



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

**11 LaurierSt./ 11, rue Laurier
Place du Portage, Phase III**

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

Title - Sujet Bollard maintenance Maintenance des bornes de protection	
Solicitation No. - N° de l'invitation EJ196-211340/A	Date 2021-11-05
Client Reference No. - N° de référence du client 20211340	
GETS Reference No. - N° de référence de SEAG PW-\$\$FK-324-80551	
File No. - N° de dossier fk324.EJ196-211340	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM Eastern Standard Time EST on - le 2021-12-10 Heure Normale du l'Est HNE	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Dufour, Gabrielle	Buyer Id - Id de l'acheteur fk324
Telephone No. - N° de téléphone (873) 353-9799 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: Specified Herein Précisé dans les présentes	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Infrastructure Maintenance and Solution Services Division
(FK)

L'Esplanade Laurier,
East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

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

IMPORTANT NOTICE TO BIDDERS

COVID-19 - Additional Instructions to Bidders

Additional restrictions will include:

- **The Bidder's representative must not have travelled internationally in the past 14 days**
- must not have symptoms of COVID-19
- **must respect physical distancing measures while on site.**
- only one representative per Bidder will be allowed to visit the site

The following mandatory health and safety protection is to be worn by all visitors:

- Work boots
- Face masks due to COVID

To learn more about COVID-19, visit the Public Health Agency of Canada:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Support the use of apprentices

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Annex E.

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PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Security Requirements Check List, the Cost Estimate Form for Extra Work, the Electronic Payment Instruments, Voluntary Certification to Support the Use of Apprentices and any other annexes.

1.2 Summary

- 1.2.1 To provide all inclusive comprehensive maintenance service, including all with exception to Part 6 in the Statement Of Work necessary tools, services, replacement or repair parts, materials and labour on Bollards at Parliament Hill for Public Works and Government Services Canada (PWGSC) located at 111 Wellington Street, Ottawa, Ontario, Canada.

Work is to be performed in accordance with the Statement of Work forming part of the Request of Proposal and the subsequent Contract.

The period of the resultant Contract will be for **two (2) year with three (3) option years**.

- 1.2.2 There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.
- 1.2.3 There is a mandatory site visit associated with this requirement where personnel security screening is required prior to gaining access to **PROTECTED** information, assets or sites. Consult Part 2 – Bidder Instructions.

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- 1.2.4 The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.
- 1.2.5 This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.
- 1.2.6 SACC Manual clause A3080T - COVID-19 vaccination requirement applies to this procurement. Please see section 5 – Certifications and additional information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

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

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

Delete: 60 days
Insert: 120 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated in the bid solicitation.

Note: For bidders choosing to submit using epost Connect for bids closing at the Bid Receiving Unit in the National Capital Region (NCR) the email address is:

tpsgc.dgareceptiondessoumissions-abbidreceiving.pwgsc@tpsgc-pwgsc.gc.ca

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

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;

- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

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

2.6 Mandatory Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 111 Wellington, Ottawa, Ontario on November 24th, 2021.

Personnel security screening is required prior to gaining authorized access to sites. Bidders must communicate with the Contracting Authority no later than November 17th, 2021 by 2h00pm to confirm attendance and provide the name(s) of the person(s) who will attend and date of birth (DOB). The Bidder's Company Security Officer (CSO) must ensure that their representatives hold a valid security clearance at the required level for the site visit. Failure to comply with the security requirements will result in the representative(s) being denied access to the site.

Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

It is mandatory that bidders provide and wear safety boots/shoes for the site visit. Bidders who do not comply will not be permitted to attend the site visit.

2.6.1 Additional restrictions will include:

- **The Bidder's representative must not have travelled internationally in the past 14 days**
- must not have symptoms of COVID-19
- **must respect physical distancing measures while on site.**
- only one representative per Bidder will be allowed to visit the site

The following mandatory health and safety protection is to be worn by all visitors:

- Work boots
- Face masks due to COVID

To learn more about COVID-19, visit the Public Health Agency of Canada:

<https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

Bidders who do not comply will not be permitted to attend the site visit.

2.7 Bid Challenge and Recourse Mechanisms

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

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. The epost Connect system has a limit of 1GB per single message posted and a limit of 20GB per conversation.

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

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

If the Bidder chooses to submit its bid in hard copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

If there is a discrepancy between the wording of the soft copy on electronic media and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid see Part 4, subsection 4.1.1

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

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

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Pricing Schedule detailed below in Canadian funds. The total amount of Applicable Taxes are excluded.

The following requirement must be strictly adhered to. Failure to do so will render the bidders' proposal as non-responsive.

It is mandatory that bidders submit firm prices/rates for the five year period of the Contract for all items listed hereafter.

Pricing Schedule 1 - Firm Price

Submit a firm all-inclusive prices including all necessary tools, equipment and services, consumable materials, labour for all inspections, transportation, testing, cleaning, maintenance services as detailed in Annex A, Statement of Work, attached herein, in Canadian funds.

Building : Parliament Hill 111 Wellington St

No. of Units	Location	Details	Year 1	Year 2	Option Year 3	Option Year 4	Option Year 5
Pump Vault – 1	South Drive East	Operates the 5 at South Drive East (includes all related ancillary equipment)					
Pump Vault – 2	South Drive West	Operates the 5 at South Drive West (includes all related ancillary equipment)					
Pump Vault – 3	Bank St.	Operates the 5 at Bank St. (includes all related ancillary equipment)					
Pump Vault – 4	Queen Entrance	Operates the 5 at Queen Entrance (includes all related ancillary equipment)					

Pump Vault – 5	Elgin North	Operates the 5 at Elgin North (includes all related ancillary equipment)					
Pump Vault – 6	Elgin South	Operates the 5 at Elgin South (includes all related ancillary equipment)					
Bollards (x5)	South Drive East	Defender Hydraulic Bollards (includes all related ancillary equipment)					
Bollards (x5)	South Drive West	Defender Hydraulic Bollards (includes all related ancillary equipment)					
Bollards (x5)	Bank St.	Titan Hydraulic Bollards (includes all related ancillary equipment)					
Bollards (x5)	Queen Entrance	Defender Hydraulic Bollards (includes all related ancillary equipment)					
Bollards (x5)	Elgin North	Defender Hydraulic Bollards (includes all related ancillary equipment)					
Bollards (x5)	Elgin South	Defender Hydraulic Bollards (includes all related ancillary equipment)					
VSF	Vehicle Screening Facility	All ancillary equipment related to the bollards Does not include: Cameras, card readers, intercoms on the external access control panel					
58 Heating Pads	All entrances	All heating pads for entrances and related ancillary equipment (i.e.: controllers, breakers, wiring, etc.) *** Maintenance and repairs on an As and When requested basis.					
Manholes	Various locations	Includes all electrical equipment therein related to the bollards operation and heating pads					
Guard hut 1	VSF	Between lanes 1 and 2					

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Guard hut 2	VSF	Between lanes 2 and 3					
Guard hut 3	South drive	At South dr and Bank st					
Traffic arm	Lane 1 entry	East lane, closest to bunker					
Traffic arm	Lane 1 exit	East lane, closest to bunker					
Traffic arm	Lane 2 entry	Middle lane					
Traffic arm	Lane 2 exit	Middle lane					
Traffic arm	Lane 3 entry	West lane, furthest from bunker					
Traffic arm	Lane 3 exit	West lane, furthest from bunker					
Total			\$				

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.
 CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

Summary of Pricing Schedule 1

Note: The annual totals from each table will be added together and these totals must be placed in the 'Firm Price' column of each Summary table for each respective year. These annual Firm Price totals must then be divided into monthly rates and put in the appropriate Firm Monthly Rate space.

Period	Firm Monthly Rate	Number of Months	Annual Firm Price
Year 1	\$	x 12	\$
Year 2	\$	x 12	\$
Total of Pricing Schedule 1A – Initial 2 Years			\$
Option Year Year 3	\$	x 12	\$
Option Year Year 4	\$	x 12	\$
Option Year Year 5	\$	x 12	\$
Total of Pricing Schedule 1B Option Years			\$
Grand Total of Pricing Schedules 1A + 1B			\$

IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN. CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.

Pricing Schedule 2: Extra Work – As and When Requested

Extra work as described in Annex A - Statement of Work - "Extra Work" will be conducted on an as and when requested basis where charges must be made for actual labour and repair and replacement parts. Estimated quantity of hours per year for extra work is for evaluation purposes only.

When "As and when" work is requested during the contract period, the contractor must complete and submit the *Annex C "Cost Estimate Form for Extra Work"*. Written authorization must be obtained from the Technical Authority prior to conducting any extra work.

Submit a Firm All-inclusive Labour Rate (including Overhead, Profit, and all related Costs) in Canadian funds.

2.1 LABOUR: Our firm hourly rate per qualified **Technician** will be:

i) Regular Time: <i>Monday to Friday 08:00 until 16:00</i>	Year 1	Year 2	Option Year 3	Option Year 4	Option Year 5
Rate/Hour	\$	\$	\$	\$	\$
Estimated quantity of hours per year:	80	80	80	80	80
Extended Price:	\$	\$	\$	\$	\$
2.1 (i) SUB-TOTAL: \$ _____					

ii) Overtime: <i>Monday to Friday 16:00 to 08:00 Saturday to 24:00</i>	Year 1	Year 2	Option Year 3	Option Year 4	Option Year 5
Rate/Hour	\$	\$	\$	\$	\$
Estimated quantity of hours per year:	30	30	30	30	30
Extended Price:	\$	\$	\$	\$	\$
2.1 (ii) SUB-TOTAL: \$ _____					

iii) Premium Overtime Sunday and statutory Holidays	Year 1	Year 2	Option Year 3	Option Year 4	Option Year 5
Rate/Hour	\$	\$	\$	\$	\$
Estimated quantity of hours per year:	15	15	15	15	15
Extended Price:	\$	\$	\$	\$	\$
2.1 (iii) SUB-TOTAL: \$ _____					

2.2 MATERIALS: Materials will be charged at our laid-down cost plus a mark-up of:

	Year 1	Year 2	Option Year 3	Option Year 4	Option Year 5
Percentage Mark Up	____%	____%	____%	____%	____%
Estimated Expenditure	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
* Extended Price:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.2 SUB-TOTAL:					\$ _____

* The Extended Price for materials is calculated by adding the mark-up quoted to the total estimated expenditure (Example: Year 1, \$500.00 estimated expenditure; 10% mark-up quoted = \$500.00 + (\$500.00 x 10%) = \$550.00).

Parts will be supplied FOB Destination including all delivery charges. The following definitions have been used to arrive at the figures as noted:

i) MARK-UP - The difference between the Contractor's laid-down cost for product and resale price to Canada. Mark-up includes applicable internal cost allocation by the Contractor such as material handling and general and administrative (G&A) expenses plus profit.

ii) LAID-DOWN COST - The cost incurred by a vendor to acquire a specific product or service for resale to Canada. This includes but is not limited to the supplier's invoice price (less trade discounts), plus any applicable charges for incoming transportation, foreign exchange, customs duty and brokerage.

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 2, 2.1 (i), (ii), (iii); 2.2 on an authorization form provided by the Technical Authority.

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TOTAL ASSESSED PROPOSAL PRICE

Sum of Basis of Pricing

Pricing Schedule 1: = Subtotal \$ _____ +

Pricing Schedule 2: 2.1 (i) to (iii) = Subtotal \$ _____ +

Pricing Schedule 2: 2.2 = Subtotal \$ _____ +

Total assessed proposal price = \$ _____

**IN THE CASE OF ERROR IN THE EXTENSION OF PRICES, THE UNIT PRICE WILL GOVERN.
CANADA MAY ENTER INTO CONTRACT WITHOUT NEGOTIATION.**

3.1.2 Electronic Payment of Invoices – Bid

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

If Annex “D” 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.

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

(a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

(b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Submission of Evidence

Submission of Evidence as described at 4.1.1.2 to 4.1.1.4 must be included with the bid at time of solicitation closing. However, if the following is not submitted with the bid by the solicitation closing date, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

The evidence provided by the bidder may be verified.

4.1.1.2 Mandatory Service Technician's and Qualified Persons on site

To carry out the work on this requirement, the Bidder must provide 2 Service technicians to perform maintenance of Bollards.

The Bidder must provide direct supervision of maintenance technicians or by a Field Superintendent to ensure quality workmanship and proper service of the equipment and someone having the appropriate minimum of two (2) years of experience working on Ameristar bollard systems.

The Bidder must provide the name of each Service Technician:

	First and Last Name
Technician 1 with Ameristar bollard systems	
Technician 2 with Ameristar bollard systems	

The following certificates/cards must be provided for each Service Technician proposed by the Bidder. Each of the certificate/card must be valid (not expired) as of the bid closing date of this RFP.

- A valid Confined Space Awareness Certificate/wallet card
- A valid Electrical Safety Awareness Certificate/wallet card
- A valid Workplace Hazardous Material Inventory System (WHMIS) Training Certificate/wallet card; and
- A Certificate of Ontario Health and Safety Awareness Training for Employees

Additionally: Personnel performing work in close proximity to or on electrical equipment that is live or may become live must be in possession of a valid Arc Flash Training Certificate/wallet card.

All apprentices employed by the Contractor must work under the direction of a Journeyman Technician.

4.1.1.3 Mandatory Employee Experience and Past Performance

The Bidder must provide evidence for each of its proposed personnel's recent experience by providing one (1) similar project/contract completed within the last five (5) years prior to the solicitation closing date.

It is mandatory that the personnel has a minimum of two (2) years' experience within the past five (5) years prior to the solicitation closing date in the field of maintenance of Bollards system.

- The Bidder must provide the information using the form below.
- Similar is defined as a comprehensive maintenance service on Bollards system comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 7 Equipment Inventory.
- Past five (5) years is defined as from 2016-11-01 up to an including the RFP closing date.

In cases where the performance period of the project or contract overlap with or duplicate in part the performance period of another project or contract, the overlapping or duplicate period will only be considered once when calculating the minimum requirement of two (2) years' experience.

Technician with Ameristar bollard systems	
Provide the name of the Proposed Personnel: _____	
Name of client organization or Company	Project/Contract Reference #1: _____
Name and title of client contact who can confirm the information presented in the bid	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____(yyyy/mm/dd) To: _____(yyyy/mm/dd)

4.1.1.4 Mandatory Contractor's Experience and Past Performance

The Bidder must provide evidence of its recent experience by providing one (1) similar project/contract within the past five (5) years prior to the solicitation closing date whereby the organization has performed satisfactorily.

It is mandatory that the Contractor has a minimum of two (2) years' experience within the past five (5) years prior to the solicitation closing date in the field of maintenance of Bollards system.

- The Bidder should provide the information using the form below.

- Similar is defined as a comprehensive maintenance service on Bollards system comparable in size, scope and complexity to the equipment listed in Annex A, Statement of Work, Part 7 Equipment Inventory.
- Past five (5) years is defined as from 2016-11-01 up to and including the RFP closing date

In cases where the performance period of the project or contract overlap with or duplicate in part the performance period of another project or contract, the overlapping or duplicate period will only be considered once when calculating the minimum requirement of two (2) years' experience.

	PROJECT/CONTRACT REFERENCE # 1
Name of client organization or Company	Project/Contract Reference #1: _____
Name and title of client contact who can confirm the information presented in the proposal	Name: _____ Title: _____
Telephone and e-mail address of client contact	Phone Number: _____ E-mail: _____
Performance period of the project or contract (indicate year, month, day)	From: _____ (yyyy/mm/dd) To: _____ (yyyy/mm/dd)
Description of Project/Contract	_____ _____ _____

4.1.2 Apprentices

Apprentices employed by the Contractor must be fully registered in a Tradesman Program related to the services in Annex A, Statement of Work. Apprentices must work, at any time, under the direction of a Journeyman Mechanic. Canada reserves the right to request proof of registration in a Tradesman Program at any time during the term of the contract

4.1.3 Reference Checks

Reference checks for the purpose of this technical evaluation may be used to verify and validate the bidder's response. In the event of contradiction between the information provided by the reference and

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the one provided by the bidder, the information provided by the reference will be retained for evaluation purposes. If the information provided by the Bidder cannot be verified or validated, the information will not be evaluated and the bid will receive a NOT MET for the criteria in question. Crown references will also be accepted.

4.2 Basis of selection

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

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

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

5.3.1 Additional Certifications Precedent to Contract Award

5.3.1.1 Status and Availability of Resources

5.3.1.2 SACC Manual clause A3005T (2010-08-16) Status and Availability of Resources.

5.3.2.1 Education and Experience

5.3.2.2 SACC Manual clause A3010T (2010-08-16) Education and Experience.

5.3.3.1 Covid Vaccination Requirement

5.3.3.2 SACC Manual clause A3081T – Covid Vaccine Requirement

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In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

COVID-19 Vaccination Requirement Certification

I, _____ (first and last name), as the representative of _____ (name of business) pursuant to _____ (insert solicitation number), warrant and certify that all personnel that _____ (name of business) will provide on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

- (a) fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s); or
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the Canadian Human Rights Act,, subject to accommodation and mitigation measures that have been presented to and approved by Canada;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by _____ (name of business) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the _____ (name of business) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

Signature: _____
Date: _____

Optional

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below is not a substitute for completing the mandatory certification above. Initials: _____

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

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

2. For additional information on security requirements, Bidders should refer to the [Contract Security Program](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 Employee Information for Security

The Bidder must specify the following information regarding employees proposed in Part 4, Section 4.1.1 (Technical Bid) to provide services against any resulting contract:

LEGAL NAME (First and Last)	DATE OF BIRTH dd-mm-yyyy	CURRENT CLEARANCE HELD

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.3 Security Requirements

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

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

7.4 Term of Contract

7.4.1 Period of Contract

The period of the Contract is from _____ to _____ inclusive. **(To be insert at contract award)**

7.4.2 Option to Extend Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to three (3) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Gabrielle Dufour
Supply Officer
Public Works and Government Services Canada
Acquisition Branch
Real Property Contracting Directorate
140 O'Connor Street, East Tower 4th floor
Ottawa, ON K1A 0S5
Telephone: 873-353-9799
E-mail address: gabrielle.dufour@pwgsc-tpsgc.gc.ca

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

7.5.2 Technical Authority

"TO BE PROVIDED AT CONTRACT AWARD"

The Technical Authority for the Contract is:

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

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

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority; however the Technical Authority has no authority to authorize changes to the scope of the

Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

The name and particulars of the person to be contacted for general enquiries and follow-up purposes:

"TO BE PROVIDED AT CONTRACT AWARD"

Name: _____
Title: _____
Company Name: _____
Address: _____

Telephone: _____
Facsimile: _____
Cellular: _____
E-mail: _____

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2019-01](#) of the Treasury Board Secretariat of Canada.

7.7 Payment

7.7.1 Limitation of Expenditure

The Contractor will supply the goods and services under the Contract to an estimated total expenditure that must not exceed \$ (to be determined) (Applicable Taxes excluded) of which \$ (to be determined) (Applicable Taxes excluded) is for goods and/or services enumerated or described in Pricing Schedule 1, and \$ (to be determined) (Applicable Taxes excluded) is for additional goods and/or services that may be requested on an "As and When Requested" basis at the prices and/or rates set out in Pricing Schedule 2.

7.7.2 Basis of Payment - Firm Prices and "As and When"

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm prices, in accordance with General Conditions 2035 16 (2014-09-25) 'Payment Period' and the following tables. Applicable Taxes are extra, if applicable.

- a) Firm rates will be paid in accordance with Pricing Schedule 1 in *twelve (12) equal monthly payments*.
- b) "As and When Requested" Work:

Any costs incurred for Extra Work will be paid, in accordance with Pricing Schedule 2 and the Statement of Work, Annex A, on an "as and when requested" basis, after completion, inspection and acceptance of the work performed.

Canada's total liability to the Contractor under the "as and when requested" portion of the Contract must not exceed **(to be determined)**. Applicable Taxes are extra, if applicable.

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) if the Contractor considers that the said sum may be exceeded, the Contractor must promptly notify the Contracting Authority

whichever comes first.

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

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.

(At contract award - appropriate pricing table(s) to be inserted here)

7.7.3 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department, apply to and form part of the Contract.

A3015C (2014-06-26) Certifications - Contract

7.7.4 Electronic Payment of Invoices

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

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

7.8 Invoicing Instructions - Maintenance Services

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions along with the monthly maintenance report described in *the Statement of Work* of the Contract.

Invoices cannot be submitted until all work identified in the invoice has been completed and that all maintenance service call reports related to the Work identified in the invoice have been received by the Technical Authority.

2. The Contractor must distribute the invoices and reports as follows:

- (a) The original and two (2) copies of the invoices and monthly maintenance reports must be forwarded to the following address for certification and payment :

(insert email addresses as required)

7.9 Certifications and Additional Information

7.9.1 Compliance

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

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

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

7.10 Applicable Laws

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

7.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2020-05-28);
- (c) Annex A, Statement of Work;
- (d) Annex B, Security Requirements Check List;
- (e) Annex C, Cost estimate Form for Extra Work;
- (f) the Contractor's bid dated _____ (to be inserted at Contract award).

7.12 Foreign Nationals (Canadian Contractor)

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

7.13 Insurance Requirements

7.13.1 Insurance – Specific Requirements

The Contractor must comply with the insurance requirements specified in the **following article 7.13.2 Commercial General Liability Insurance**. 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. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

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.

7.14 Cellular Phones

The Contractor's Foreman or Site Supervisor must be equipped with a cellular phone at all times. All expenses including installation, air time, activating fees, and the cost of the phones themselves, is the responsibility of the Contractor. The Contractor must maintain an uninterrupted communication service.

7.15 Government Site Regulations

The Contractor must comply with all regulations, instructions and directives in force on the site where the Work is performed.

7.16 Pre-Commencement Meeting

A pre-commencement meeting is mandatory for the Contractor prior to commencing any work and minutes of the meeting will be taken. The time and place of this meeting will be determined by the Technical Authority.

The Contractor is to supply the Technical Authority with a copy of its safety policy as required by the applicable Provincial Occupational Safety and Health Regulations.

7.17 Voluntary Reports for Apprentices Employed during the Contract

The Contractor should compile and maintain records on the number of apprentices that were hired to work on the contract and their trade specialty.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted to the Contracting Authority six months after contract award or at the end of the contract, whichever comes first.

Number of apprentices hired	Trade specialty

(Add lines if needed)

7.18 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.

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File No. - N° du dossier
FK324 EJ196-211340

Buyer ID - Id de l'acheteur
FK324
CCC No./N° CCC - FMS No./N° VME

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

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ANNEX "A"

STATEMENT OF WORK

(See document attached)

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ANNEX "B"

SECURITY REQUIREMENTS CHECK LIST

(See document attached)

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ANNEX "C"

COST ESTIMATE FORM FOR EXTRA WORK

(See document attached)

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ANNEX "D" to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX "E"
Voluntary Certification to Support the Use of Apprentices

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: www.cra-arc.gc.ca. Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled tradespeople, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios¹ and to respect any hiring requirements prescribed by provincial or territorial statutes.

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

Name:
Signature:
Company Name:
Company Legal Name:
Solicitation Number:

Optional information to provide:
Number of apprentices planned to be working on this contract:
Trades of those apprentices:

¹ The journeyman-apprentice ratio is defined as the number of qualified/certified journeymen that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

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Part 1 - General Requirement

- 1.1 The Contractor must comply with all Laws and Regulations: Federal, Provincial or Municipal, relative to servicing the equipment, listed on the attached inventory listing, and shall pay for any and all permits and certificates required.
- 1.2 The Contractor must also follow all applicable codes, guidelines and standards, such as, but not limited to the Canadian Electrical Code, National Building Code, Ontario Building Code, National Fire Code, as well as all Provincial and Territorial Acts and Regulations, Municipal By-laws, and any other relevant legislation from all levels of the Canadian Government which is applicable to the performance of the Work.
- 1.3 The Contractor must furnish all necessary tools, services, materials and labour to execute the work required for the maintenance of the equipment on the terms and conditions contained herein and must execute such work in a careful and workmanlike manner.
- 1.4 Within thirty (30) days after contract award the Contractor must supply the Technical Authority with a copy of its safety policy plan as required by the applicable Provincial Occupational Safety and Health Regulations.
- 1.4.1 The site/work specific, implementation plan must include:
- 1.4.1.1 A detailed site specific, inspection schedule;
 - 1.4.1.2 The site-specific Health and Safety Plan;
 - 1.4.1.3 Hazardous Waste Management Plan;
 - 1.4.1.4 Samples of relevant inspections checklists;
- 1.4.2 As part of the site/work specific, implementation plan the Contractor must perform:
- 1.4.2.1 A site-specific safety hazard assessment;
 - 1.4.2.2 A health and safety risk/hazard analysis for site tasks and operations found within the implementation plan;
 - 1.4.2.3 A Hazardous Waste Audit
- 1.5 The contractor must provide, within 15 days of contract award, a proposed inspection schedule for review/acceptance by the Technical Authority of PWGSC. This maintenance schedule must indicate specific days that the preventative maintenance inspections will be carried out and must adhere to the equipment manufacturer's recommended inspection frequencies for the Ameristar Bollards and Guard Huts (3), as well as the Automatic Systems traffic arms (6).
- 1.6 The contractor must provide 2 technicians with each a minimum of 2 years experience working on Ameristar bollard systems.
- 1.6.1 The following valid certificates must be provided:
- A valid Confined Space Awareness Certificate/wallet card
 - A valid Electrical Safety Awareness Certificate/wallet card

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- A valid Workplace Hazardous Material Inventory System (WHMIS) Training Certificate/wallet card; and
- A Certificate of Ontario Health and Safety Awareness Training for Employees

1.7 Bilingual Signage : the Contractor or sub-contractors must ensure that all signage, provided by the Contractor, is in both official languages. This includes, but is not limited to: A frame boards, tapes, barricades, temporary and permanent signage.

Part 2 - Scope of Work - All inclusive, comprehensive preventative maintenance

2.1 The Contractor must provide but not limited to the following services:

2.1.1 Provide for review, within 30 days after contract award, a complete schedule of inspections and repairs in accordance with the manufacturers recommendation and the frequencies noted below. If revisions to the schedule are requested, the Contractor must revise the schedule at no additional cost.

2.1.2 Annually; provide a written scope of work to be approved by the Technical Authority for equipment "spring cleanup/spruce-up". The scope of work must ensure that the visual condition of the equipment is retained in a "like new" condition as well as all related ancillary equipment (must include, but not limited to the bollards, bollards outer subassembly, bollards pits, electrical boxes, pump vaults, etc.) and must detail how the work will be carried out.

2.1.2.1 This activity must be scheduled as follows: scope of work provided by early-April with all work completed by mid-May.

2.1.2.2 Painting of bollards on an annual basis as per manufacturer specifications. Painting to be "like new".

2.1.3 Complete all of the manufacturer's recommended maintenance, using tools and techniques recommended, including all maintenance at frequencies as per the manufactures requirements on the equipment, listed in the attached inventory, including all ancillary operating. Contractor must be aware of any equipment operational anomalies which may result due to atmospheric changes i.e.: winter conditions/salt accumulation etc., and alter the required preventative maintenance activities accordingly, to ensure operational reliability is retained. Operational integrity must be retained at all times.

2.1.4 Replace any defective system components and parts with parts and components matching the original manufacturer's specifications, to maintain the integrity of the system. The contractor must maintain, locally, a stock of replacement parts known to require long lead times, i.e.: one (1) week or longer to obtain, to ensure potential equipment down times are kept to a minimum.

2.1.4.1 Replacement parts and components must be new or manufacturer warranted (rebuilt) "as new". Such parts and components must be approved by the Technical Authority prior to being used.

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- 2.1.5 Service the equipment in such a manner as to maintain the operational integrity of the complete system in accordance with the original design or subsequent approved design modifications approved by the manufacturer. Ensure the Bollard operating equipment areas are kept clean, free of debris, water and/or corrosion which may have an adverse effect on the systems functions.
- 2.1.6 The Contractor must obtain, at the contractor's own expense, the engineering data required to ensure the proper operation and adjustment of the equipment listed in Part 7 Equipment Inventory. Possession of the wiring diagrams alone will not suffice. The contractor must obtain from the manufacturer a copy of detailed adjustment procedures and complete detailed operational descriptions of all equipment included in the Contract.
- 2.1.7 It is the responsibility of the Contractor to notify the Technical Authority by phone within two (2) hours and subsequently to follow up with a written report by e-mail within 24 hours of any negligent operation or misuse of the equipment by others. The Contractor may be required to make repair or replace components necessitated by the occurrence at extra cost (see pricing schedule 2.2).
- 2.1.8 In the event of a disagreement over equipment operation, repairs, billing, invoices or any other item relating to equipment maintenance, work must continue to ensure the operation and or the reliability of the equipment to adequately supply the system requirements.

2.1.9 Supplementary work (As and When)

2.1.9.1 The Contractor will not be held responsible for making repairs and / or renovations caused by negligence or misuse of the equipment by others or by any other cause which is beyond their control, except under normal wear and tear of the equipment. However, when identifying such repairs and / or renovations where necessary repairs are not included in this contract, the Contractor must immediately notify the Technical Authority in writing within twenty-four (24) hours.

Part 3 - Service

- 3.1 All equipment must be inspected monthly or more frequently if found necessary, to provide trouble free operation. There will be no additional costs to the contract resulting from the contractor increasing the inspection frequencies. NOTE: With exception to Part 6 – Preventive Maintenance only – Ameristar guard huts and Automatic Systems traffic arms.
- 3.2 The performance of the work required must provide for operation of the complete system(s) based on original design or subsequent approved design modifications, and must be as recommended by the manufacturer(s).
- 3.3 Unless otherwise directed, preventive maintenance must be performed during regular working hours, Monday through Friday, 07:00 to 17:00 hours excluding statutory holidays. In order to receive approval and confirmation for site access the Contractor must provide a minimum of 48 hours’ notice.
- 3.4 Emergency Calls:
 - 3.4.1 The Contractor must provide twenty-four (24) hour, seven (7) days a week emergency call back service for the duration of the contract.

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3.4.2 The Contractor must respond within 30 minutes and be on site ready to work within one (1) hour of receiving the emergency call.

3.4.3 All service calls must be included in the contract without any extra cost to Canada. NOTE: Ameristar guard huts and Automatic Systems traffic arms, service calls ARE included in the contract... see Part 6 for details.

3.5 Conduct periodic tests of the Control Systems as applicable, to ensure all circuits and settings are properly adjusted to the design capabilities as originally furnished by the manufacturer. The frequency of testing controls will be according to manufacturer's specifications.

Part 4 - Reporting

4.1 The Contractor must provide a written equipment condition report to the Technical Authority, via e-mail, within 24 hours after each non-scheduled visit.

4.2 The Contractor must call to the attention of the Technical Authority any potentially hazardous use of the equipment and/or any potential health hazard within the immediate environment of the equipment. A follow up report must be submitted to the Technical Authority in a within 24 hours.

4.3 The Contractor must provide, when requested, to Technical Authority copies of the complete wiring schematic or diagrams, copies of detailed adjustment procedures and detailed operational descriptions for the equipment listed in PART 7 "Equipment Inventory".

4.3.1 All wiring changes made to the system must be documented and all the applicable electrical drawings must be up-dated with all changes provided in red color and accompanied with a professional engineer's approval and stamp.

4.4 The Contractor must notify the Technical Authority of any malfunction of the equipment; problems which cannot be corrected immediately must be reported within four (4) hours to the Technical Authority. A verbal report (via phone) is acceptable provided it is followed up with a written report by e-mail, within twenty-four (24) hours.

4.5 The Contractor must submit a signed, written report for all scheduled maintenance along with the monthly maintenance invoice. The monthly maintenance report check list, which adheres to the equipment manufacturers' requirements, must be completed for each piece of equipment listed in the Equipment Inventory. A suggested sample, is provided in PART 8.

4.6 Reports are to include:

- 4.6.1 Date and time of inspection
- 4.6.2 Building name & location
- 4.6.3 Mechanic's name and signature
- 4.6.4 Equipment identification (model & serial #s and location)
- 4.6.5 Work completed
- 4.6.6 Parts replaced
- 4.6.7 Condition of equipment

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- 4.6.8 Recommendations for repairs, adjustments, upgrades not included in the preventative maintenance contract coverage.

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Part 5 – Invoicing

- 5.1 All invoices must be accompanied by the respective service and, or inspection report, otherwise invoices will not be processed. (See: 4.6 Reports)
- 5.2 Invoices must include:
- 5.2.1 PWGSC reference & contract number EJ196-211340/001/FK
 - 5.2.2 Period covered by invoice
 - 5.2.3 Building name, address, (inventory, if for emergency repairs) and location
- 5.3 Invoices must be sent monthly by email to the Technical Authority.

Part 6 - Preventative Maintenance ONLY – Ameristar guard huts and Automatic Systems traffic arms

6.1 The contractor must supply all, but not limited to, the services mentioned previously in Part 2 – Scope of Work – All inclusive, comprehensive preventive maintenance

6.2 The contractor must maintain the Ameristar guard huts and the Automatic Systems traffic arms according to manufacturer’s specifications.

6.2.1 Included but not limited to: controllers, wiring, fuses, relays, conduit, connectors, motors, pumps, and any ancillary equipment in the guard huts or VSF bunker.

6.2.2 Also included, all consumables, ie; cleaning products, rags, solvents, touch-up paint, lubricants, grease, etc.

Ameristar guard huts (3) – Must be inspected/maintained semi-annually (2 times per year).

Included in the inspection/maintenance:

- All moving and wear parts (doors, handles, seals, screws, hinges, rollers, rails, etc)
- Windows and seals
- Roof integrity, ie; water leaks
- Application of anti-rust spray on all salt-sensitive parts
- Consumables (lubricants, solvents, cleaning products, etc)
- All service calls (24/7)

NOT included in the contract:

- Parts and labour for repairs due to normal wear, misuse, vandalism, act of god, etc
- Once per year, or at clients request, exterior repainting of the guard huts with a manufacturer approved paint. This will be an extra and paid for thru the As and When Requested Basis as per Pricing Schedule 2 in contract.

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Automatic Systems traffic arms (6) – Must be inspected/maintained quarterly (4 times per year).

Included in the inspection/maintenance:

- Ensure proper function, ie; interlocks, switches, lights, etc.
- All moving parts, electrical components, fuses
- Consumables, ie; lubricants, grease, cleaning products, etc.
- All service calls (24/7)

NOT included in the contract:

- Parts and labour for repairs due to normal wear, misuse, vandalism, act of god, etc.

Part 7 - Equipment Inventory

No. of Units	Location	Details
Pump Vault – 1	South Drive East	Operates the 5 at South Drive East (includes all related ancillary equipment)
Pump Vault – 2	South Drive West	Operates the 5 at South Drive West (includes all related ancillary equipment)
Pump Vault – 3	Bank St.	Operates the 5 at Bank St. (includes all related ancillary equipment)
Pump Vault – 4	Queen Entrance	Operates the 5 at Queen Entrance (includes all related ancillary equipment)
Pump Vault – 5	Elgin North	Operates the 5 at Elgin North (includes all related ancillary equipment)
Pump Vault – 6	Elgin South	Operates the 5 at Elgin South (includes all related ancillary equipment)
Bollards (x5)	South Drive East	Defender Hydraulic Bollards (includes all related ancillary equipment)
Bollards (x5)	South Drive West	Defender Hydraulic Bollards (includes all related ancillary equipment)
Bollards (x5)	Bank St.	Titan Hydraulic Bollards (includes all related ancillary equipment)
Bollards (x5)	Queen Entrance	Defender Hydraulic Bollards (includes all related ancillary equipment)
Bollards (x5)	Elgin North	Defender Hydraulic Bollards (includes all related ancillary equipment)
Bollards (x5)	Elgin South	Defender Hydraulic Bollards (includes all related ancillary equipment)
VSF	Vehicle Screening Facility	All ancillary equipment related to the bollards Does not include: Cameras, card readers, intercoms on the external access control panel
58 Heating Pads	All entrances	All heating pads for entrances and related ancillary equipment (i.e.: controllers, breakers, wiring, etc.) *** Maintenance and repairs on an As and When requested basis.
Manholes	Various locations	Includes all electrical equipment therein related to the bollards operation and heating pads
Guard hut 1	VSF	Between lanes 1 and 2
Guard hut 2	VSF	Between lanes 2 and 3

Guard hut 3	South drive	At South dr and Bank st
Traffic arm	Lane 1 entry	East lane, closest to bunker
Traffic arm	Lane 1 exit	East lane, closest to bunker
Traffic arm	Lane 2 entry	Middle lane
Traffic arm	Lane 2 exit	Middle lane
Traffic arm	Lane 3 entry	West lane, furthest from bunker
Traffic arm	Lane 3 exit	West lane, furthest from bunker

Part 8 - CHECKLIST (example only)

<u>MAINTENANCE AND/OR INSPECTION ACTIVITY</u>	
BOLLARDS	
Check all Bollards for any non-flush drive surface	
Check all Bollards drive surface for bent plates	
Check all Bollards drive surface for raised or missing bolts	
Check for hydraulic leaks at hydraulic line connection points	
Check drainage system and to ensure no standing water	
Check for hydraulic leaks at base of Bollards (inside)	
Clean all hydraulic fluid leaks	
Check for loose mechanism fasteners	
Check linkage and pivots joints for wear	
Check Bollard Up position sensors	
Check Bollard Down position sensors	
Touch-up paint any vehicle bollard exposed surfaces	
Check Bollard cylinder clevis pins are secure	
Check cylinder engagement in slot (Defender Series)	
Check Bollard cylinder for excessive clevis pin wear	
Re-torque fasteners (record torque settings)	
Re-torque hydraulic fittings (record torque setting)	
Remove and clean off all dirt, grime, dust and sand	
Check bollard position sensor actuation points	
Check all Heat Trace Equipment (seasonal)	

HPU AND HYDRAULIC CIRCUITS	
Check that filter indicator is showing "clean"	
Check for hydraulic leaks around and under HPU	
Check for hydraulic leaks at line connection points	
Check hydraulic fluid level in Reservoir (record oil loss)	
Clean motor fan guard of debris, if motor is a TEFC type	
Check for loose fasteners	
Check for loose hydraulic fittings	
Check Accumulator pre-charge pressure is correct	
Check for loose or disconnected connectors	
Check for kinked, abraded, cut or other damage to hoses	
Check for abraded, cut or other damage to electrical wiring	
Lubricate electric motor bearings (if bearings are not of the sealed type)	
Replace filter element	
Re-torque fasteners (record torque settings)	
Re-torque hydraulic fittings (record torque settings)	
Check pump/motor drive coupling secured and engaged	
Check pump/motor mounting is secure	
Check pump/motor shaft guard is secured	
Check TEFC motor fan & shroud are secure	
Remove and clean off all dirt, grime, dust and sand	
Clean electrical enclosures, including interior	
Check hydraulic fluid condition	
Check pump/motor coupling insert for excessive wear	
Check the Electrical Enclosure door seal	
Clean HPU electrical connectors	
Drain, clean-out Reservoir bottom & replace hydraulic fluid	
Remove rust and corrosion	
Touch-up paint HPU and components (use rust inhibiting paint)	
Touch-up paint Electrical Enclosure (use rust inhibiting paint)	

HPU COMPONENT ADJUSTMENTS

Check pressure sensors set-points	
Simulate hydraulic fluid temperature shutdown	
Simulate low reservoir fluid level shutdown	
Check safety relief valve pressure setting	
Ensure all water tight electrical connectors are intact	
Ensure all water tight connections are intact.	



Contract Number / Numéro du contrat EJ196-211340
Security Classification / Classification de sécurité UNCLASSIFIED

**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	Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction RPS
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 111 Wellington, PPB BOLLARDS 5 YEARS PREVENTATIVE MAINTENANCE		
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 commerciale 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"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> Specify country(ies): / Préciser le(s) pays:	Restricted to: / Limité à: <input type="checkbox"/> 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"/>



PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- | | | | |
|--|---|--|--|
| <input type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |
- Special comments:
Commentaires spéciaux : _____
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No / Non Yes / Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No / Non 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? No / Non 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? No / Non 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? No / Non 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? No / Non 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? No / Non Yes / Oui



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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? / La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes; classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? / La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

ANNEX C Cost Estimate Form For Extra Work

Contract Number: EJ196-

Contractor: _____

Date: _____

Estimate Number: _____

Description of Work: <div style="text-align: right; font-weight: bold; font-size: small;">(Please attach a separate sheet if required)</div>
--

	No. of Hours	Hourly Rate as per Contract	
I Direct Costs		Rate	Total
i Direct Labour			
Repair Work Labour			
Emergency Calls Labour			
Other Labour (Specify: _____)			
Total Direct Labour			\$ _____ (i)
ii Direct Material Costs *			
Replacement Parts			
Repair Parts			
Other Material (Specify: _____)			\$ _____ (ii)
Total Direct Material Costs			
iii Other Direct Costs			
Other (Specify: _____)			
Total Other Direct Costs			\$ _____ (iii)
II Total Price			Total
Total Direct Costs (i + ii + iii) (Applicable Taxes extra)			\$ _____

Note: *Materials will be charged at our laid-down cost plus a mark-up in accordance with Pricing Schedule 2.

Name: _____
(Please print)

Signature: _____

ANNEX E
Cost Estimate Form For Extra Work

Contract Number: EJ196-

Contractor: _____

Date: _____

Estimate Number: _____

Name: _____
(Please print)

Signature: _____