20	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
	Regular Hours Monday through Sunday, included all day Saturday, Sunday and holidays	Certified Electrician/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	10	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	4	\$ _____
		Painter	_____	_____	\$ _____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	50	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	_____	\$ _____	4	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	4	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	4	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	4	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	4	\$ _____
		Painter	_____	_____	\$ _____	4	\$ _____
		Labourer (this is to include a	_____	_____	\$ _____	4	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
		trades helper and apprentice)				
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup				\$66,000.00
Subtotal for Initial Offer Period:						
TAXES (Please insert, as applicable) ____%:						

Optional Offer Period 1 – March 1st, 2024 to February 28th, 2025

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	_____	\$ _____	300	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	20	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	20	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	20	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	20	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	40	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	15	\$ _____
		Painter	_____	_____	\$ _____	160	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	500	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Certified Carpenter	_____	_____	\$ _____	20	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	10	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	4	\$ _____
		Painter	_____	_____	\$ _____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	50	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	_____	\$ _____	4	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	4	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	4	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	4	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	4	\$ _____
		Painter	_____	_____	\$ _____	4	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____	4	\$ _____
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup				\$66,000.00
Subtotal for Option Period One (1):						
TAXES (Please insert, as applicable) _____%						



Optional Offer Period 2 – March 1st, 2025 to February 28th, 2026

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	_____	\$ _____	300	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	20	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	20	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	20	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	20	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	40	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	15	\$ _____
		Painter	_____	_____	\$ _____	160	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	500	\$ _____
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Certified Carpenter	_____	_____	\$ _____	20	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	10	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	4	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
		Certified Boom Truck w/Operator	_____	\$ _____	4	\$ _____
		Painter	_____	\$ _____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____	50	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	\$ _____	4	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____	4	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____	4	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____	4	\$ _____
		Certified Backhoe w/Operator	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	\$ _____	4	\$ _____
		Painter	_____	\$ _____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____	4	\$ _____
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup				\$66,000.00
Subtotal for Option Period Two (2):						
TAXES (Please insert, as applicable) ____%:						



EVALUATED PRICE FOR AREA 3	
Subtotal for Initial Offer Period:	\$ _____
Subtotal for Optional Offer Period One:	\$ _____
Subtotal for Optional Offer Period Two:	\$ _____
Total Evaluated Price (Exclusive of Taxes):	\$ _____

AREA 4 – Northern Peninsula

Initial Offer Period – Standing Offer Issuance to February 29th, 2024

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	_____	\$ _____	300	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	20	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	20	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	20	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	20	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	40	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	15	\$ _____
		Painter	_____	_____	\$ _____	160	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	500	\$ _____
2	Outside Regular Hours Monday through	Certified Carpenter	_____	_____	\$ _____	20	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	30	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
	Sunday, included all day Saturday, Sunday and holidays	Certified Plumber/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	10	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	4	\$ _____
		Painter	_____	_____	\$ _____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	50	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	_____	\$ _____	4	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	4	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	4	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	4	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	4	\$ _____
		Painter	_____	_____	\$ _____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	4	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup				\$66,000.00
Subtotal for Initial Offer Period:						
TAXES (Please insert, as applicable) ____%:						

Optional Offer Period 1 – March 1st, 2024 to February 28th, 2025

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	\$ _____	300	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____	200	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____	200	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	\$ _____	20	\$ _____
		Certified Cabinet Maker	_____	\$ _____	20	\$ _____
		Certified Mini Excavator w/Operator	_____	\$ _____	20	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____	20	\$ _____
		Certified Backhoe w/Operator	_____	\$ _____	40	\$ _____
		Certified Boom Truck w/Operator	_____	\$ _____	15	\$ _____
		Painter	_____	\$ _____	160	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____	500	\$ _____
2	Outside Regular Hours Monday through	Certified Carpenter	_____	\$ _____	20	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____	30	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
	Sunday, including all day Saturday, Sunday and holidays	Certified Plumber/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	10	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	4	\$ _____
		Painter	_____	_____	\$ _____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	50	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	_____	\$ _____	4	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	4	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	4	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	4	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	4	\$ _____
		Painter	_____	_____	\$ _____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	4	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup				\$66,000.00
Subtotal for Option Period One (1):						
TAXES (Please insert, as applicable) ____%:						

Optional Offer Period 2 – March 1st, 2025 to February 28th, 2026

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	_____	\$ _____	300	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	200	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	20	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	20	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	20	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	20	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	40	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	15	\$ _____
		Painter	_____	_____	\$ _____	160	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	500	\$ _____
2	Outside	Certified Carpenter	_____	_____	\$ _____	20	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B	
	Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Certified Electrician/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	30	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	10	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	4	\$ _____
		Painter	_____	_____	\$ _____	4	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	50	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	_____	\$ _____	4	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____	4	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____	4	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____	4	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____	4	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____	4	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____	4	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____	4	\$ _____
		Painter	_____	_____	\$ _____	4	\$ _____
		Labourer (this is to include a	_____	_____	\$ _____	4	\$ _____



No.	Description: Class of Labour, material or plant		Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)	Estimated Quantity (hrs) (B)	Extended Total (C) = A X B
		trades helper and apprentice)					
4	Materials and Miscellaneous		Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup				\$66,000.00
Subtotal for Option Period Two (2):							
TAXES (Please insert, as applicable) ____%:							

EVALUATED PRICE FOR AREA 4	
Subtotal for Initial Offer Period:	\$ _____
Subtotal for Optional Offer Period One:	\$ _____
Subtotal for Optional Offer Period Two:	\$ _____
Total Evaluated Price (Exclusive of Taxes):	\$ _____



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to annex "I"

4.1.1.2 Point Rated Technical Criteria

Refer to annex "I"

4.1.2 Financial Evaluation

4.1.2.1 Evaluation of Price

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

4.2 Basis of Selection - Highest Combined Rating of Technical Merit and Price

4.2.1 To be declared responsive, a bid must:

- a. comply with all the requirements of the bid solicitation; and
- b. meet all mandatory criteria; and
- c. obtain the required minimum of 65 points overall for each area the technical evaluation criteria which are subject to point rating.
The rating is performed on a scale of 110 points for each area.

4.2.2 Bids not meeting "(a) or (b) or (c) will be declared non-responsive.

4.2.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.

4.2.4 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 60 %.

4.2.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.

4.2.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

4.2.7 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 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Offer

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

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

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Offeror 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 - Standing Offer Certification

By submitting an offer, the Offeror certifies that the Offeror, and any of the Offeror's members if the Offeror is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list) available at the bottom of the page of the [Employment and Social Development Canada-Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#s4>).

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



5.2.3 Additional Certifications Precedent to Issuance of a Standing Offer

5.2.3.1 Status and Availability of Resources

SACC Manual Clause [M3020T](#) (2016-01-28), Status of Availability of Resources

5.2.3.2 Electronic Payment Instruments

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

- Acquisition Card;
- Direct Deposit (Domestic and International)

5.2.3.3 List of Proposed Subcontractors

SACC Manual Clause [M7035T](#) (2013-07-10), list of proposed subcontractors

5.2.3.4 Former Public Servant

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

Definitions

For the purposes of this clause,

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

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

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

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



Former Public Servant in Receipt of a Pension

As per the above definitions, is the Offeror a FPS in receipt of a pension?

YES () NO ()

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

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

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

Work Force Adjustment Directive

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

YES () NO ()

If so, the Offeror must provide the following information:

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

5.2.3.5 Personnel Identification Form (PIF)

Offerors must complete the Personnel Identification Form found in Attachment 1 to Part 5.

5.2.3.6 Offeror's Representative

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

5.2.3.7 List of Names for Integrity Verification Form

Offerors must complete the List of Names for Integrity Verification form found in Attachment 2 to Part 5.



The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



ATTACHMENT 1 TO PART 5 PERSONNEL IDENTIFICATION FORM

Contract / file number: 30000878

PROJECT TITLE: General Maintenance Services & Minor Works – Newfoundland

Company Name:	
Address:	
Telephone number:	
Fax number:	
PWGSC file or Certificate #:	

Professional Services (Add second page if more space needed, please print clearly)

Resource Person working on this project	Date of birth YYY/MM/DD	PWGSC file or certificate #	Security Level	Meet	Does not Meet	Comments

Contractor's Authorized Signatory : _____ **Date:** _____

(For Official Use)

Company Clearance	Required	Security Level	Meet / Does not Meet / Comments (Official Use Only)
Designated Organization Screening			
Facility Security Clearance			
Document Safeguarding Capability			

**For Use at Fisheries and Oceans Canada
Authorization of Contracting Security Authority**

- I approve
- I do not approve based on:

Contracting Security Authority: _____

Date: _____



ATTACHMENT 2 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [*Ineligibility and Suspension Policy*](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

List of names for [integrity verification form](#)



PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS

6.1 Security Requirements

1. Before issuance of a standing offer, the following conditions must be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful Offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, offerors 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.

6.2 Insurance Requirements

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

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



PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

A. STANDING OFFER

7.1 Offer

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

7.2 Security Requirements

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

7.2.1.1 The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC).

7.2.1.2 The Contractor/Offeror personnel requiring access to sensitive site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by the CSP, PWGSC.

7.2.1.3 Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of the CSP, PWGSC.

7.2.1.4 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).

7.3 Standard Clauses and Conditions

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

7.3.1 General Conditions

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

7.3.2 Standing Offers Reporting

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

The Offeror 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 Offeror must still provide a "nil" report.

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



The quarterly reporting periods are defined as follows:

- first quarter: April 1 to June 30
- second quarter: July 1 to September 30
- third quarter: October 1 to December 31
- fourth quarter: January 1 to March 31

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

7.4 Term of Standing Offer

7.4.1 Period of the Standing Offer

The period for making call-ups against the Standing Offer is from date of offer to February 29th, 2024.

7.4.2 Extension of Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for **two (2)** additional **one (1) year periods**, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority **fifteen (15)** days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7.4.3 Comprehensive Land Claims Agreements (CLCAs)

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

7.4.4 Delivery Points

Delivery of the requirement will be made to delivery point(s) specified at Annex "F" of the Standing Offer.

7.5 Authorities

7.5.1 Standing Offer Authority

The Standing Offer Authority is:

Name: Cal LaKing
Title: Contracting Officer
Department: Fisheries and Oceans Canada
Address: 301 Bishop Drive Fredericton, NB E3C 2M6
Telephone: 506-478-3581
Facsimile: 506-452-3676
E-mail address: DFOtenders-soumissionsMPO@dfo-mpo.gc.ca



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

7.5.2 Technical Authority *(to be identified at Standing Offer award)*

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

7.5.3 Project Authority

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

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

7.5.4 Offeror's Representative *(to be identified at Standing Offer award)*

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

7.7 Identified Users

The Identified User authorized to make call-ups against the Standing Offer is:
Fisheries and Oceans Canada.

7.8 Call-up Procedures

7.8.1 Right of first refusal basis

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked Offeror to determine if the requirement can be satisfied by that Offeror. If the highest ranked Offeror is able to meet the requirement, a call-up is made against its standing offer. If that Offeror is unable to meet the requirement, the identified user will contact the next ranked Offeror. The identified user will continue and proceed as above until one Offeror indicates that it can meet the requirement of the call-up. In other words, call-ups are made based on the "right of first refusal" basis. When the highest-ranked Offeror is unable to fulfill the need, the identified user is required to document its file appropriately.



The resulting call-ups are considered competitive and the competitive call-up authorities can be used.

7.8.2

Any call-up for Work against this Standing Offer will be processed as follows:

7.8.2.1

The Project Authority will provide the Offeror with the following information:

- i. the description of the services required and the location coordinates;
- ii. the schedule deemed acceptable by the identified User, if applicable.

7.8.2.2

The cost per service call will be established in accordance with the Basis of Payment, attached hereto as **Annex "B"**;

7.8.2.3

The Offeror will be authorized by the identified User to proceed with the Work by the issuance of a duly completed and signed Call-up from a Purchase Order form. The Offeror shall not commence any work until it has received a Call-up which is signed by the Identified User. The Offeror acknowledges that any and all work performed in the absence of a signed call-up will be done at its own risk, and Canada shall not be liable for payment therefore.

7.8.3

A call-up made against this Standing Offer shall form a contract only for those goods or services, or both, which have been called-up, provided always that such call-up is made in accordance with the provisions of this Standing Offer

7.9 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using the duly completed forms or their equivalents as identified in paragraphs 1 and 2 below, or by using Canada acquisition cards (Visa or MasterCard) for low dollar value requirements.

1. Call-ups must be made by Identified Users' authorized representatives under the Standing Offer and must be for goods or services or combination of goods and services included in the Standing Offer at the prices and in accordance with the terms and conditions specified in the Standing Offer.
2. Any of the following forms could be used which are available through [PWGSC Forms Catalogue](#) website:
 - PWGSC-TPSGC 942 Call-up Against a Standing Offer
 - PWGSC-TPGSC 942-2 Call-up Against a Standing Offer - Multiple Delivery
 - PWGSC-TPSGC 944 Call-up Against Multiple Standing Offers (English version)
 - PWGSC-TPSGC 945 Commande subséquente à plusieurs offres à commandes (French version)

7.10 Limitation of Call-ups

Individual call-ups against the Standing Offer processed by the Project Authority must not exceed \$40,000.00 (Applicable taxes included).



Individual call-ups against the Standing Offer exceeding \$40,000.00 up to \$60,000.00 (Applicable taxes included) will be processed by the Standing Offer Authority, upon request by the Technical Authority.

Individual call-ups against the Standing Offer for goods will not exceed \$ 25,000.00 (Applicable Taxes included)

7.11 Financial Limitation

The total cost to Canada resulting from call ups against the Standing Offer must not exceed the sum of \$_____ (to be filled in at offer issuance) unless otherwise authorized in writing by the Standing Offer Authority. The Offeror must not perform any work or services or supply any articles in response to call ups which would cause the total cost to Canada to exceed the said sum, unless an increase is so authorized. The Offeror must notify the Standing Offer Authority as to the adequacy of this sum when 75 percent of this amount has been committed, or four (4) months before the expiry date of the Standing Offer, whichever comes first. However, if at any time, the Offeror considers that the said sum may be exceeded, the Offeror must promptly notify the Standing Offer Authority.

7.12 Priority of Documents

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

- a) the call up against the Standing Offer, including any annexes;
- b) the articles of the Standing Offer;
- c) the general conditions 2005 (2017-06-21), General Conditions - Standing Offers - Goods or Services
- d) the general conditions 2010C (2020-05-28) General conditions: Services (medium complexity);
- e) Annex A, Statement of Work
- f) Annex B, Basis of Payment;
- g) Annex C, Security Requirements Check List;
- h) Annex D, Insurance Requirements;
- i) the Offeror's offer dated _____ (to be identified at Standing Offer award)

7.13 Certifications and Additional Information

7.13.1 Compliance

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

7.13.2 Licensing

The Offeror must obtain and maintain all permits, licenses and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation. The Offeror is responsible for any charges imposed by such legislation or regulations. Upon request, the Offeror must provide a copy of any such permit, license or certificate to Canada.

7.13.3 Trade Qualifications

The Offeror must use qualified, certified and competent tradespeople and supervision to ensure a uniform high level of workmanship. The Technical Authority may request to view and record details of the



certification and/or qualifications held by the Contractors tradespeople. This request should not be unduly exercised but only to ensure qualified tradespeople are on the job.

7.13.4 SACC Manual Clauses

SACC Manual Clause [M3020C](#) (2016-01-28), Status of Availability of Resources

7.14 Applicable Laws

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



B. RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

7.2.1 General Conditions

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

Section 13 Interest on Overdue Accounts, of [2010C](#) (2020-05-28), General Conditions - Services (Medium Complexity) will not apply to payments made by credit cards.

7.3 Term of Contract

7.3.1 Period of the Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7.3.2 Delivery Date

Delivery must be completed in accordance with the call-up against the Standing Offer.

7.4 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.

7.5 Payment

7.5.1 Basis of Payment

7.5.1.1

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit prices as specified in Annex "B" for a cost of \$ _____ (to be identified at Standing Offer award). Customs duties are included and Applicable Taxes are extra.

7.5.1.2

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



7.5.2 Limitation of Expenditure

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

7.5.3 Travel and Living Expenses - National Joint Council Travel Directive

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](#), 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 Project Authority.

DFO RPSS will provide the contractor with helicopter transportation to remote sites for mobilization/demobilization of employees, tools and materials as required.

All payments are subject to government audit.

Estimated Cost per area:

- Area 1: \$ 100,000.00
- Area 2: \$ 56,000.00
- Area 3: \$ 28,500.00
- Area 4: \$ 17,500.00.

7.5.4 Method of Payment

SACC Manual clause [H1000C](#) (2008-05-12), Single Payment
SACC Manual clause [H1008C](#) (2008-05-12), Monthly Payment

7.5.5 Electronic Payment of Invoices – Call-up

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

- a. Acquisition Card;
- b. Direct Deposit (Domestic and International);



7.6 Invoicing Instructions

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

2. Invoices must be distributed as follows:

a. One (1) copy must be forwarded to the following email addresses:

DFO.invoicing-facturation.MPO@canada.ca

b. One (1) copy must be forwarded to the Project Authority identified in the call-up.

7.7 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.

7.8 SACC Manual Clauses

SACC Manual Clause [A7017C](#) (2008-05-12) Replacement of Specific Individuals

SACC Manual Clause [B9028C](#) (2007-05-25), Access to Facilities and Equipment



ANNEX "A" STATEMENT OF WORK

1.0 Title

GENERAL MAINTENANCE SERVICES FOR REAL PROPERTY SAFETY AND SECURITY (RPSS) IN NEWFOUNDLAND.

2.0 Background Statement

One of Real Property Safety and Security (RPSS) mandates is to provide essential maintenance services for Department of Fisheries and Oceans (DFO) real property assets. Many of the sites/facilities within the RPSS NL Region are operational sites that provide yearly or seasonal emergency/critical response services to the Canadian public; therefore the complex variety of maintenance, repairs, small construction/renovations, and management tasks are to be considered critical to these site working environments that require continuous professional support for such site works/services.

3.0 Objective

The objective of this SOA is to provide and perform Contractor general maintenance works/services that include, but shall not be limited the furnishing of all labour, material, tools, and equipment required to complete all associated general maintenance tasks/works/services pertaining to the Civil, Structural, Plumbing Technologies, and Electrical Technologies, and associated Trades at RPSS NL Region Sites within Newfoundland as requested on Form CF 942, Requisition: Call - Up Against a Standing Offer, as directed by the Project Authority and specified herein.

4.0 Scope of Work

The scope of work shall include the provisions of all related/associated resources (see Annex "B" Basis of Payment for list of resources) to perform general maintenance under this Standing Offer Agreement (SOA) for RPSS NL Region sites to include, but shall not be limited to all labour, materials/components/items, equipment, tools, testing, inspection, permits, certificates, licences, all required associated works/services training and documentation to perform the required works/services under this SOA or as per drawings/designs, details, specifications, Statement Of Works, Construction Notes, or any other related documents to perform general maintenance tasks/works/services pertaining to the Plumbing Technologies, and Electrical Technologies, and associated Trades at RPSS NL Region Sites within Newfoundland. (See Annex "F" for a list of sites)

5.0 Departmental Support

The Project Authority will be available to assist in coordinating activities as well as providing leadership and access to data collected from the field throughout the duration of this SOA.

6.0 Progress Meetings

The Contractor's resources must attend progress meetings as required by the Project Authority, throughout the duration of the SOA.



7.0 Location of Work

Work will be at various DFO RPSS NL Region Newfoundland sites/locations and facilities as indicated in Annex “F” – Area(s), Geographical Chart and Appendix “E” - Map

8.0 Language requirements

The Contractor's resources must have an advanced proficiency level in English, in the written, verbal and comprehension areas as described in the table below.

Language Proficiency Grid			
	Oral	Comprehension	Written
Basic	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> ask and answer simple questions; give simple instructions; and, give uncomplicated directions relating to routine work situations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> fully understand very simple texts; grasp the main idea of texts about familiar topics; and, read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.
Intermediate	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> sustain a conversation on concrete topics; report on action taken; give straightforward instructions to employees; and, provide factual descriptions and explanations. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> grasp the main idea of most work-related texts; identify specific details; and, distinguish main from subsidiary ideas. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.
Advanced	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> support opinions, and understand and express hypothetical and conditioned ideas. 	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> understand most complicated details, inferences and fine points of meaning; and, have a good comprehension of specialized or less familiar material. 	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> write texts where ideas are developed and presented in a coherent manner.



The following Sections are associated to the Annex “A” Statement of Work

- **ANNEX “A” - SECTION 1: “Facilities Description and Definitions”**
- **ANNEX “A” - SECTION 2: “Safety Requirements”**
- **ANNEX “A” - SECTION 3: “Environmental Protection”**
- **ANNEX “A” - SECTION 4: “Trade Requirements”**
- **ANNEX “A” - SECTION 5: “Special Requirements”**



ANNEX "A" - SECTION 1: FACILITIES DESCRIPTION AND DEFINITIONS

The DFO RPSS NL Region has various sites/locations within the province of Newfoundland & Labrador, that include, but shall not limit to the following:

See Annex "F" ; Area(s) 1 – 4, Geographical Chart and Annex "E" Map

DEFINITIONS

942	Call Up Against a Standing Offer Agreement.
Add	Make an addition to.
Adjust	Bring components to a more effective relative position.
Assemble	To take apart and put together again.
Balance Load	To balance the three (3) phases and single phase circuits which enter (or leave) the main switchboards, transformers and distribution panel boards, by calculating new and existing loads accordingly.
Breakdown Maintenance	To perform repairs to damaged equipment due to failures.
Check/Inspect	View closely for dirt, foreign substance, lack of lubricant, wear, damage, tightness, tension, alignment, leaks, cracks, spalling, deformation, overloading and settings; and as defined as per manufacture requirements/specifications. Make a critical appraisal of equipment, component and parts' ability to fulfill their function to a high degree of efficiency.
Clean	Scrape, brush, flush and vacuum as required to remove dust, dirt and foreign matters.
Client	DFO RPSS NL Region.
Contract Area	The area to be serviced under this SOA is the DFO RPSS NL Region – Area(s) 1-5 sites and locations.
Contract Authority	Contract Officer with the Procurement Hub.
Director of Operations	DFO Director of RPSS NL Region.
DFO	Department of Fisheries and Oceans Canada
Energy Source	Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers.
Facility	Building or infrastructure associated with DFO RPSS NL Region PE sites and locations.



HASP	Health and Safety Plan.
Hot Work	Hot Work includes any welding, cutting of material by use of torch or other open flame devices and grinding which produces sparks.
Infrastructure	The physical and organizational structures and facilities including, but not limited to site systems/equipment, site utilities, buildings, building systems/equipment, standalone systems/equipment, roads and grounds, right of ways, and any other items related to the site or operational requirements.
Instruct	Inform Project Authority of any new operating procedures. Demonstrate and explain purpose, benefit and method of implementing new procedures.
Isolate	To physically prevent the transmission or release of an energy source to machinery or equipment.
Lubricate	Apply oil or grease to joints between moving parts and joints between fixed and moving parts.
Measure	To determine capacity or amount in standard units using an appropriate instrument. Measure condenser and evaporator pressure drop with differential pressure meter or "U" tube manometer. Measure motor overload with instrument approved by overload manufacturer.
Normal Working Hours	Normal Working Hours/Work Day consists of 8 hours per day from Monday to Friday with weekends and statutory holidays excluded; each normal 8 hour work day will correspond to the daily operational hours of the site or sites the Contractor works/services are being performed. The normal 8 hour work day for the majority of the RPSS NL Region sites are between 0700 to 1800 hrs. The Project Authority will provide clarification on the operational hours of each site, as site operational hours may change throughout the year due to operational requirements; the RPSS NL Region reserves the right to change the Contractor daily 8 hour period and has the final authority throughout the duration of the contract including all option years.
Overtime Hours	Overtime hours are defined as the portion of any shift lasting longer than 8 (eight) hours, or any call out to perform works/services after the Project Authority allocated normal working hour shift period, during weekends, or on a statutory holiday. All overtime shall be approved in advance by the Project Authority.
Paint	Clean, prepare and paint surfaces to paint manufacturer's recommendations with paint and primer recommended by paint manufacturer for applicable surface and use.
Predictive Maintenance	To perform required repairs that has been declared in advance, on the basis of observation, experience and/or scientific reasons.
Preventative Maintenance	To inspect, test and re-condition a system, in order to prevent failures, at regularly scheduled intervals in accordance with specific instructions.



Project Authority	The Project Authority includes the DFO RPSS NL Region Project Authority or their representative that is the representative of the department or agency for whom the Work is being carried out under this SOA and is responsible for all matters concerning the technical content of the Work under this SOA.
Prove	Operate and determine if operation produces intended response.
Remove	Take off or away from.
Repack	Fill with packing again.
Repair	Restore to a sound state.
Replace	Restore by removing old components and replacing with new components.
Report	To Project Authority and include in work report, results of inspection and proving, note problems encountered, services required services performed and reading taken.
RP	Real Property/Properties
RPSS	Real Property, Safety and Security
Site Works/Services	All site works and services include, but shall not be limited the furnishing of all labour, materials/components/items, equipment, tools, testing, inspection, permits, certificates, licences, all required associated works/services training, and all other required resources and documentation to perform the required works/services required to complete all associated general maintenance tasks/works/services pertaining to the Civil, Structural, Plumbing Technologies, and Electrical Technologies, and associated Trades at RPSS NL Region Sites within the province of Newfoundland & Labrador, as requested on Form CF 942, Requisition: Call - Up Against a Standing Offer, as directed by the Project Authority.
SOA	Standing Offer Agreement for services on a call up basis; a call up for services based on an as and when services are required.
Shut Down	Take out of services.
Start Up	Return to service.
Tighten	Securely fix in place.
Torque	A predetermined amount of force (work measured in newton metres) determined by a manufacturer and executed with the use of a torque wrench to turn a nut on a bolt, relating to specific equipment or system.
Treat	Act upon with agent.
WHMIS	Workplace Hazardous Materials Information System.
Workers Compensation Board	Workers Compensation Board of Newfoundland & Labrador.



NL

Works/Services Included

1. Structural – includes, but shall not be limited interior and exterior works/services of carpenter, painter, overhead doors, cabinet maker, bricklayer, mason/concrete works, roofing, and flooring of interior and exterior works/services. A Newfoundland & Labrador Carpenters and trades licenses are mandatory.
2. Plumbing Technologies - includes, but shall not be limited to interior and exterior works/services; including above and below ground water and sewer. A Plumbing License and Backflow Prevention Device Certification are mandatory.
3. Electrical Technologies - includes, but shall not be limited to interior and exterior works/services; including above and below ground electrical and entrances. Electrical license is mandatory.
4. Civil - includes, but shall not be limited skid steer w/operator, mini excavator w/operator, backhoe w/operator, boom truck w/operator, and a skilled support labour force to assist such works. See operator requirements within ANNEX "A" - SECTION 4 – TRADE REQUIREMENTS.
5. Speciality works/services including, but not limited to asbestos abatement, mould, and pesticide control shall be subcontracted to a recognized certified licenced company by the province having jurisdiction.
6. General Labourers - includes, but shall not be limited to interior and exterior works/services' this will include trades helper.
7. System(s) and, or equipment inspections (including thermal scans for electrical) and creating, verifying or updating system(s) and, or equipment inventories for sites visited during call-up work.

Works/Services Excluded

1. Major construction and/or renovation/maintenance repairs.

Use of Site

1. Work site access will be as directed by the Project Authority.
2. Movement around the site is subject to restrictions laid down by the Project Authority.
3. The Contractor shall be limited to areas of work and storage; such areas shall be specified and approved by the Project Authority.
4. The Contractor must ensure their works/services including materials, tools, personnel, and job resources do not unreasonably encumber site including interior and exterior work areas.
5. The Contractor must ensure stored products or equipment do not interfere interior and exterior site operations and works/services of other on site contractors.
6. The Contractor must ensure site works/services do not interfere or impede with building and/or staff operations; the Contractor must receive 942 Form - Call Up Against a Standing Offer Agreement prior to start of any site works/services.
7. The Contractor is approved for the usage of basic site utilities, unless the Project Authority deems such usage is above the basic usage of utilities that may or may not increase site utility fees/costs to



the crown.

8. The use of site sanitary facilities must be approved by the Project Authority.

Emergency and Service Call Up

1. The Contractor shall maintain and provide DFO-RPSS NL Region with current phone, fax, pager numbers as well as e- mail address to be able to provide response to requests for service from the local Project Authority or his alternate on a twenty-four (24) hour, seven (7) day per week basis. The following Work Priorities and Response Times shall apply:

- a. **Emergency:** A priority of "Emergency" is defined as a deficiency or breakdown that requires immediate attention to reduce the potential for danger to occupants, the general public, the environment, or the facility. Maintenance identified with this priority must be responded to immediately and must be reported without delay to Project Authority or their designated Representative by the Contractor.

Standard Response Times

On site: **Max 1 hour from initial contact**

- b. **Routine:** A priority of "Routine" is defined as essential maintenance requirement which should be rectified at the earliest possible opportunity. It is considered as deficiencies or breakdowns that do not impair current operations or pose any danger to the occupants, the general public, the environment or the facility.

Standard Response Times

On site: **Maximum 2 hours from initial contact**

Contractor's Responsibilities

1. The Contractor must advise the Project Authority of the telephone number(s) at which the Contractor representative can be contacted on a twenty-four (24) hour, seven (7) day per week basis during regular working hours and for after hour call outs including emergencies.
2. The Contractor shall not refuse any call up against this SOA for services requested by the Project Authority that is within this SOA requirement.
3. The Contractor must ensure all employees report to the person in charge at each site prior to starting interior or exterior works and shall enter all required information into the RPSS NL Region Sign In/Out Sheet; the Contractor employees shall sign out prior to leaving the job sit. All Contractor employees must sign out when leaving the site for any reason (i.e. leave site to pick up a part/tool/work related item) in case there is an emergency (i.e. a site fire) in their absence; thus allowing each person on site to be accounted for; on their return shall sign in.
4. The Contractor, when requested by the Project Authority for an emergency service, must proceed to the site, repair to working order, protect the system or equipment and surrounding area from further damage, and ensure the area is safe. When the system has been made safe, the Contractor shall provide, within one (1) working day, a detailed account of the emergency, the extent of damages, and method of additional required repairs; the Contractor will provide a detailed estimate of additional required repairs if such repairs are within this SOA requirements.
5. The work covered by this SOA may include a planned shutdown schedule for



maintenance works/services, inspections, and/or testing. All related shutdown works/services shall be captured on the RPSS NL Region Log In/Out Sheets; where there are multiple personnel and trades the Contractor must attach a daily timesheet to the daily RPSS NL Region Log In/Out Sheets that will account for each employees name, their position/trade, time in, time out, and the total pre-approved daily hours worked; these Contractor completed daily sheets will be given to the Project Authority at the conclusion of the shutdown - during the final inspection. The Project Authority has the right to implement a scheduled shutdown schedule at any time during this SOA period including all the option years of this SOA.

6. Prior to the start of works/services in relation to this SOA, the Contractor must provide detailed list personnel performing works/services and their position/trade that is complete with proof of their qualifications.
7. The Contractor must ensure all required shop drawings are to be submitted and approved by the Project Authority prior to the start of replacement or new works/services.
8. The Contractor must ensure all site works and related works will be completed in a manner to provide and implement environmental protection methods/controls/preventions on the work site and for the surrounding areas including nearby waterways during the lifecycle of the project.
9. Contractor must ensure all works/services are performed in accordance to all related manufacture specifications/installation instruction manuals; and must comply with federal, provincial, local codes/regulations; whichever is more stringent.
10. The Contractor must provide a secondary means of utilities when related works may cause a disruption/interruption to any site utilities or mechanical operations.
11. The Contractor must ensure the infrastructure and facilities are water/weather tight throughout the life cycle of all call outs for works/services against this SOA; including the period during any final inspections.
12. The Contractor must ensure the provisions of special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.
13. The Contractor must ensure the protection of facility/building/infrastructure, building components, building systems, and facility furnishings/items/equipment from being damage during execution of this SOA and any optional years of this SOA.
14. The Contractor is responsible for repair, reinstatement, and sealants of walls, ceilings, any building components, and building finishes that are as of result to works/services; this also includes all interior and exterior compromised site components/items/materials including grounds works.
15. The Contractor must ensure that where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work.
16. The Contractor must exercise care/precautions to ensure against damages



to existing conditions such as site facilities, structures, building components/items, utilities, landscape/grounds/roads, adjacent property, and construction of contiguous work; any damages deemed by the Project Authority to be a result of the Contractor's works/services/operations must be repaired, replaced, or corrected to meet the Project Authority required standard.

17. The Project Authority will clarify any Contractor concerns, questions, or discrepancies; however this does not alleviate the contractor from their responsibilities and meeting all federal, provincial, and local codes/regulations/standards/rules/acts/etc.
18. The Contractor must ensure that all construction equipment is in good working order and careful maintenance and monitoring of all equipment be carried out to minimize the risk of spills or leaks of petroleum-based products.
19. The Contractor must ensure all materials and tools delivered to the jobsite shall be bundled and secured when stocked until used. The client will not be responsible or liable for any equipment, material, tools, or any other Contractor/Contractor employees/subcontractor items during transfer or when on site. All material(s) and tool(s) departing the jobsite shall be bundled and secured; this includes items/materials for disposal.
20. The Contractor must effectively plan and implement dust control measures and cleaning activities as an integral part of all works/services activities.
21. The Contractor must ensure that workmanship is best quality executed by workers experienced and skilled in the respective duties for which they are employed.
22. The Contractor must ensure workmanship will be of a uniformly high standard and in accordance with generally accepted trade practice.
23. The Contractor must keep the work-site and surroundings clean at all times from construction debris and garbage; the site must be cleaned at the end of each work day.
24. Upon completion of all work, the Contractor must remove all surplus material, tools, equipment and debris. The building and site must be left in a clean and tidy condition which meets the satisfaction of the Project Authority. The Contractor will not remove any salvageable material or equipment from the job site without permission from the Project Authority.
25. The Contractor must ensure all workers shall -conduct themselves in a professional manner and are properly attired for their trade and according to all work activities to be performed.
26. The Contractor must not employ any unfit person or anyone unskilled in their required duties. The Project Authority reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
27. Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the Project Authority whose decision is final.



28. The Contractor must ensure all workers shall be furnished with the proper tools, protection, and training for the work of their trade; all tools, equipment, and work items must be inspected daily by a certified/trained person to ensure each meets all standards and are in a good safe working order.
29. The Contractor must satisfy the Project Authority that he/she has adequate and qualified staff to perform the works/services within this SOA.
30. All 'Means & Methods' for performing all related Works/Services must be included by this Contractor.
31. The Contractor must provide to the Project Authority - an electronic English copy on a USB (Universal Serial Bus) Flash Drive/Stick of all component manufacture specification manuals, maintenance manuals, installation manuals, warranty registration forms on parts, and Contractor labour warranty. This will be a condition and part of the final inspection and closing for final payment approval of invoices.
32. The Contractor must dispose of all debris that are related to works/services provided in relation to this SOA; where the word "disposal" is described, it means haul off to an approved/certified disposal facility according to Local, Provincial or Federal regulations whichever is more stringent.
33. The Contractor must provide a means for disposal of material and items on site and to dispose at offsite certified disposal sites. Placement of any disposal containers onsite requires prior approval from the Project Authority.
34. At the request of the Project Authority, the Contractor must provide documentation/slips for the disposal of materials and items to an approved facility according to Local, Provincial or Federal regulations whichever is more stringent. The Contractor must provide these documents/slips to the Project Authority via email PDF scanned attachment; payment requirements are on condition of reviewing and approval of such documents/slips. Disposal slips will be provided to the RPSS PA on an as required basis.
35. The Contractor must ensure that all waste material will be disposed of in an environmentally responsible manner, and in accordance with provincial, territorial, municipal legislation; whichever is more stringent. Do not bury rubbish and wasted materials.
36. The Contractor must ensure they do not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.
37. Electrical lock out and tag out procedures must be strictly adhered to. Records of tags are to be made available for viewing upon request by the Project Authority or their designated RPSS Representative or local authority having jurisdiction.
38. The Contractor must ensure whenever the Contractor uses subcontractors, they too must perform to and comply with all requirements of this SOA.
39. The Contractor must furnish and maintain all equipment such as temporary ramps, ladders, scaffolds, hoists, chutes, etc, as may be required for the



proper execution of the work. All temporary structures will require the approval of the Project Authority.

40. Temporary structures erected by the Contractor must remain their property and will be removed by them from the site on completion of the work; or may be discontinued by Project Authority at any time without notice or acceptance of any liability for damage or delay caused by such withdrawal of temporary services.

RPSS NL Region Site Log In/Out Sheets and Invoices

1. The Contractor must include a detailed work description and the corresponding 942 Form - Call Up Against a SOA Number on the applicable invoice; and shall complete in full, the RPSS NL Region Site Log In/Out Sheet for each call up.
2. Payment may be withheld until such time that all invoices have been received including work description details with corresponding 942 Call Up Against a SOA Number/Work Order Number/Purchase Order Number, and also completed RPSS NL Region Site Log In/Out Sheet for each call out/job has been compared to corresponding invoice. The Project Authority or their designated representative has the authority to deny payment in full due to incomplete invoices and/or failure to complete Site Log In/Out Sheet for each call out/job in full.
3. The Contractor must complete the following information in the RPSS NL Region Site Log In/Out Sheet for each call up/job: **NOTE:** We/RPSS will have to develop a Site Log In/Out Sheets and place in a binder at each site that includes:
 - Site Location.
 - Log In Date/Time.
 - Log Out Date/Time.
 - Total Hours On Site:
 - Building/Room.
 - SOA #/942 Call Up #/WO #/PO #.
 - Company Name/Employee Name/Employee Position-Trade.
 - Work Description (include call out request deficiency, description of work performed to repair deficiency, parts/material replaced to correct deficiency, & any other pertinent info that effects the total costs).
 - a. The Project Authority pick-up RPSS NL Region Log In/Out Sheets from the binder at the end of each month to compare to invoices.

Codes and Legislated Requirements

1. Perform work in accordance with the National Building Code of Canada (NBC) and any other code of provincial or local application. Latest Edition unless otherwise specified.
2. The Contractor must work to meet or exceed requirements of specified standards, codes and referenced documents. In event of conflict between any provisions of above authorities, the most stringent provision will apply.
3. The following Codes and standards in effect at the time of award are subject to change/revision; the latest editions and/or amendments of each shall be enforced during the term of the Contract (in the event of conflict between Federal,



Provincial, or Municipal codes, standards, and/or regulations, the most stringent will apply):

Taxes

1. Pay applicable Federal, Provincial or Municipal taxes.

Existing Services

1. The Contractor must protect and maintain existing active services.
2. The Contractor must ensure any connections to existing services do not interrupt, impede, or disturb site, facility, systems, equipment, or site personnel operations.
3. The Contractor must provide all temporary services to complete works/services and will solely incur all associated costs,
4. Supply of temporary services by **RPSS/DFO** is subject to **RPSS/DFO** requirements and may be discontinued by Project Authority at any time without notice or acceptance of any liability for damage or delay caused by such withdrawal of temporary services
5. The Contractor is approved for the usage of basic site utilities at no cost, unless the RPSS NL Region Project Authority or their designated representative in their estimation deems the usage of utilities may or may not increase site utility fees/costs to the crown.
6. Any shutdown to execute works/services must first be approved by Project Authority.
7. The Contractor must ensure that capacity of services is adequate prior to imposing additional loads; connecting and disconnecting is at the expense of the Contractor's expense.
8. The Contractor must inform the Project Authority immediately of any code violations or required repairs which could pose a hazard to employees or building occupants.
9. When connecting to or disconnecting from an existing electrical system, the Contractor must ensure there is a balanced load upon completion of work. The Contractor shall provide DR with a minimum of 48 hours notice, prior to disconnecting, or reconnecting any electrical system(s).
10. It shall be the sole responsibility of the Contractor to ensure that all distribution panel directories are brought up to date upon completion of any modifications or alterations to the electrical distribution system.



Materials and Equipment

All replacement and new parts/equipment/components/items shall be approved by the Project Authority prior to their installation; shall conform to “**Codes and Legislated Requirements**” above.

1. The Contractor must not make any change in the design and installation of equipment and materials without prior written approval of the Project Authority.
2. Material and parts used will be those specified by the manufacturer of the equipment and any other material will require the approval of the Project Authority.
3. Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
4. All replaced parts and materials not under warranty, whether serviceable or unserviceable will be left on site for inspection by the Project Authority on completion of the work; the Contractor must ensure such parts and materials are handed directly to the Project Authority to avoid loss or misplacement.
5. All manufactured articles, materials, and equipment will be applied, installed, connected and used as specified by the manufacturer.
6. Requests for acceptance of material other than those specified must be submitted in writing to the Project Authority. The request must be supported with sufficient product information to enable the Engineer to make an assessment
7. If, in an emergency, the Contractor installs parts other than those specified, they will be replaced with specified parts before claiming payment, but no claim for other than specified parts will be made.
8. Equipment and materials must be in new condition, CSA certified, ULC Standard, and manufactured to standard quoted.
9. Where there is no alternative to supplying equipment which is not CSA certified, ULC Standard, obtain special approval from an authorized independent testing agency recognized by the provincial Department of Labour.
10. Use products of one manufacturer or same type as existing, including classification, unless otherwise specified by the Project Authority.
11. The contractor must request direction from Project Authority prior to replacing any component.
12. Unless otherwise specified, the contractor must comply with manufacturer's latest printed instructions for materials and installation methods.
13. The contractor must deliver, store, and maintain materials with manufacturer's seals and labels intact.
14. The contractor must store materials in accordance with manufacturer's and supplier's instructions.
15. The contractor must not store materials on-site without Project Authority's approval.
16. DFO- RPSS NL Region accepts no responsibility for materials or equipment stored on-site.
17. The Contractor must provide shop drawings in an electronic email to the Project Authority for



approval prior to performing works/services; the shop drawing information will include, but shall not be limited to:

- 1) Manufacturer Name.
- 2) Manufacturer Equipment/Product/Item Name.
- 3) Manufacture Specifications.
- 4) Manufacturer Installation, Operational, and Maintenance Manuals and Instructions.
- 5) Any other required information, data, or documentation identified by the Project Authority.

18. The Contractor must identify all newly installed and replaced equipment/items to the Project Authority and provide related information in an electronic email or deliver on a USB Drive that includes, but shall not be limited to:

- 1) Manufacturer Name.
- 2) Manufacturer Equipment/Product/Item Name.
- 3) Model Name,
- 4) Serial Name.
- 5) Manufacturer Specifications.
- 6) Manufacturer Installation, Operational, and Maintenance Manuals and Instructions.
- 7) Any other required information, data, or documentation identified by the Project Authority.

19. Guarantee: The Contractor must guarantee all materials and workmanship for a period of one year or the manufacturer's guarantee, whichever is longer, after acceptance by the Project Authority. Any defects which may develop during this period will be rectified and made good to the satisfaction of the Project Authority, by the Contractor at their own expense

20. Where the Contractor supplies equipment purchased from a supplier or manufacturer, the Contractor must obtain from the manufacturer or supplier, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in right of Canada.

Work Done By Other Means

1. This SOA does not create an exclusive right of the Contractor to perform all works/services, which might be required. The DFO RPSS NL Region reserves the right to have any work done by other means.

Workmanship

1. Workmanship is inclusive of all requirements listed in "**Contractor's Responsibilities**" above.
2. All equipment panels and control covers must be replaced and properly fitted utilizing all fastening screws and/or bolts according to equipment design. All workmanship is subject to inspection and approval.
3. All work must be performed by skilled tradespeople and supervised by a competent supervisor at all times.
4. All work deemed unsatisfactory by the Project Authority must be redone / replaced at no extra cost to the Department.



Meetings

1. Immediately upon receipt of award of Contract Agreement, the successful Contractor will contact the Project Authority to arrange a pre-SOA Award meeting prior to commencement of any works/services.
2. Attend meetings held at site when notified by Project Authority.

Drawing and Maintenance Manuals

1. The Contractor must provide electronic scanned PDF and paper copies of documents to the Project Authority including, but shall not be limited to manufacturer specifications, maintenance manuals, installation manuals, operation manuals, specifications, drawings, details, and any other required information, data, or documentation identified by the Project Authority for new or replacement works/services, systems, and equipment.
2. Additions, relocation, or removal of equipment are to be recorded, dated, and initialed by the Contractor to the Project Authority for design changes on the "as-built" drawings and details.
3. As-built drawing are to be revised prior to works/services that may cause or indicate any deviations drawings.

Site Security

1. All security requirements will be identified and deemed necessary by DFO-RPSS NL Security Officer and by the Project Authority.
2. Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Project Authority will determine acceptable building security.



ANNEX "A" - SECTION 2 - SAFETY REQUIREMENTS

Compliance Requirement

1. Comply with the Canada Labour Code Part II and the Canada Occupational Health and Safety Regulations.
2. Comply with the Provincial Occupational Health and Safety Act and supporting Occupational General Safety Regulations as amended from time to time.
3. Observe and enforce construction safety measures required by the following statutes and authorities:
 - a) The National Building Code of Canada, Part 8;
 - b) The National Fire Code of Canada;
 - c) Workers Compensation Board NL;
 - d) Municipal Statutes and Ordinances.

Submittals required to sent to the Project Authority:

1. **At SOA Award:** The Contractor must provide (within seven (7) calendar days from award of SOA):
 - a. Certification letter of good standing from Worker's Compensation Board.
 - b. Signed statement by Owner of company that the company will maintain Worker's Compensation Board coverage for the life of the Contract, including subcontractor

Before Work Begins (Call-up):

- c. A copy of the company's site-safety plan. Complete with specific details about covid-19 protocols they have implemented.
- d. The Contractor and his/her personnel must adhere to the Federal Government "NO SMOKING" Policy while in Federal facilities and/or Scent Free Policy if applicable.
- e. The contractor must provide an exclusive travel plan for every call up. (if applicable) This plan will need to be approved by the departmental representative in writing, prior to any travel commencing in relation to a call up for this standing offer.

Training

1. **Before Work Begins:** The Contractor must provide:
 - a) Certification of training for safety for all personnel that will be involved with the Works/Services. Updated list complete with licenses shall be kept on site including personnel changes.
 - b) Training for workers shall include (but not limited to):
 - Safe operation of tools and equipment.
 - Proper wearing and use of personal protective equipment (PPE).
 - Safe work practices and procedures of their given work tasks or function.
 - Site conditions and minimum site safety rules.

Disciplinary Procedures for Safety Violations



1. Contractors must have their own written disciplinary procedures for violation or noncompliance of work site safety rules and regulation. However, the HUB will take the following actions in the event it is notified of a safety violation.
 - a) **First Violation:** Verbal warning issued to the Contractor for the first violation of a safety regulation, rules, policy and procedures –. (Violation will be documented on contract file, copy to Contractor and Project Authority).
 - b) **Second Violation:** Written warning issued to the Contractor for the second violation of a safety regulation, rules, policy and procedures. (Violation will be documented on contract file, copy to Contractor and Project Authority).
 - c) **Third Violation:** A third violation of a safety regulation, rules, policy and procedures may result in the termination of the contract with a recommendation to the Contracting Authority that the Contractor be denied access to future SOA/SC(s). (Documented to contract file, copies to Contractor and Project Authority).
 - d) **Serious Violation:** For a serious violation of a safety regulation, rules, policy and procedures as deemed by a Regulator, Project Manager or Safety Officer a recommendation will be made to the Contracting Authority to immediately terminate the SOA/SC(s). (Violation documented on contract file, copies to Contractor and Project Authority).
 - e) **Charges Laid or Guilty Determination by Courts:** Infractions of safety regulations, rules, policy and procedures that result in charges being laid by a Regulator against the Contractor or the Contractor being found guilty by the courts may result in that Contractor being denied access to future contracts.

Fastening Devices Explosive Actuated

1. Explosive actuated devices shall not be used, until approved by Project Authority; if approved, the Contractor must provide proof of such device certification to the Project Authority.

Hot Work

1. The Contractor must submit a Hot Work Permit format to the Project Authority for approval (14) fourteen days after the award of this SOA. All hot work activity, as defined in "Definitions" of this specification, is to take place with written permission from the Project Authority (Hot Work Permit). The Contractor must submit a Hot Work Permit within 48 hrs of scheduled Hot Works to the Project Authority for approval.
2. The ventilation system in the area of any Hot Work activity must be isolated to prevent migration of fumes/smoke and to reduce any possible spread of fire to other areas of the facility.
3. Contractor must employ an employee trained in the use of fire extinguishers as fire watch during any Hot Work for a minimum of two (2) two hours after activity has ceased; the Project Authority has the authority to decrease or increase the timeframe of the fire watch after hot work completion.



Confined Spaces

1. The Contractor must provide a copy of their Confined Space Certification to the Project Authority, upon request.
2. All work in confined spaces must be carried out in compliance with the Canada Occupational Safety and Health Regulations Part XI.
3. The Contractor must provide and maintain all equipment as required by any person to enter and/or perform work in a safe manner, in compliance with the Canada Occupational Safety and Health Regulations, Part XI.
4. The Contractor must provide and maintain training, as required by the Canada Occupational Safety and Health Regulations. Part XI.
 - a) The Contractor and/or his employees shall provide proof of training and qualifications when requested by the Project Authority.
5. The Contractor must provide the Project Authority with a copy of an "Entry Permit" for each and every entry into the confined space to ensure compliance with the Canada Occupational Safety and Health Regulations, Party XI.
6. The Contactor to have a hazard assessment of the confined space performed.
 - a) The Contractor to provide the Project Authority with a copy of the hazard assessment.

Fall Protection

1. All work carried out above the mandatory height restrictions. from unguarded structure and/or scaffolding, must be done in compliance with the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10.
2. The components of a fall protection system must meet the standards as outlined in the Canada Occupational Safety and Health Regulations, Part XII, Section 12.10 (2).
3. The Contractor must ensure fall protection equipment is maintained, inspected and tested by a qualified person as required by the Canada Occupational Safety and Health Regulations, Part XII, Section 12.3.
4. All working at heights and fall arrest must meet SafeWork NL standards/requirements.
5. All personnel working at heights must be qualified in the use of fall arrest equipment and be able to show proof, upon request, of this qualification.

Safety Plan

1. The Contractor must provide a copy of their company's Occupational Health and Safety Policy and Program. It shall meet the requirements of the Provincial Occupational health and Safety Acts. The Project Authority shall instruct the Contractor where the Federal Standards apply.
2. Prior to commencing site work/service activities, the Contractor must develop and submit a completed Bilingual (English/French) written site specific



Health and Safety Plan (HASP) that is specific to the site works/services to be performed under this SOA for approval by the Project Authority. Each HASP will be amended throughout the duration of this SOA as required by the Project Authority. The HASP shall include the following titles and information, but shall not be limited to:

- 1) Site Specific Hazard Assessment: Conduct a Site Specific Hazard Assessment and List of individual health risks and safety hazards identified by hazard assessment process; this includes potential health risks and safety hazards that are based on type of site works/services/activities, site location, site conditions, adjacent site conditions, the local environment, and all other related factors/conditions.
- 2) Safety Measures/Controls: Engineering controls, personal protective equipment and safe work practices used to mitigate hazards and risks listed under "Safety Plan 2.1) Site Specific Hazard Assessment" of this document".
- 3) Emergency Response Plan: Plan standard operating procedures, evacuation measures and emergency response in the occurrence of an accident, incident or emergency; this must include a site related Muster Point. Include responses to all hazards and risks listed in "Safety Plan 2.1) Site Specific Hazard Assessment and 2.2) Safety Measures/Controls "of this document and evacuation measures to complement the Site existing Emergency Response and Evacuation Plan.
- 4) List Names and Telephone Numbers of officials to contact including: telephone numbers must be current, operational at all times, and must be available at all times; it is the responsibility of the Contractor to ensure phones/cell phones are charged and operational at all times during site related works/activities. It is the Contractor's responsibility to notify all site personnel and the Project Authority immediately of all changes of listed personnel in the listed positions and any changes of contact telephone numbers; all changes must be immediately updated on the HASP and have all site personnel sign the revised updated HASP. All listed personnel must be qualified and trained for their listed positions and in accordance with Federal, Provincial, and local codes/regulations/standards/acts; in any case of conflict or discrepancy, the more stringent requirements will apply. This list shall include the following information, but shall not be limited to:
 - (1) Contractor Company Info.
 - (2) Contractor Company HSE Representative.
 - (3) Contractor First Aid qualified personnel and there position/trade..
 - (4) Federal, Provincial, and local emergency response/resource organizations emergency telephone numbers (i.e. Fire, Ambulance, Police, Poison Control, Department of Environment, Department of Natural Resources, Emergency Spill Response, Provincial Gas Company, Provincial Power Company, Municipal Utilities – Water/Sewer/Gas/Electrical/etc, Provincial Construction Safety Association, etc).
 - (5) DFO NL Region Project Authority.
- 5) Site Communications: Procedures used on site to share work related safety issues between workers, subcontractors, and General Contractor; examples can be a combination of, but not limited to the Site Orientation Meeting for all site workers, Daily Tool Box Safety Talks, Site Specific Safety Orientation Meeting for all new site personnel, Contractor Onsite Safety



-
- Board, and an Identified Communication List.
- 6) The HASP format and available information must be inclusive when submitted for approval to the Project Authority.
 - 7) Each approved HASP will be signed by all on site workers/personnel including Contractor personnel, subcontractor personnel; **each site HASP will be included on Contractors initial Site Specific Safety Orientation Meeting prior to the start of works/services for this SOA.**
3. The Contractor must implement and carry out an Initial Hazard Assessment prior to the commencement of site works/activities as stated in this document. The Contractor must implement and carry out Ongoing Site Specific Hazard Assessments throughout the duration of this SOA identifying new or potential health risks and safety hazards not previously known; as a minimum carried out when scope of work change, working in confined spaces, and any hazardous works/services. All on site personnel must sign and date Site Specific Hazard Assessments.
 4. Conduct Daily Safety Tool Box Talks prior to the start of daily works/services. Tool Box Safety Talks must be related to each individuals projected site daily work activity; if the projected work activities change for any reason, the Contractor must stop work in a safe manner and conduct a tool box safety talk related to the change of work activities.
 5. All copies of the formal Hazard Assessment conducted by the Contractor throughout the duration of the work must be retained and made available to the Project Authority immediately upon request.
 6. It is the Contractor's responsibility to be familiar with all applicable Safety Acts, Regulations, Codes and contract requirements. These must be identified and addressed in the Safety Plan, by identifying Standard Operating Procedures (SOP) and safe work practices (SWP) which incorporate clear and specific control measures, applicable rules, procedures and practices. all of which shall become mandatory.
 7. The contractor must post the HASP at a common location on the site visible to all workers and persons accessing the site. Ensure that all employees, including subcontractors' personnel, are advised of such Safety Plan and of the posted locations.
 8. The Contractor must ensure all workers and authorized persons entering the work site are notified of and abide by the posted HASP, safety rules, procedures, safe work practices and applicable Safety Acts, Regulations, and codes. Any person not complying with these shall not be permitted on the site.
 9. The contractor must ensure that all applicable personal protective equipment (PPE) is used.
 10. The Project Authority shall coordinate arrangements for the Contractor to be briefed on site safety within fourteen (14) days of award Standing Offer



Product Approvals

1. Must Comply with the requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage and disposal of hazardous materials; and labelling and provision of Material Safety Data Sheets acceptable to Human Resources and Skills Development Canada and Health Canada.
2. The Contractor must provide all MSDS Sheets in an electronic format or delivered USB Drive to the Project Authority prior to the start of site works/services.
3. The Contractor must ensure that all controlled products used in the performance of the work are classified and labeled according to the Workplace Hazardous Materials Information System (WHMIS).
4. The Contractor must submit for approval the Material Safety Data Sheets (MSDS) for all controlled products that will be used in the performance of this work.
5. No controlled products are to be brought on-site without prior approved Material Safety Data Sheets (MSDS).
6. Material Safety Data Sheets (MSDS) to remain on-site at all times.

Disposal of Wastes

1. All works/services must be inclusive of ANNEX "A" - SECTION 1: FACILITIES DESCRIPTION AND DEFINITIONS, Contractor's Responsibilities.

Drainage

1. Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
2. Do not pump water containing suspended materials into waterways, sewer or drainage systems.
3. Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

Cleaning

1. All works/services must be inclusive of ANNEX "A" - SECTION 1: FACILITIES DESCRIPTION AND DEFINITIONS, Contractor's Responsibilities.
2. Work area must be maintained and free of accumulated waste and rubbish.
3. The contractor must remove and dispose of debris, used and obsolete material on a daily basis.
4. Remove grease, dust, dirt, stains, fingerprints and other foreign materials from sight-exposed interior and exterior finished surfaces affected by Contractor work.



5. All materials, system components, used equipment, etc., removed or replaced in any facility remains the property of the Crown until such time as permission is given by the Project Authority to dispose of such.

Cutting, Fitting and Patching

1. All works/services shall be inclusive of ANNEX "A" - SECTION 1: FACILITIES DESCRIPTION AND DEFINITIONS, Contractor's Responsibilities.
2. The contractor must cut, fit and patch where required for work under this Contract.
3. The contractor must make good all disturbed surfaces to original condition.
4. All fire wall penetrations must be property sealed using approved fire rated patching material.

Equipment Inspection

1. Before operating or using any equipment, the Contractor must inspect to ensure good working condition. Any defective equipment must be tagged unsafe and logged in the maintenance log book, until repaired to good working order. Project Authority must be informed immediately of any required repairs which could pose a hazard to employees or building occupants. This must be part of the Contractor's site safety plan.
2. All works/services must be inclusive of ANNEX "A" - SECTION 1: FACILITIES DESCRIPTION AND DEFINITIONS, Contractor's Responsibilities.



ANNEX "A" - SECTION 3 – ENVIRONMENTAL PROTECTION

Environmental

1. All work is to be performed in accordance with the Federal Environmental Protection Act and the Provincial Environmental Acts and Regulations.
2. All works/services shall be inclusive of **attached** "Standard Mitigation Measures For Repair, Maintenance, and Minor Works – Version 1.2 April 2015" (See Annex G)

Disposal of Wastes

1. All works/services shall be inclusive of ANNEX "A" - SECTION 1: FACILITIES DESCRIPTION AND DEFINITIONS, Contractor's Responsibilities.
2. The contractor must not bury rubbish and waste materials on site unless approved by the Project Authority.
3. The contractor must not dispose of waste or volatile materials, such as mineral spirits, oil or paint thinner into waterways, storm or sanitary sewers.

Drainage

1. The contractor must provide temporary drainage and pumping as necessary to keep excavations and site free from water.
2. The contractor must not pump water containing suspended materials into waterways, sewer or drainage systems.
3. The contractor must control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

Site Clearing and Plant Protection

1. All works/services must be inclusive of ANNEX "A" - SECTION 1: FACILITIES DESCRIPTION AND DEFINITIONS, Contractor's Responsibilities.
2. The contractor must protect trees and plants on site and adjacent properties where indicated.
3. The contractor must wrap in burlap, trees and shrubs adjacent to construction work, storage areas and trucking lanes, and encase with protective wood framework from grade level to height of 2 m.
4. The contractor must protect roots of designated trees to drip line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
5. the contractor must minimize stripping of topsoil and vegetation.
6. The contractor must restrict tree removal to areas indicated or designated by the



Project Authority.

Work Adjacent to Waterways

1. All works/services must be inclusive of **attached** "Standard Mitigation Measures For Repair, Maintenance, and Minor Works – Version 1.2 April 2015".
2. The contractor must not operate construction equipment in waterways.
3. The contractor must not use waterway beds for borrow material.
4. The contractor must not dump excavated fill, waste material or debris in waterways.
5. The contractor must design and construct temporary crossings to minimize erosion to waterways.
6. The contractor must not skid logs or construction materials across waterways.
7. The contractor must avoid indicated spawning beds when constructing temporary crossings of waterways.
8. The contractor must not blast under water or within 100 m indicated spawning beds.

Pollution Control

1. All works/services must be inclusive of **attached** "Standard Mitigation Measures For Repair, Maintenance, and Minor Works – Version 1.2 April 2015".
2. The contractor must maintain temporary corrosion and pollution control features installed under this contract.
3. The contractor must control emissions from equipment and plant to local authorities emission requirements.
4. The contractor must prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
5. The contractor must cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

Pesticide Use

1. Only pesticides and chemicals registered by Agriculture Canada under the Provincial Environment Act listed for use in human occupied areas shall be used.
2. The applicator must be registered and licensed by the Provincial authority.
3. The use of sodium fluoride and/or fumigants will not be permitted on this SOA.
4. The must use the least hazardous chemicals occupied areas.

Application of Pesticide

1. **Use of Contractors:** Contractors must obtain proper licenses and



insurance protection in accordance with the appropriate provincial and city legislation.

2. **Allowable Methods:** A pesticide application program must be carefully planned to ensure that the appropriate application equipment and methods are used as specified on the label.
3. **Public Notice:**
 - a) Nearby residence must be notified of date and time of pesticide application
 - b) Signs stating the product used, date of application and safe entry time must be posted on areas of pesticide applications.
3. **Public Property:** Pesticides must not be sprayed on property adjacent to school yards, picnic areas or parks during prime use hours.

Open Fire

1. Fires on site are not permitted unless pre-approved in writing by the Project Authority.
2. All works/services requiring hot works require a Hot Work Permit approved by the Project Authority prior to the start of works.



ANNEX "A" - SECTION 4 – TRADE REQUIREMENTS

When there is a requirement for a Trade not listed in this SOA the Project Authority will review the work with the Contractor and authorize a mutually acceptable subcontractor. For invoicing purposes, the Contractor will include with their invoice a copy of the subcontractors invoice for time and materials, plus a 10% mark-up on the cost before taxes.

Journeyperson

1. The Journeyperson and Certified Person must:
 - a) Qualified and certified tradespersons must be licensed by the **Provincial Authority for Apprenticeship & Occupational Certification Board.**
 - b) Be on site during works/services within in their trade and must confirm all works/services are in accordance to codes/standards/regulations.
 - c) Conduct and assist in various types of building maintenance as requested by Project Authority.
 - d) Relocate, install, repair or test equipment as requested by the Project Authority.
 - e) Produce all valid permits, certificates for technical, trade and safety training upon request of the Project Authority.
 - f) Instruct the Project Authority on-site of any new operating procedures when installing or modifying new or existing equipment.



Trades Work General

1. All works/services must be inclusive of ANNEX "A" - SECTION 1: FACILITIES DESCRIPTION AND DEFINITIONS, Works/Services Included.
2. Skid Steer w/Attachments and Operator
 - (1) Operator must be certified to level of requirement within the province of Newfoundland & Labrador to operate the skid steer.
 - (2) Operator must have a minimum of two (2) years' experience that includes a minimum 500 operating hours per year for skid steer.
 - (3) Skid steer operator must have a valid Newfoundland & Labrador drivers licence and certified to the level of requirement within the province of Newfoundland & Labrador.
 - (4) Skid steer attachments must include, but not limited to the following attachments of backhoe, auger bit capable up to a ten inch circumference x three foot depth, broom pavement sweeper, brush/bush cutter, multipurpose bucket, claim type bucket, snow blower, concrete breaker, and pallet forks.
3. Backhoe w/Operator
 - (1) Operator must be certified to level of requirement within the province of Newfoundland & Labrador to operate the backhoe.
 - (2) Operator must have a valid Newfoundland & Labrador drivers licence and certified to the level of requirement within the province of Newfoundland & Labrador to operate a backhoe.
 - (3) Operator must have a minimum of two (2) years' experience that includes a minimum 400 operating hours per year for backhoe.
4. Mini Excavator w/Operator
 - (1) Operator must be certified to level of requirement within the province of Newfoundland & Labrador to operate the mini excavator.
 - (2) Operator must have a valid Newfoundland & Labrador drivers licence and certified to the level of requirement within the province of Newfoundland & Labrador to operate a mini excavator.
 - (3) Operator must have a minimum of two (2) years' experience that includes a minimum 400 operating hours per year for mini excavator.
5. Boom Truck w/Operator
 - (1) Operator must be certified to level of requirement within the province of Newfoundland & Labrador to operate the Boom Truck.
 - (2) Operator must be certified to level of requirement within the province of Newfoundland & Labrador to operate the Boom Truck.
 - (3) Operator must have a minimum of two (2) years' experience that includes a minimum 400 operating hours per year for Boom Truck.

Warranty and Guarantees

1. Inclusive of "ANNEX "A" - SECTION 1: FACILITIES DESCRIPTION AND DEFINITIONS, Materials and Equipment".
2. Where the Contractor supplies equipment purchased from supplier or



manufacturer, the Contractor must obtain a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada.

3. The Contractor must provide a written guarantee against defects in workmanship and materials for a period of one year. Such guarantee shall be made out to Her Majesty the Queen in Right of Canada. Guarantee to be dated from date of acceptance of work performed.



ANNEX "A" - SECTION 5 – SPECIAL REQUIREMENTS

Workforce Qualifications

1. All work requested under this Contract must be performed by qualified tradespersons licensed by the **Provincial Authority for Apprenticeship & Occupational Certification Board**. Proof of such license must be provided prior to award of this Standing Offer Agreement, for each individual who will perform work under this agreement.
2. The Contractor must provide only journeymen personnel with a valid Provincial Department of Labour **Provincial Authority for Apprenticeship & Occupational Certification Board** for applicable trades required for this SOA. DFO-RPSS NL Region may at any time during this SOA, request to inspect a work person's certification.
3. Licenced certified for the province of Newfoundland & Labrador tradespersons required **Provincial Authority for Apprenticeship & Occupational Certification Board** required for this SOA; operators and other workers for this SOA must be certified to level of requirement within the province of Newfoundland & Labrador:
 - a) Journeyman carpenter;
 - b) Bricklayer/Mason/Concrete Works;
 - c) Journeyman electrician;
 - d) Journeyman plumber and Backflow Prevention Device Certification;
 - e) Operators.
 - f) Inclusive of any other trade licence and certifications
4. The Contractor must provide the Project Authority with a list of all qualified trades people working on or in Federal sites, infrastructures, facilities, and related works/services; complete with copies of their provincial journey person license(s). Copies of WHMIS, First Aid, CPR and any other required safety or work related training certificates are to be forwarded to the Project Authority. The Contractor must ensure this list is updated immediately upon change in personnel, and personnel qualifications are to be kept current.
5. All Contractors' employees working with controlled products on Federal property and/or in Federal facilities require WHMIS certification.

Licences, Permits, Certificates and Fees

1. The Contractor must acquire all required federal, provincial, and municipal/authority having jurisdiction trade related licences, permits, certificates, and all other required documents to perform site works/services; such documents will be acquired prior to the start of works/services, be visibly displayed on site throughout the duration of such works/services, and a copy of each document shall be made available to the Project Authority in an electronic format such as a USB Drive; where possible, such original documents will also be handed over to the Project Authority.
2. The Contractor must acquire all required HSE (Health, Safety and Environmental) licences, permits, certificates, and all other required HSE documents to perform site works/services; such documents will be acquired prior to the start of works/services, be visibly displayed on site throughout the duration of such works/services, and a copy of each document shall be made



available to the Project Authority in an electronic format such as a USB Drive; where possible, such original documents will also be handed over to the Project Authority.

3. The Contractor must pay all related fees in acquiring all licences, permits, certificates, and all other required documents to perform works/services.

Co-ordination

1. All works/services must be inclusive of ANNEX "A" - SECTION 1: FACILITIES DESCRIPTION AND DEFINITIONS, Contractor's Responsibilities.
2. The contractor must execute work with minimum disturbance to occupants, public and normal use of building. Make arrangements with Project Authority to facilitate execution of work. Maintain all access and exits as work area could be occupied during execution of work.
3. Movement of office furniture is the Contractor's responsibility.
4. Furniture including desks, file cabinets, shelving units, chairs and cabinets which are moved because of the work requirements must be moved back at the end of each work day.
5. Protect all existing buildings, systems and components etc. from damage due to the contractors activity on site. The contractor shall, at no additional cost to the crown, make good anything damaged, broken etc. due to their physical presence on site.
6. Where necessary, the contractor must cover all building contents, materials and fittings in work areas prior to commencing work, remove covers on completion of work
7. The contractor must Obtain Project Authority approval before cutting, boring or sleeving load bearing members.
8. The contractor must replace damaged existing work with material and finish to match original.
9. All possible safety precautions are to be taken to ensure the protection of employees, occupants and the general public during the course of the work
10. The Contractor must coordinate work with all trades in liaison with the Project Authority.
11. Prearranged work schedules must be strictly adhered to unless otherwise approved by the Project Authority.
12. The contractor must obtain Project Authority approval prior to isolating any security, monitoring or audible alerting devices.
13. Any works/services required on a Fire Alarm System, a Security/Intrusion Alarm System, a speciality system, or a speciality piece of equipment must be performed by a company or person/technician who is fully trained and certified for such works/services; therefore the Contractor providing site works/services requiring any disruption or isolation of such system or equipment must notify the Project Authority of such requirements, ensure certified personnel/technicians perform such related works/services, and provide proof of certification to the Project Authority prior to the



start of such works/services. The Contractor requiring the disruption or isolation of a system or equipment must notify all site personnel including site occupants/staff and Project Authority 24 hours in advance of such disruptions or isolations; the Project Authority to waive the 24 hour notification period. Temporary alarm devices or methods are the responsibility of the Contractor, requiring the Project Authority approval of such devices or methods and their duration required.

14. At no time will the Fire Alarm system be made inoperable by the Contractor without written permission from the Project Authority.

IT Equipment

The Contractor must be able to communicate by electronic email with the Project Authority.



ANNEX "B" BASIS OF PAYMENT

Initial Offer Period – Contract award to February 29th, 2024.

The Contractor will be paid firm hourly rates as follows, for work performed in accordance with the Contract. Customs duties are included and Applicable Taxes are extra.

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	\$ _____
		Certified Cabinet Maker	_____	\$ _____
		Certified Mini Excavator w/Operator	_____	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____
		Certified Backhoe w/Operator	_____	\$ _____
		Certified Boom Truck w/Operator	_____	\$ _____
		Painter	_____	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____
2	Outside Regular Hours Monday through Sunday, included all day Saturday, Sunday and holidays	Certified Carpenter	_____	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	\$ _____
		Certified Cabinet Maker	_____	\$ _____
		Certified Mini Excavator w/Operator	_____	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____
		Certified Backhoe w/Operator	_____	\$ _____
		Certified Boom Truck w/Operator	_____	\$ _____
		Painter	_____	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____
3	Emergency Calls Anytime as requested, on	Certified Carpenter	_____	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate	
	site within a maximum of one (1) hour from call.	Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____
		Painter	_____	_____	\$ _____
	Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____	
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup		\$66,000.00	

Optional Offer Period 1 – March 1st, 2024 to February 28th, 2025

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate	
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	_____	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	_____	\$ _____
		Certified Cabinet Maker	_____	_____	\$ _____
		Certified Mini Excavator w/Operator	_____	_____	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	_____	\$ _____
		Certified Backhoe w/Operator	_____	_____	\$ _____
		Certified Boom Truck w/Operator	_____	_____	\$ _____
		Painter	_____	_____	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	_____	\$ _____
2	Outside Regular Hours Monday through Sunday, including all day Saturday,	Certified Carpenter	_____	_____	\$ _____
		Certified Electrician/Journeyman	_____	_____	\$ _____
		Certified Plumber/Journeyman	_____	_____	\$ _____
		Certified	_____	_____	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate
	Sunday and holidays	Bricklayer/Mason/Concrete	_____	_____
		Certified Cabinet Maker	_____	\$ _____
		Certified Mini Excavator w/Operator	_____	_____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____
		Certified Backhoe w/Operator	_____	_____
		Certified Boom Truck w/Operator	_____	\$ _____
		Painter	_____	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	\$ _____
		Certified Cabinet Maker	_____	\$ _____
		Certified Mini Excavator w/Operator	_____	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____
		Certified Backhoe w/Operator	_____	\$ _____
		Certified Boom Truck w/Operator	_____	\$ _____
		Painter	_____	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup		

Optional Offer Period 2 – March 1st, 2025 to March 31, 2026

No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A)
1	During Regular Hours 08:00 – 16:30 Monday to Friday	Certified Carpenter	_____	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____
		Certified	_____	\$ _____



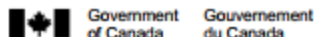
No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A) \$ _____
		Bricklayer/Mason/Concrete		
		Certified Cabinet Maker	_____	\$ _____
		Certified Mini Excavator w/Operator	_____	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____
		Certified Backhoe w/Operator	_____	\$ _____
		Certified Boom Truck w/Operator	_____	\$ _____
		Painter	_____	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____
2	Outside Regular Hours Monday through Sunday, including all day Saturday, Sunday and holidays	Certified Carpenter	_____	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	\$ _____
		Certified Cabinet Maker	_____	\$ _____
		Certified Mini Excavator w/Operator	_____	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____
		Certified Backhoe w/Operator	_____	\$ _____
		Certified Boom Truck w/Operator	_____	\$ _____
		Painter	_____	\$ _____
		Labourer (this is to include a trades helper and apprentice)	_____	\$ _____
3	Emergency Calls Anytime as requested, on site within a maximum of one (1) hour from call.	Certified Carpenter	_____	\$ _____
		Certified Electrician/Journeyman	_____	\$ _____
		Certified Plumber/Journeyman	_____	\$ _____
		Certified Bricklayer/Mason/Concrete	_____	\$ _____
		Certified Cabinet Maker	_____	\$ _____
		Certified Mini Excavator w/Operator	_____	\$ _____
		Certified Skid Steer w/Attachments and Operator	_____	\$ _____
		Certified Backhoe w/Operator	_____	\$ _____
		Certified Boom Truck w/Operator	_____	\$ _____
		Painter	_____	\$ _____
		Labourer (this is to include a	_____	\$ _____



No.	Description: Class of Labour, material or plant	Resource name	Subcontractor (yes or no)	Firm Hourly Rate (A) \$ _____
		trades helper and apprentice)		
4	Materials and Miscellaneous	Offeror's markup on allowance for unspecified material, replacement parts, for equipment rentals for other than basic shop, tradesperson tools, and required permits and certificates Estimated \$60,000.00 + 10% markup		\$66,000.00



ANNEX "C" SECURITY REQUIREMENTS CHECK LIST



Contract Number / Numéro du contrat F6879-214005
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 Fisheries & Oceans Canada		2. Branch or Directorate / Direction générale ou Direction Real Property, Safety & Security
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 Standing Offer: General Maintenance Services & Minor Works - Areas 1-4; Newfoundland Region		
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 / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / Oui
6. Indicate the type of access required - Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p.ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciales sans entreposage de nuit?		<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

Security Classification / Classification de sécurité
--





Contract Number / Numéro du contrat F6879-214005
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)	
8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets? Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? If Yes, indicate the level of sensitivity: Dans l'affirmative, indiquer le niveau de sensibilité :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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? Short Title(s) of material / Titre(s) abrégé(s) du matériel : Document Number / Numéro du document :	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)	
10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis	
<input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITE	<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: Reliability Status Must be in place Prior to Contract Award 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 checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)	
INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS	
11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises? Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / Oui
PRODUCTION	
11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises? Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)	
11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data? Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / 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 / Non <input type="checkbox"/> Yes / Oui

Security Classification / Classification de sécurité
--



Contract Number / Numéro du contrat F6879-214005
Security Classification / Classification de sécurité

PART C (continued) / PARTIE C (suite)

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	Confidential / Confidentiel	Secret	Top Secret / Très Secret	NATO Restricted / NATO Diffusion Restreinte	NATO Confidential / NATO Confidentiel	NATO Secret	COSMIC Top Secret / COSMIC Très Secret	Protected / Protégé			Confidential / Confidentiel	Secret	Top Secret / Très Secret
											A	B	C			
Information / Assets / Renseignements / Biens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Media / Support TI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IT Link / Lien électronique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

12. b) Will the document 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).

Security Classification / Classification de sécurité
--



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 \$5,000,000 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
 - o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
 - p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
 - q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - r. 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*

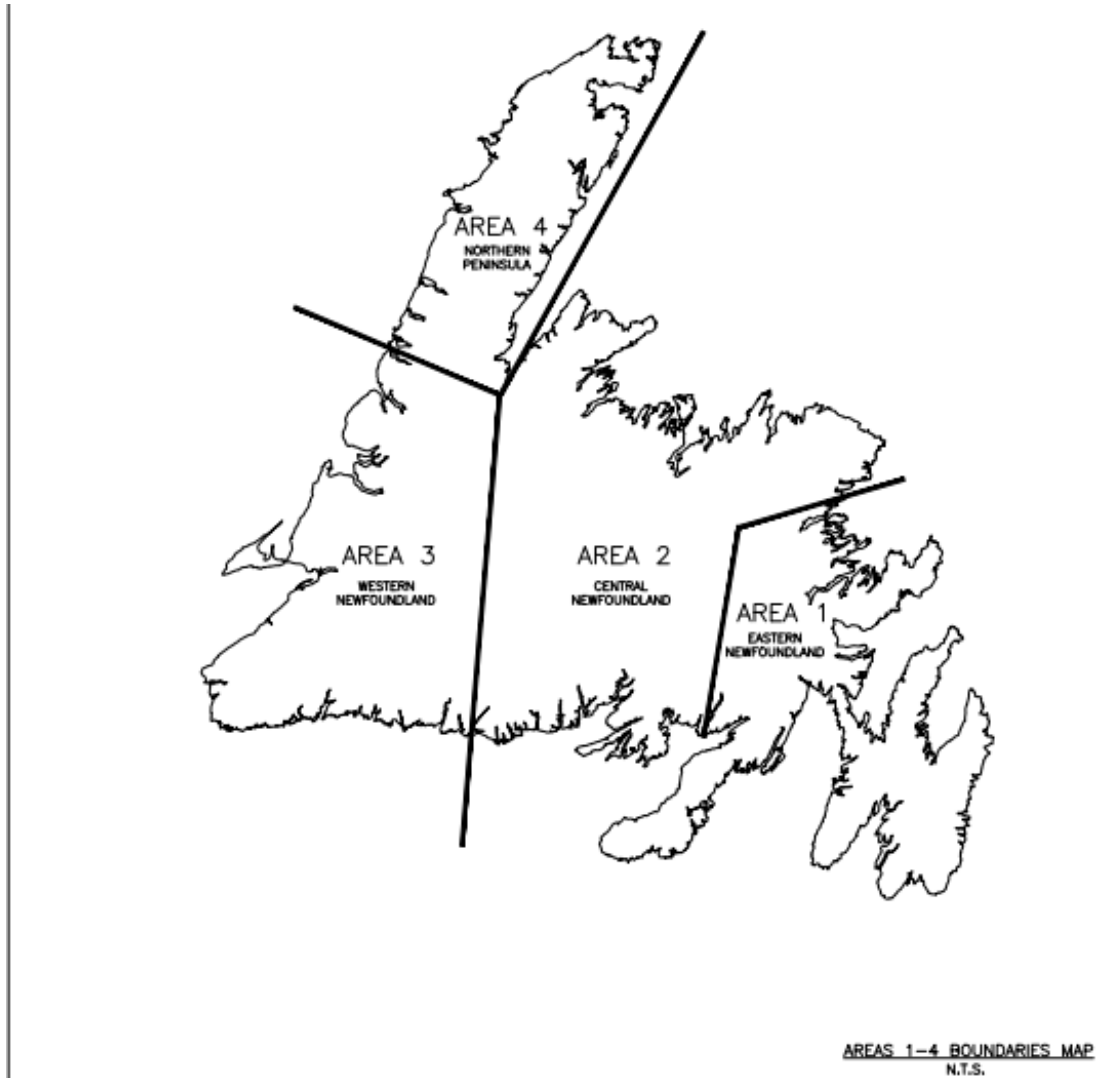
For other provinces and territories, send to:

*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.



ANNEX "E" – MAP



AREAS 1-4 BOUNDARIES MAP
N.T.S.

 Fisheries and Oceans Canada	Pêches et Océans Canada	REAL PROPERTY, SAFETY & SECURITY NL & LABRADOR REGION
		DATE: MAY, 2021
		STANDING OFFER AGREEMENT NEWFOUNDLAND: AREAS 1-4
		GENERAL MAINTENANCE SERVICES & MINOR WORKS



ANNEX "F" – SITE LISTS

GEOGRAPHICAL CHART: Area 1 – Eastern Newfoundland			
Area 1 Facilities List			* Sites that
do not have a physical address will be identified by GPS coordinates, which will be provided by the PA at the time of ordering.			
City/Municipality	Site Number	Site Name	Site Address; Location of work
Argentia	N A 00008	Placentia MCTS Center	Building 5, North Side, Placentia NL, A0B 2Y0
Argentia	N A 50145	Northeast Placentia Fishway	To be provided at time of call-up
Bay Bulls	N A 50010	Bay Bulls Warehouse	To be provided at time of call-up
Bay Roberts	N A 60002	Bay Roberts - E. K. Jerrett Building	45 Conception Bay Hwy, Bay Roberts NL, A0A 1G0
Bell Island	N A 00027	Bell Island Lighthouse	Redman's Head Road, Bell Island NL, A0A 4H0
Bonavista	N A 00081	Cape Bonavista Lighthouse	Cape Shore Road, Bonavista NL
Bonavista	N A 60051	Bonavista - Sweetlands Building	232 Confederation Dr., Bonavista NL, A0C 1B0
Burin	N A 00917	Burin Lifeboat Station	17 Seaview Drive, Burin NL, A0E 1E0
Catalina	N A 00235	Green Island (Catalina) Lightstation	To be provided at time of call-up
Clareville	N A 60072	Clareville - Morgan Building	55 Thompson Street, Clareville, A5A 1Y9
Colinet	N A 50049	Colinet Warehouse	Main Road, Colinet, A0B 1M0
Colinet	N A 50169	Colinet Rocky River Fishway	To be provided at time of call-up
Colinet	N A 50268	Colinet Rocky River Counting Fence	To be provided at time of call-up
Corbin	N A 00325	Little Burin Island	To be provided at time of call-up
Ferryland	N A 60052	Ferryland - Paul Building	Freshwater Rd, Ferryland, A0A 2H0
Fortune	N A 00191	Fortune Head	Horn House Road, Fortune, A0E 1P0
Fortune Bay	N A 50011	Bay du Nord Fisheries Warden's Camp	To be provided at time of call-up
Fortune Bay	N A 50120	Long Harbour River Mitchells Pool Warden's Camp	To be provided at time of call-up
Garnish	N A 50285	Garnish River Counting Fence	To be provided at time of call-up
Glovertown	N A 50131	Lower Terra Nova River Warehouse	Angle Brook Road, Glovertown NL, A0G 2L0
Glovertown	N A 60053	Glovertown Fisheries Building	330 - 342 Main St S, Glovertown NL, A0G 2B0
Glovertown	N A 50130	Lower Terra Nova Fishway	Terra Nova River, Glovertown NL, A1C 5T2
Lamaline	N A 00313	Lamaline (Allans Island) Lightstation	To be provided at time of call-up
Melrose	N A 00286	Horse Chops	Access Road to Site, Melrose NL, A0E 1M0
Mortier	N A 00581	Tides Cove Point Lightstation	To be provided at time of call-up
Old Perican	N A 50291	Old Perican SAR NEW	99-101 Marine Drive, Old Perican NL, A0A 3G0
Petit Forte	N A 00361	Marticot Island Lightstation	To be provided at time of call-up
Placentia Bay	N A 50018	Best's Harbour Fisheries Warden's Camp	To be provided at time of call-up
Point May	N A 00236	Green Island (Fortune Bay)	To be provided at time of call-up
Point Verde	N A 00422	Point Verde	To be provided at time of call-up
Pouch Cove	N A 00099	Cape St. Francis Lightstation	Access Road to Site off Route 20, Pouch Cove NL A0A 3L0
Red Head Cove	N A 00015	Baccalieu Island (Southwest Point)	To be provided at time of call-up
Renews	N A 00026	Bear Cove Point (Fermeuse)	Bear Cove Point Rd, renews NL, A0A 3N0
Salmon Cove, Concepti	N A 50175	Salmon Cove River Port Rexton Warden's Camp	To be provided at time of call-up
Seal Cove F.B.	N A 00883	Pass Island Slipway Site	To be provided at time of call-up
St. Bride's	N A 00100	Cape St. Mary's	Cape St. Mary's (St. Bride's) NL, A0B 2Z0
St. John's	N A 00546	St. John's Base	280 Southside Road, St. John's NL, A1C 5X1
St. John's	N A 00553	St. John's General Aviation Service Building	Hangar 5 RCAF Rd. St. John's NL, A1A 6A8
St. John's	N A 00091	Cape Race	To be provided at time of call-up
St. John's	N A 00098	Cape Spear	To be provided at time of call-up
St. John's	N A 00186	Fort Amherst	To be provided at time of call-up
St. John's	N A 00810	St. John's CN Property Storage Facility	450 and 440 Southside Road, St. John's NL, A1E 1A3
St. John's	N A 60041	Quarry Site Warehouse	195 Southside Rd. St. John's NL, A1E 1A1
St. Lawrence	N A 00368	Middle Head	1 Lighthouse Road, Town of St. Lawrence, NL, A0E 2V0
St. Mary's	N A 00310	La Haye Point	263 Gulch Road, St. Mary's, NL, A0B 3B0
St. Shotts	N A 00089	Cape Pine	Cape Pine Road, St. Shott's NL, A0A 3R0
St. Shotts	N A 00560	St. Shott's	Eastern Head, St. Shott's NL, A0A 3R0
Terra Nova	N A 50289	Newman Sound Loop - Science Accommodations	To be provided at time of call-up
Terra Nova	N A 50139	Mollyquajack Falls Fishway	To be provided at time of call-up
Terra Nova	N A 50211	Upper Terra Nova Fishway	To be provided at time of call-up
Tilton	N A 50199	Tilton Barrens Storage Building	Conception Bay Highway, Tilton NL, A0A 2M0
Trepassey	N A 00451	Powles Head	3 Powles Head Point, Trepassey NL, A0A 4B0
Trepassey	N A 50244	Northeast River Field Camp, Trepassey	To be provided at time of call-up
Trinity	N A 00187	Fort Point	171 Fort Point Road, Trinity, Trinity Bay, NL, A0C 2S0
Witless Bay	N A 50292	Witless Bay Fisheries Building	229-235 Southern Shore Highway, Witless Bay NL, A1S 1R3



GEOGRAPHICAL CHART: Area 2 – Central Newfoundland

Area 2 Facilities List

* Sites that do not have a physical address will be identified by GPS coordinates, which will be provided by the PA at the time of ordering.

City/Municipality	Site Number	Site Name	Site Address; Location of work
Baie Du Nord	N A 50012	Baie Du Nord Fishway	To be provided at time of call-up
Baie Varte	N A 60001	Bay Verte Fisheries Building	Highway 410, Baie Verte NL, A0L 1B0
Bernard's Brook	N A 50017	Bednard's Brook Fishway	To be provided at time of call-up
Bishop's Falls	N A 50025	Bishop's Falls Warehouse	60 Sunset Dr., Bishop's Falls NL, A0H 1C0
Bishop's Falls	N A 50024	Bishop's Falls Upstream Fishway	To be provided at time of call-up
Bishop's Falls	N A 50231	Grand Falls Upper Fishway	To be provided at time of call-up
Burin	N A 00064	Burin SAR Station	To be provided at time of call-up
Conne River	N A 50051	Conne River Fisheries Camp	To be provided at time of call-up
Conne River	N A 50052	Conne River Counting Fence	To be provided at time of call-up
Deadmans Bay	N A 50059	Deadmans Bay Warehouse	To be provided at time of call-up
Exploits	N A 00574	Surgeon Cove Point Lightstation	To be provided at time of call-up
Fogo	N A 60013	Fogo Storage Facility	Iceberg Rd, Fogo NL, A0G 2B0
Fogo	N A 60014	C&P Detachment	Shoal Bay Rd, Fogo NL, A0G 2B0
Francois	N A 00412	Harbour Island Lightstation	To be provided at time of call-up
Gambo	N A 50136	Middle Brook Fisheries Camp	David Smallwood Park, Gambo NL, A0G 1T0
Gambo	N A 50137	Middle Brook Fishway	To be provided at time of call-up
Glenwood	N A 50074	Glenwood Wartehouse	13A Main Street, Glenwood, NL A0G 2K0
Glenwood	N A 50174	Salmon Brook Fishway	To be provided at time of call-up
Grand Falls	N A 50038	Great Rattling Brook Fishway	To be provided at time of call-up
Grand Falls	N A 50085	Grand Falls Main (Lower) Fishway	To be provided at time of call-up
Grand Falls-Windsor	N A 60064	Bayley Building	4 Bayley St., Grand Falls- Windsor NL, A2A 2T5
Grand Falls-Windsor	N A 50265	Grand Falls Intermediate Fishway	To be provided at time of call-up
Greenspond	N A 00453	Puffin Island Lightstation	To be provided at time of call-up
Halls Bay	N A 50213	West Brook Fisheries Camp	To be provided at time of call-up
Harbour Breton	N A 60054	Jackman Building	64 - 66 Canada Dr., Harbour Breton NL, A0H 1P0
Hermitage	N A 00408	Pass Island Lightstation	To be provided at time of call-up
Hermitage	N A 50121	Long Reach Fisheries Camp	To be provided at time of call-up
Hermitage Bay	N A 00151	Dawson's Point Lightstation	To be provided at time of call-up
Hermitage Bay	N A 00892	Dawson's Point Landing Site	To be provided at time of call-up
Herring Neck	N A 00011	Bachalao Island Lighstation	To be provided at time of call-up
Indian Bay	N A 50277	Indian Bay C&P Trailer	To be provided at time of call-up
La Scie	N A 00252	Gull Island Lightstation	To be provided at time of call-up
Lewisporte	N A 50039	Campbleton River Fisheries Camp	To be provided at time of call-up
Marystown	N A 60056	Bi-Rite Building	7 Harris Dr. Marystown NL, A0E 2M0
Miller town	N A 50167	Red Indian Lake Dam Fishway	To be provided at time of call-up
Musgrave Harbour	N A 00411	Peckford island Lightsation	To be provided at time of call-up
No City	N A 50004	Allans Cove Brook Wardens Camp	To be provided at time of call-up
No City	N A 50233	Dolland Brook Fishway	To be provided at time of call-up
No City	N A 50234	Dead Wolf Brook Fishway	To be provided at time of call-up
Port Blandford	N A 50236	Northwest River Fishway	To be provided at time of call-up
Seldom	N A 00070	Burnt Point Lightstation	To be provided at time of call-up
Springdale	N A 60036	Brett Building	383 Little Bay Rd., Springdale NL, A0J 1T0
Springdale	N A 50100	Indian River Fishway	To be provided at time of call-up
Twillingate	N A 00342	Long Point Lightstation	To be provided at time of call-up
Twillingate	N A 50208	Twillingate Storage Building	Rink Rd. Twillingate NL, A0G 4M0
Twillingate	N A 60069	SJA Enterpise Building	40 Toulanguet St., Twillingate NL, A0G 4M0
Twillingate	N A 50290	Twillingate SAR	To be provided at time of call-up
Wesleyville	N A 00072	Cabot Islands Lightstation	To be provided at time of call-up



GEOGRAPHICAL CHART: Area 3 – Western Newfoundland			
Area 3 Facilities List			
* Sites that do not have a physical address will be identified by GPS coordinates, which will be provided by the PA at the time of ordering.			
City/Municipality	Site Number	Site Name	Site Address; Location of work
Burgeo	N A 00879	Burgeo Life Boat Station (New)	To be provided at time of call-up
Burgeo	N A 00041	Boar Island	To be provided at time of call-up
Burnt Island	N A 00127	Colombier Islands	To be provided at time of call-up
Cape Ray	N A 00094	Cape Ray	Access road off Route 408, Cape Ray NL, A0N 1C0
Channel - Port aux Basques	N A 50278	Port aux Basques MCTS Site New	To be provided at time of call-up
Channel - Port aux Basques	N A 60045	Port aux Basques - Brett Building	2 Hopedale Ave, Channel - Port au Basques NL, A0M 1C0
Channel - Port aux Basques	N A 00432	Port aux Basques MCTS Site	49 Stadium Rd., Channel- Port au Basques NL, A0M 1C0
Channel - Port aux Basques	N A 00119	Channel Head	Channel - Port au Basques NL, A0M 1C0
Codroy	N A 00078	Cape Anguille	To be provided at time of call-up
Comer Brook	N A 60010	Comer Brook - Joseph R. Smallwood Building	1 Regent Sq, Comer Brook NL, A2H 7K6
Comer Brook	N A 60047	Comer Brook Tech Building	Lot #1 White's Lake Rd., Comer Brook NL, A2H 6C1
Deer Lake	N A 50060	Deer Lake Warehouse	Goose Arm Road, Deer Lake NL, A0K 2E0
Deer Lake	N A 50076	Goose Arm Lake Camp	To be provided at time of call-up
Francois	N A 00209	West Point	To be provided at time of call-up
Gallants	N A 50264	Harry's River Counting Fence	To be provided at time of call-up
Lark Harbour	N A 00863	Lark Harbour Life Boat Station	Lark Harbour NL, A0L 1H0
Lark Harbour	N A 00154	Devil Head	Access Road off Route 450, Lark Harbour NL, A0L 1H0
No City	N A 50261	Little La Poile Patrol Cabin	To be provided at time of call-up
No City	N A 50232	Southwest Brook Falls	To be provided at time of call-up
Ramea	N A 00393	Northwest Head	To be provided at time of call-up
Rocky Harbour	N A 60034	Rocky Harbour Government of Canada Building	31 DOT Drive, Rocky Harbour NL, A0K 4N0
Rose Blanche	N A 00074	Cain's Island Light	To be provided at time of call-up
Stephenville	N A 00566	Stephenville Base	4 Harbour Drive, Stephenville NL, A2N 2Z5
Stephenville	N A 00567	Stephenville Helo Hangar	Stephenville Airport, Stephenville NL, A2N 2Y3
Wiltondale	N A 50118	Lomond River Fishway	To be provided at time of call-up
Wiltondale	N A 50235	Lomond River (Glory Hole)	To be provided at time of call-up



GEOGRAPHICAL CHART: Area 4 – Northern Peninsula

Area 4 Facilities List

* Sites that do not have a physical address will be identified by GPS coordinates, which will be provided by the PA at the time of ordering.

City/Municipality	Site Number	Site Name	Site Address; Location of work
St. Anthony	N A 00526	St. Anthon Lifeboat Station	72 West Street, St. Anthony, NL A0K 4S0
St. Anthony	N A 00530	St. Anthony SAR Ready Locker	28 Moores Dr., St. Anthony, NL A0K 4S0
Port au Choix	N A 50160	Port au Choix Fisheries Field / SAR Station	Port au Choix, NL A0K 4C0
Quirpon	N A 00029	Belle Isle Lightstation, North End	To be provided at time of call-up
Quirpon	N A 00031	Belle Isle Lightstation, South End	To be provided at time of call-up
Cooks Harbour	N A 00080	Cape Bauld Lightstation	To be provided at time of call-up
New Ferolle	N A 00172	New Ferolle Lightstation	To be provided at time of call-up
St. Anthony	N A 00207	Fox Point (Fishing Point) Lightstation	11C Fishing Point Road, St. Anthony, NL A0K 4S0
Port au Choix	N A 00303	Keppel Island Lightstation	Access road to site, Port au Choix, NL A0K 4C0
Port Saunders	N A 50163	Port Saunders Storage Building	139 Main St. Port Saunder, NL A0K 1N0
Hawke's Bay	N A 50202	Torrent River Fishway	To be provided at time of call-up
St. Barbe	N A 50215	Western Arm Brook Research Camp	Located near Halls Bay, NL



ANNEX “G” - STANDARD MITIGATION MEASURES FOR REPAIR, MAINTENANCE, AND MINOR WORKS

Version 1.2 April 2015

The following Standard Mitigation Measures apply to Repair, Maintenance, and Minor Works projects. These measures are to be incorporated into a project in order to avoid any potential significant adverse environmental effects. Applicable measures should be included in the project specifications, contract, lease or licence documents, and monitored on site for compliance. Regional DFO Operational Statements, Best Management Practices, Approved Work Practices, etc. may also exist for low-risk projects and are to be followed as appropriate

GENERAL

1. Ensure compliance with all federal legislation and provincial, territorial, municipal and international laws codes, and standards, as applicable.
2. Notify any private businesses on or adjacent to the project site prior to the commencement of the project.
3. Ensure that all waste material will be disposed of in an environmentally responsible manner, and in accordance with provincial, territorial, municipal legislation.
4. Ensure that all trucks are road worthy, and that drivers observe all speed and weight limits on site.
5. Ensure that all construction equipment is in good working order and careful maintenance and monitoring of all equipment be

carried out to minimize the risk of spills or leaks of petroleum-based products.

6. Ensure Contractor has an emergency response plan to control any fuel spills, which will include having on site appropriate spill response equipment readily available for immediate deployment. All spills and releases must be reported to the relevant federal,

provincial, or territorial government departments. The emergency response plan must include the appropriate phone number for

reporting releases in the area as well as phone numbers for local authorities (Police or Fire departments).

7. Ensure Contractor has on hand emergency phone numbers for the Harbour Authority and any fish processors or buyers or other

operators to alert them to possible contamination of the harbour should a spill occur, so as to shut down or divert water intakes

and sources.

8. Ensure care is taken to observe for evidence of archaeological deposits while work is being completed. Stop work if evidence

shows a potential archaeological artifact or deposit and notify a provincial representative before proceeding.

LAND

1. Keep the clearing of riparian vegetation necessary for access to the construction site to a minimum. Use existing trails and roads wherever possible as access routes to avoid disturbance to the riparian vegetation. Preserve trees, shrubs and grasses near the shoreline.



2. Vegetate any disturbed areas by planting and seeding preferably with native trees, shrubs or grasses and cover such areas with mulch to prevent erosion and to help seeds germinate. If there is insufficient time remaining in the growing season, the site should be stabilized (e.g., cover exposed areas with erosion control blankets to keep the soil in place and prevent erosion) and vegetated the following spring.
3. Maintain effective sediment and erosion control measures until re-vegetation of disturbed areas is achieved.

WATER

1. Conduct work in a manner that prevents the release of debris (e.g. cribbing, ballast, sediment, etc.) or any deleterious substance into any body of water.
2. Conduct work during low wind, wave and tidal conditions.
3. Use bank stabilization techniques in conjunction with sedimentation/erosion controls where appropriate to minimize impacts due to run off.
4. Use concrete that is pre-cast and cured away from the water if possible. Where this is not feasible pour concrete in place only using industry approved techniques and applicable standards (e.g., Tremie Process in accordance with CSA A23.1) and all available measures (e.g., watertight molds, sheet piles, properly sealed chutes and funnels, site dewatering, wave and current protection, etc) to ensure there is no seepage/spillage of concrete or concrete residues into the marine environment.
5. Cut, seal and stain all lumber away from the water using only products that are approved for use by the Pest Management Regulatory Agency, Health Canada. All sealed and stained lumber should be completely dry before being used near water.
6. Refuel equipment at least 30 meters from any watercourse. Wash and service machinery and store fuel and other materials for the machinery away from the water to prevent any deleterious substance from entering the water.
7. Restore shoreline or banks to original condition if any disturbance occurs.
8. Stabilize any waste materials removed from the work site to prevent them from entering the water body. This could include ensuring materials are placed above the HWM, covering dredge material disposal location with biodegradable mats or tarps or planting them with preferably native grass or shrubs.
9. Ensure that there will be no adverse impact on water quality associated with his operations and activities by: ensuring that there will be no debris dumped or left floating in a watercourse; taking necessary action to prevent any fine materials from entering a watercourse; using clean aggregates and stone, free from organics, mud, and excessive fines in the work, where such materials may come in contact with a watercourse; taking all necessary measures to prevent surface runoff of fine materials into any watercourse.
10. Ensure that there will be no negative impacts on any water sources at the harbour (e.g. wells, water intakes, etc.).

AIR

1. Ensure that there will no excessive noise generated from the project outside normal working hours for the duration of the project.
2. Ensure that there will not be any excessive dust produced from vehicles travelling on gravel surfaces that will have an impact on adjacent residences and businesses.



NATURAL SYSTEMS

1. Time the work to prevent disruption to sensitive fish life stages by adhering to any appropriate fisheries timing windows.
2. Ensure that concentrations of seabirds, waterfowl, or shorebirds not be approached when accessing the construction site, accessing wharves, or transporting supplies.
3. Ensure that wetlands or other sensitive coastal habitats (i.e., any area in which plant or animal life or their habitats are either rare or especially vulnerable) be avoided and not used as staging /storage areas.
4. If a nest is found during vegetation clearing activities, the nest site and neighbouring vegetation must be left undisturbed until nesting is completed. Construction activities must also be minimized in the immediate area until nesting is completed.
5. Provide upon request, a record of assurance (i.e., dates of cleaning, type of cleaning, location of last mobilization, type of cleaning material used, etc.) indicating that the mitigation measures, as per DFO guidelines for invasive species, has occurred.



ANNEX “H” – STANDING OFFER REPORTING

Call-up Date	Call-up Number	Description of Service/Purchase	Project Authority	Date of Completion of Work	Price	Qty	Extended Total



ANNEX "I" - EVALUATION CRITERIA

Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

** For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating for each of the areas listed in Annex "E". The recommendation of contract award will be made based on the highest combined rating of both technical merit and price for each of the areas (s). Up to **eight (8)** standing offer agreements may be issues resulting from this request for standing offer.

AREA 1 - Eastern Newfoundland

EVALUATION INSTRUCTIONS – CORPORATE MANDATORY CRITERIA

The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:

- The name of the client organization;
- Name and phone number of the client's representative;
- The period during which the service was provided (month and year);
- A detailed outline of the service(s) provided – 200 to 500 words; and
- Size of the client's facility.

Please note Bidders must complete the following chart and include with their bid submission.

TABLE A – CORPORATE MANDATORY TECHNICAL CRITERIA

No.	Mandatory Criteria	Cross-Reference to Proposal (page #)
MC1	<p>Company Profile</p> <p>The Bidder must submit a company profile which describes the following:</p> <ul style="list-style-type: none"> • Key date(s) (ie. founding date); • Names of key stakeholders (ie. owners, board members); • A description of the service(s) it provides; and • A list and description of general maintenance contracts and/or general maintenance SOAs 	



	(Standing Offer Agreements) that included a duration of twenty-four (24) consecutive months or greater.	
MC2	<p>Experience – Recent General Maintenance Services</p> <p>The Bidder must demonstrate that they have recent* experience performing General Maintenance Services (including installations and construction services) on a daily basis, AND managing trade employees and/or sub-Contractors for a facility of at least 500 sq. meters in size.</p> <p>*Recent is defined as within the past twenty-four (24) months of the bid closing date.</p>	
MC3	<p>Experience – General Maintenance Services</p> <p>The Bidder must demonstrate that they have been in the General Maintenance services contracting business for at least Thirty six (36) months from the bid closing date.</p>	

EVALUATION INSTRUCTIONS – RESOURCE MANDATORY CRITERIA

The experience of the Bidder's proposed resources must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:

- **The name of the client organization;**
- **Name and phone number of the client's representative;**
- **The period during which the service was provided (month and year);**
- **A detailed outline of the service(s) provided – 200 to 500 words; and**
- **Size of the client's facility; AND**
- **Company log of hours (Example of Requirements: Name of person or operator, Manufacturer Make/Model of equipment used, Job Name, Description of Works, Job Location, Dates/Hours of Operations, Client Name, etc.)**

Please note Bidders must complete the following chart and include with their bid submission.

TABLE B – RESOURCE MANDATORY TECHNICAL CRITERIA

No.	Mandatory Criteria	Cross-Reference to Proposal (page #)
MR1	Proposed Resources	



	<p>The Bidder must submit the names and CVs of proposed resources who will be performing the services over the course of the SOA.</p>	
MR2	<p>Trade Certification(s)</p> <p>The Bidder must provide proof* that each proposed resource has a Provincial Trade Certification, or equivalent, in his/her respective trade (ie. Journeymen's Certificate, Plumbing Red Seal Certification, etc.) that is valid in the Province of Newfoundland & Labrador as further defined below for each category:</p> <p>A) Carpenter – provincial Journeyman Certificate or Red Seal Certificate is required.</p> <p>B) Electrician – provincial Journeyman Certificate or Red Seal Certificate is required.</p> <p>C) Plumber – provincial journeyman certificate or Red Seal Certificate is required. In addition, a Backflow Prevention Device Certificate is required.</p> <p>*Proof is considered to be a copy of the trade certification or equivalent (e.g. a letter from the certification authority) and must accompany each proposed resource's CV and be submitted with the bid.</p>	
MR3	<p>Bricklayer/Mason/Concrete Works - Experience</p> <p>Proposed resources identified as bricklayer, mason or concrete works, must demonstrate that they have a minimum of two (2) years of experience that includes a minimum 300 operating hours* per year performing a combination of bricklaying, masonry, and concrete works.</p> <p>*The Bidder must provide a company log of hours.</p>	
MR4	<p>Cabinetmaker - Experience</p> <p>The bidder must demonstrate that the proposed resources identified as cabinetmaker has a minimum of two (2) years of experience that includes a minimum 200* operating hours per year performing cabinetmaking works.</p> <p>*The Bidder must provide a company log of hours.</p>	
MR5	<p>Painter – Experience</p> <p>The bidder must demonstrate that the proposed resource has a minimum of two (2) years of experience that includes a minimum 400* operating hours per year performing of painting works.</p>	



	<p>*The Bidder must provide a company log of hours.</p>	
MR6	<p>Mini Excavator Operator - Experience</p> <p>The bidder must demonstrate that the proposed resources identified as mini excavator operator have the following:</p> <ul style="list-style-type: none"> • a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for Mini Excavator; AND • must provide a copy of his/her valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours.</p>	
MR7	<p>Skid Steer Operator - Experience</p> <p>The bidder must demonstrate that the proposed resources identified as skid steer operator have the following:</p> <ul style="list-style-type: none"> • a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for skid steer; AND • must have a valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours .</p>	
MR8	<p>Backhoe Operator – Experience</p> <p>The bidder must demonstrate that the proposed resources identified as backhoe operator have the following:</p> <ul style="list-style-type: none"> • a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for Backhoe; AND • must have a valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours.</p>	
MR9	<p>Boom Truck Operator – Experience</p> <p>The bidder must demonstrate that the proposed resources identified as Boom Truck operator have the following:</p> <ul style="list-style-type: none"> • a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for Boom Truck; AND • must have a valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours.</p>	



AREA 2 – Central Newfoundland

EVALUATION INSTRUCTIONS – CORPORATE MANDATORY CRITERIA

The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:

- **The name of the client organization;**
- **Name and phone number of the client’s representative;**
- **The period during which the service was provided (month and year);**
- **A detailed outline of the service(s) provided – 200 to 500 words; and**
- **Size of the client’s facility.**

Please note Bidders must complete the following chart and include with their bid submission.

TABLE A – CORPORATE MANDATORY TECHNICAL CRITERIA

No.	Mandatory Criteria	Cross-Reference to Proposal (page #)
MC1	<p>Company Profile</p> <p>The Bidder must submit a company profile which describes the following:</p> <ul style="list-style-type: none"> • Key date(s) (ie. founding date); • Names of key stakeholders (ie. owners, board members); • A description of the service(s) it provides; and • A list and description of general maintenance contracts and/or general maintenance SOAs (Standing Offer Agreements) that included a duration of twenty-four (24) consecutive months or greater. 	
MC2	<p>Experience – Recent General Maintenance Services</p> <p>The Bidder must demonstrate that they have recent* experience performing General Maintenance Services (including installations and construction services) on a daily basis, AND managing trade employees and/or sub-Contractors for a facility of at least 500 sq. meters in size.</p> <p>*Recent is defined as within the past twenty-four (24) months of the bid closing date.</p>	
MC3	<p>Experience – General Maintenance Services</p>	



	The Bidder must demonstrate that they have been in the General Maintenance services contracting business for at least Thirty six (36) months from the bid closing date.	
--	---	--

EVALUATION INSTRUCTIONS – RESOURCE MANDATORY CRITERIA

The experience of the Bidder’s proposed resources must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:

- **The name of the client organization;**
- **Name and phone number of the client’s representative;**
- **The period during which the service was provided (month and year);**
- **A detailed outline of the service(s) provided – 200 to 500 words; and**
- **Size of the client’s facility; AND**
- **Company log of hours (Example of Requirements: Name of person or operator, Manufacturer Make/Model of equipment used, Job Name, Description of Works, Job Location, Dates/Hours of Operations, Client Name, etc.)**

Please note Bidders must complete the following chart and include with their bid submission.

TABLE B – RESOURCE MANDATORY TECHNICAL CRITERIA

No.	Mandatory Criteria	Cross-Reference to Proposal (page #)
MR1	<p>Proposed Resources</p> <p>The Bidder must submit the names and CVs of proposed resources who will be performing the services over the course of the SOA.</p>	
MR2	<p>Trade Certification(s)</p> <p>The Bidder must provide proof* that each proposed resource has a Provincial Trade Certification, or equivalent, in his/her respective trade (ie. Journeymen’s Certificate, Plumbing Red Seal Certification, etc.) that is valid in the Province of Newfoundland & Labrador as further defined below for each category:</p> <p>A) Carpenter – provincial Journeyman Certificate or Red Seal Certificate is required.</p> <p>B) Electrician – provincial Journeyman Certificate or Red</p>	



	<p>Seal Certificate is required.</p> <p>C) Plumber – provincial journeyman certificate or Red Seal Certificate is required. In addition, a Backflow Prevention Device Certificate is required.</p> <p>*Proof is considered to be a copy of the trade certification or equivalent (e.g. a letter from the certification authority) and must accompany each proposed resource's CV and be submitted with the bid.</p>	
MR3	<p>Bricklayer/Mason/Concrete Works - Experience</p> <p>Proposed resources identified as bricklayer, mason or concrete works, must demonstrate that they have a minimum of two (2) years of experience that includes a minimum 300 operating hours* per year performing a combination of bricklaying, masonry, and concrete works.</p> <p>*The Bidder must provide a company log of hours.</p>	
MR4	<p>Cabinetmaker - Experience</p> <p>The bidder must demonstrate that the proposed resources identified as cabinetmaker has a minimum of two (2) years of experience that includes a minimum 200* operating hours per year performing cabinetmaking works.</p> <p>*The Bidder must provide a company log of hours.</p>	
MR5	<p>Painter – Experience</p> <p>The bidder must demonstrate that the proposed resource has a minimum of two (2) years of experience that includes a minimum 400* operating hours per year performing of painting works.</p> <p>*The Bidder must provide a company log of hours.</p>	
MR6	<p>Mini Excavator Operator - Experience</p> <p>The bidder must demonstrate that the proposed resources identified as mini excavator operator have the following:</p> <ul style="list-style-type: none"> • a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for Mini Excavator; AND • must provide a copy of his/her valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours.</p>	
MR7	<p>Skid Steer Operator - Experience</p> <p>The bidder must demonstrate that the proposed</p>	



	<p>resources identified as skid steer operator have the following:</p> <ul style="list-style-type: none">• a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for skid steer; AND• must have a valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours .</p>	
MR8	<p>Backhoe Operator – Experience</p> <p>The bidder must demonstrate that the proposed resources identified as backhoe operator have the following:</p> <ul style="list-style-type: none">• a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for Backhoe; AND• must have a valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours.</p>	
MR9	<p>Boom Truck Operator – Experience</p> <p>The bidder must demonstrate that the proposed resources identified as Boom Truck operator have the following:</p> <ul style="list-style-type: none">• a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for Boom Truck; AND• must have a valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours.</p>	



AREA 3 - Western Newfoundland

EVALUATION INSTRUCTIONS – CORPORATE MANDATORY CRITERIA

The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:

- **The name of the client organization;**
- **Name and phone number of the client’s representative;**
- **The period during which the service was provided (month and year);**
- **A detailed outline of the service(s) provided – 200 to 500 words; and**
- **Size of the client’s facility.**

Please note Bidders must complete the following chart and include with their bid submission.

TABLE A – CORPORATE MANDATORY TECHNICAL CRITERIA

No.	Mandatory Criteria	Cross-Reference to Proposal (page #)
MC1	<p>Company Profile</p> <p>The Bidder must submit a company profile which describes the following:</p> <ul style="list-style-type: none"> • Key date(s) (ie. founding date); • Names of key stakeholders (ie. owners, board members); • A description of the service(s) it provides; and • A list and description of general maintenance contracts and/or general maintenance SOAs (Standing Offer Agreements) that included a duration of twenty-four (24) consecutive months or greater. 	
MC2	<p>Experience – Recent General Maintenance Services</p> <p>The Bidder must demonstrate that they have recent* experience performing General Maintenance Services (including installations and construction services) on a daily basis, AND managing trade employees and/or sub-Contractors for a facility of at least 500 sq. meters in size.</p> <p>*Recent is defined as within the past twenty-four (24) months of the bid closing date.</p>	
MC3	<p>Experience – General Maintenance Services</p>	



	The Bidder must demonstrate that they have been in the General Maintenance services contracting business for at least Thirty six (36) months from the bid closing date.	
--	---	--

EVALUATION INSTRUCTIONS – RESOURCE MANDATORY CRITERIA

The experience of the Bidder's proposed resources must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:

- **The name of the client organization;**
- **Name and phone number of the client's representative;**
- **The period during which the service was provided (month and year);**
- **A detailed outline of the service(s) provided – 200 to 500 words; and**
- **Size of the client's facility; AND**
- **Company log of hours (Example of Requirements: Name of person or operator, Manufacturer Make/Model of equipment used, Job Name, Description of Works, Job Location, Dates/Hours of Operations, Client Name, etc.)**

Please note Bidders must complete the following chart and include with their bid submission.

TABLE B – RESOURCE MANDATORY TECHNICAL CRITERIA

No.	Mandatory Criteria	Cross-Reference to Proposal (page #)
MR1	<p>Proposed Resources</p> <p>The Bidder must submit the names and CVs of proposed resources who will be performing the services over the course of the SOA.</p>	
MR2	<p>Trade Certification(s)</p> <p>The Bidder must provide proof* that each proposed resource has a Provincial Trade Certification, or equivalent, in his/her respective trade (ie. Journeymen's Certificate, Plumbing Red Seal Certification, etc.) that is valid in the Province of Newfoundland & Labrador as further defined below for each category:</p> <p>A) Carpenter – provincial Journeyman Certificate or Red Seal Certificate is required.</p> <p>B) Electrician – provincial Journeyman Certificate or Red</p>	



	<p>Seal Certificate is required.</p> <p>C) Plumber – provincial journeyman certificate or Red Seal Certificate is required. In addition, a Backflow Prevention Device Certificate is required.</p> <p>*Proof is considered to be a copy of the trade certification or equivalent (e.g. a letter from the certification authority) and must accompany each proposed resource's CV and be submitted with the bid.</p>	
MR3	<p>Bricklayer/Mason/Concrete Works - Experience</p> <p>Proposed resources identified as bricklayer, mason or concrete works, must demonstrate that they have a minimum of two (2) years of experience that includes a minimum 300 operating hours* per year performing a combination of bricklaying, masonry, and concrete works.</p> <p>*The Bidder must provide a company log of hours.</p>	
MR4	<p>Cabinetmaker - Experience</p> <p>The bidder must demonstrate that the proposed resources identified as cabinetmaker has a minimum of two (2) years of experience that includes a minimum 200* operating hours per year performing cabinetmaking works.</p> <p>*The Bidder must provide a company log of hours.</p>	
MR5	<p>Painter – Experience</p> <p>The bidder must demonstrate that the proposed resource has a minimum of two (2) years of experience that includes a minimum 400* operating hours per year performing of painting works.</p> <p>*The Bidder must provide a company log of hours.</p>	
MR6	<p>Mini Excavator Operator - Experience</p> <p>The bidder must demonstrate that the proposed resources identified as mini excavator operator have the following:</p> <ul style="list-style-type: none"> • a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for Mini Excavator; AND • must provide a copy of his/her valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours.</p>	
MR7	<p>Skid Steer Operator - Experience</p> <p>The bidder must demonstrate that the proposed</p>	



	<p>resources identified as skid steer operator have the following:</p> <ul style="list-style-type: none">• a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for skid steer; AND• must have a valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours .</p>	
MR8	<p>Backhoe Operator – Experience</p> <p>The bidder must demonstrate that the proposed resources identified as backhoe operator have the following:</p> <ul style="list-style-type: none">• a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for Backhoe; AND• must have a valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours.</p>	
MR9	<p>Boom Truck Operator – Experience</p> <p>The bidder must demonstrate that the proposed resources identified as Boom Truck operator have the following:</p> <ul style="list-style-type: none">• a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for Boom Truck; AND• must have a valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours.</p>	



AREA 4 - Northern Peninsula

EVALUATION INSTRUCTIONS – CORPORATE MANDATORY CRITERIA

The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:

- **The name of the client organization;**
- **Name and phone number of the client's representative;**
- **The period during which the service was provided (month and year);**
- **A detailed outline of the service(s) provided – 200 to 500 words; and**
- **Size of the client's facility.**

Please note Bidders must complete the following chart and include with their bid submission.

TABLE A – CORPORATE MANDATORY TECHNICAL CRITERIA

No.	Mandatory Criteria	Cross-Reference to Proposal (page #)
MC1	<p>Company Profile</p> <p>The Bidder must submit a company profile which describes the following:</p> <ul style="list-style-type: none"> • Key date(s) (ie. founding date); • Names of key stakeholders (ie. owners, board members); • A description of the service(s) it provides; and • A list and description of general maintenance contracts and/or general maintenance SOAs (Standing Offer Agreements) that included a duration of twenty-four (24) consecutive months or greater. 	
MC2	<p>Experience – Recent General Maintenance Services</p> <p>The Bidder must demonstrate that they have recent* experience performing General Maintenance Services (including installations and construction services) on a daily basis, AND managing trade employees and/or sub-Contractors for a facility of at least 500 sq. meters in size.</p> <p>*Recent is defined as within the past twenty-four (24) months of the bid closing date.</p>	
MC3	<p>Experience – General Maintenance Services</p>	



	<p>The Bidder must demonstrate that they have been in the General Maintenance services contracting business for at least Thirty six (36) months from the bid closing date.</p>	
--	--	--

EVALUATION INSTRUCTIONS – RESOURCE MANDATORY CRITERIA

The experience of the Bidder’s proposed resources must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:

- **The name of the client organization;**
- **Name and phone number of the client’s representative;**
- **The period during which the service was provided (month and year);**
- **A detailed outline of the service(s) provided – 200 to 500 words; and**
- **Size of the client’s facility; AND**
- **Company log of hours (Example of Requirements: Name of person or operator, Manufacturer Make/Model of equipment used, Job Name, Description of Works, Job Location, Dates/Hours of Operations, Client Name, etc.)**

Please note Bidders must complete the following chart and include with their bid submission.

TABLE B – RESOURCE MANDATORY TECHNICAL CRITERIA

No.	Mandatory Criteria	Cross-Reference to Proposal (page #)
MR1	<p>Proposed Resources</p> <p>The Bidder must submit the names and CVs of proposed resources who will be performing the services over the course of the SOA.</p>	
MR2	<p>Trade Certification(s)</p> <p>The Bidder must provide proof* that each proposed resource has a Provincial Trade Certification, or equivalent, in his/her respective trade (ie. Journeymen’s Certificate, Plumbing Red Seal Certification, etc.) that is valid in the Province of Newfoundland & Labrador as further defined below for each category:</p> <p>A) Carpenter – provincial Journeyman Certificate or Red Seal Certificate is required.</p> <p>B) Electrician – provincial Journeyman Certificate or Red</p>	



	<p>Seal Certificate is required.</p> <p>C) Plumber – provincial journeyman certificate or Red Seal Certificate is required. In addition, a Backflow Prevention Device Certificate is required.</p> <p>*Proof is considered to be a copy of the trade certification or equivalent (e.g. a letter from the certification authority) and must accompany each proposed resource's CV and be submitted with the bid.</p>	
MR3	<p>Bricklayer/Mason/Concrete Works - Experience</p> <p>Proposed resources identified as bricklayer, mason or concrete works, must demonstrate that they have a minimum of two (2) years of experience that includes a minimum 300 operating hours* per year performing a combination of bricklaying, masonry, and concrete works.</p> <p>*The Bidder must provide a company log of hours.</p>	
MR4	<p>Cabinetmaker - Experience</p> <p>The bidder must demonstrate that the proposed resources identified as cabinetmaker has a minimum of two (2) years of experience that includes a minimum 200* operating hours per year performing cabinetmaking works.</p> <p>*The Bidder must provide a company log of hours.</p>	
MR5	<p>Painter – Experience</p> <p>The bidder must demonstrate that the proposed resource has a minimum of two (2) years of experience that includes a minimum 400* operating hours per year performing of painting works.</p> <p>*The Bidder must provide a company log of hours.</p>	
MR6	<p>Mini Excavator Operator - Experience</p> <p>The bidder must demonstrate that the proposed resources identified as mini excavator operator have the following:</p> <ul style="list-style-type: none"> • a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for Mini Excavator; AND • must provide a copy of his/her valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours.</p>	
MR7	<p>Skid Steer Operator - Experience</p> <p>The bidder must demonstrate that the proposed</p>	



	<p>resources identified as skid steer operator have the following:</p> <ul style="list-style-type: none">• a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for skid steer; AND• must have a valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours .</p>	
MR8	<p>Backhoe Operator – Experience</p> <p>The bidder must demonstrate that the proposed resources identified as backhoe operator have the following:</p> <ul style="list-style-type: none">• a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for Backhoe; AND• must have a valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours.</p>	
MR9	<p>Boom Truck Operator – Experience</p> <p>The bidder must demonstrate that the proposed resources identified as Boom Truck operator have the following:</p> <ul style="list-style-type: none">• a minimum of two (2) years of experience that includes a minimum 300* operating hours per year for Boom Truck; AND• must have a valid Provincial driver's license. <p>*The Bidder must provide a company log of operator hours.</p>	



Point Rated Technical Criteria

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

The Bidder **MUST** achieve a minimum score of 65 points overall of the Point- Rated Criteria. Any bid which fails to meet the minimum required score on the Point-Rated Criteria will be deemed noncompliant and given no further consideration.

Bids which fail to obtain the required minimum number of points specified will be declared nonresponsive.

Each point rated technical criterion should be addressed separately.

AREA 1 - Eastern Newfoundland

EVALUATION INSTRUCTIONS – RATED CRITERIA				
<p>The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.</p> <p>It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:</p> <ul style="list-style-type: none"> • The name of the client organization; • Name and phone number of the client's representative; • The period during which the service was provided (month and year); • A detailed outline of the service(s) provided – 200 to 500 words; and • Size of the client's facility. <p>Please note Bidders must complete the following chart and include with their bid submission .</p>				
TABLE C – POINT RATED CRITERIA				
No.	Rated Technical Criteria	Point Breakdown	Maximum Points	Cross-Reference to Proposal (page #)
R1	<p>Experience – Construction and Maintenance</p> <p>The Bidder should demonstrate, using project descriptions, that it has more than two (2) years of experience as a construction and maintenance Contractor, managing multi-trade employees and/or sub-contractors for a facility that is at least five hundred (500) square meters in size.</p>	<p>Points will be awarded as follows:</p> <p>25 to 35 months of experience = 15 pts</p> <p>36 to 59 months of experience = 25 pts</p> <p>60 or more months of experience = 35</p>	35	



		pts		
R2	<p>Experience – recent on-demand general maintenance services</p> <p>The Bidder should demonstrate, using general maintenance agreements or Standing Offer agreements, that it has recent* experience providing on-demand general maintenance services to private and/or public entities.</p> <p>*Recent is defined as within the past twenty-four (24) months of the bid closing date.</p>	<p>Points will be awarded as follows:</p> <p>One (1) General Maintenance Services Agreement or Standing Offer Agreement = 25 pts</p> <p>Two (2) General Maintenance Services Agreements or Standing Offer Agreements = 50 pts</p> <p>Three (3) or more General Maintenance Services Agreements or Standing Offer Agreements = 75 pts</p>	75	
TOTAL EVALUATED SCORE: (Minimum 65 points required)			/110	



AREA 2 - Central Newfoundland

EVALUATION INSTRUCTIONS – RATED CRITERIA

The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:

- **The name of the client organization;**
- **Name and phone number of the client’s representative;**
- **The period during which the service was provided (month and year);**
- **A detailed outline of the service(s) provided – 200 to 500 words; and**
- **Size of the client’s facility.**

Please note Bidders must complete the following chart and include with their bid submission.

TABLE C – POINT RATED CRITERIA

No.	Rated Technical Criteria	Point Breakdown	Maximum Points	Cross-Reference to Proposal (page #)
R1	<p>Experience – Construction and Maintenance</p> <p>The Bidder should demonstrate, using project descriptions, that it has more than two (2) years of experience as a construction and maintenance Contractor, managing multi-trade employees and/or sub-contractors for a facility that is at least five hundred (500) square meters in size.</p>	<p>Points will be awarded as follows:</p> <p>25 to 35 months of experience = 15 pts</p> <p>36 to 59 months of experience = 25 pts</p> <p>60 or more months of experience = 35 pts</p>	35	
R2	<p>Experience – recent on-demand general maintenance services</p> <p>The Bidder should demonstrate, using general maintenance agreements or Standing Offer agreements, that it has recent* experience providing on-demand general maintenance services to</p>	<p>Points will be awarded as follows:</p> <p>One (1) General Maintenance Services Agreement or Standing Offer Agreement = 25 pts</p>	75	



	private and/or public entities. *Recent is defined as within the past twenty-four (24) months of the bid closing date.	Two (2) General Maintenance Services Agreements or Standing Offer Agreements = 50 pts Three (3) or more General Maintenance Services Agreements or Standing Offer Agreements = 75 pts		
TOTAL EVALUATED SCORE: (Minimum 65 points required)			/110	



Area 3 – Western Newfoundland

EVALUATION INSTRUCTIONS – RATED CRITERIA

The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:

- **The name of the client organization;**
- **Name and phone number of the client's representative;**
- **The period during which the service was provided (month and year);**
- **A detailed outline of the service(s) provided – 200 to 500 words; and**
- **Size of the client's facility.**

Please note Bidders must complete the following chart and include with their bid submission.

TABLE C – POINT RATED CRITERIA

No.	Rated Technical Criteria	Point Breakdown	Maximum Points	Cross-Reference to Proposal (page #)
R1	<p>Experience – Construction and Maintenance</p> <p>The Bidder should demonstrate, using project descriptions, that it has more than two (2) years of experience as a construction and maintenance Contractor, managing multi-trade employees and/or sub-contractors for a facility that is at least five hundred (500) square meters in size.</p>	<p>Points will be awarded as follows:</p> <p>25 to 35 months of experience = 15 pts</p> <p>36 to 59 months of experience = 25 pts</p> <p>60 or more months of experience = 35 pts</p>	35	
R2	<p>Experience – recent on-demand general maintenance services</p> <p>The Bidder should demonstrate, using general maintenance agreements or Standing Offer agreements, that it has recent* experience providing on-demand general maintenance services to</p>	<p>Points will be awarded as follows:</p> <p>One (1) General Maintenance Services Agreement or Standing Offer Agreement = 25 pts</p>	75	



	private and/or public entities. *Recent is defined as within the past twenty-four (24) months of the bid closing date.	Two (2) General Maintenance Services Agreements or Standing Offer Agreements = 50 pts Three (3) or more General Maintenance Services Agreements or Standing Offer Agreements = 75 pts		
TOTAL EVALUATED SCORE: (Minimum 65 points required)			/110	

Area 4 – Northern Peninsula

EVALUATION INSTRUCTIONS – RATED CRITERIA

The experience of the Bidder must be clearly identified by providing a summary/description of the previous projects/work experience and indicating when the work was carried out. In the case where the timelines of two or more projects or experience overlap, the duration of time common to each project/experience will not be counted more than once.

It is mandatory that any past referenced General Maintenance related project, Service Contract, or Standing Offer Agreements (SOA)s of the Bidder must be clearly identified by providing:

- The name of the client organization;
- Name and phone number of the client’s representative;
- The period during which the service was provided (month and year);
- A detailed outline of the service(s) provided – 200 to 500 words; and
- Size of the client’s facility.

Please note Bidders must complete the following chart and include with their bid submission.

TABLE C – POINT RATED CRITERIA

No.	Rated Technical Criteria	Point Breakdown	Maximum Points	Cross-Reference to Proposal (page #)
-----	--------------------------	-----------------	----------------	--------------------------------------



<p>R1</p>	<p>Experience – Construction and Maintenance</p> <p>The Bidder should demonstrate, using project descriptions, that it has more than two (2) years of experience as a construction and maintenance Contractor, managing multi-trade employees and/or sub-contractors for a facility that is at least five hundred (500) square meters in size.</p>	<p>Points will be awarded as follows:</p> <p>25 to 35 months of experience = 15 pts</p> <p>36 to 59 months of experience = 25 pts</p> <p>60 or more months of experience = 35 pts</p>	<p>35</p>	
<p>R2</p>	<p>Experience – recent on-demand general maintenance services</p> <p>The Bidder should demonstrate, using general maintenance agreements or Standing Offer agreements, that it has recent* experience providing on-demand general maintenance services to private and/or public entities.</p> <p>*Recent is defined as within the past twenty-four (24) months of the bid closing date.</p>	<p>Points will be awarded as follows:</p> <p>One (1) General Maintenance Services Agreement or Standing Offer Agreement = 25 pts</p> <p>Two (2) General Maintenance Services Agreements or Standing Offer Agreements = 50 pts</p> <p>Three (3) or more General Maintenance Services Agreements or Standing Offer Agreements = 75 pts</p>	<p>75</p>	
<p>TOTAL EVALUATED SCORE: (Minimum 65 points required)</p>			<p>/110</p>	