



RETURN BIDS TO:

Parks Canada Agency Bid Receiving Unit
National Contracting Services

Bid Fax: 1-877-558-2349

Bid E-mail Address:

soumissionsest-bidseast@pc.gc.ca

This is the only acceptable email address for responses to the bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. The Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

REQUEST FOR QUOTATION

Quotation to: Parks Canada Agency

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 or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Comments:

Issuing Office:

Parks Canada Agency
National Contracting Services
Cornwall, ON

| | |
|------------------------------------------------------------------------------------------------|---------------------------------|
| Title: Crab Winch Refurbishment Project Ontario Waterways – Trent Severn Waterway | |
| Solicitation No.: 5P300-22-0061/A | Date: August 11, 2022 |
| Client Reference No.: 10211912 | |
| GETS Reference No.: n/a | |

| | |
|-----------------------------------------------------------------------------------|--------------------------|
| Solicitation Closes: At: 2:00 pm On: September 7, 2022 | Time Zone: EDT |
|-----------------------------------------------------------------------------------|--------------------------|

| | |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| F.O.B.: Plant: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> | |
| Address Enquiries to: Lynn Kalp | |
| Telephone No.: 819-665-3646 | Email Address: lynn.kalp@pc.gc.ca |
| Destination of Goods, Services, and Construction: 2155 Ashburnham Drive, Peterborough, ON K9J 1P8 | |

TO BE COMPLETED BY THE BIDDER

| | |
|-----------------------------------------------------------------------------------------|-----------------|
| Vendor/ Firm Name: | |
| Address: | |
| Telephone No.: | Fax No.: |
| Name of person authorized to sign on behalf of the Vendor/ Firm (type or print): | |
| Signature: | Date: |

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Amendment No.:
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Ver.11.30.21

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Crab Winch Refurbishment Project Ontario Waterways – Trent Severn Waterway

IMPORTANT NOTICE TO BIDDERS

BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.

BIDS RECEIVED IN-PERSON OR BY COURIER MAY NOT BE ACCEPTED.

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

The only acceptable email address for responses to the bid solicitation is soumissionsest-bidseast@pc.gc.ca. Bids submitted by email directly to the Contracting Authority or to any email address other than soumissionsest-bidseast@pc.gc.ca will not be accepted.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

Direct Deposit

The Government of Canada has replaced cheques with direct deposit payment(s); an electronic transfer of funds deposited directly into a bank account. In order to receive payment, new vendors that are awarded a contract will be required to complete a direct deposit enrolment form to register their direct deposit information with Parks Canada.

Additional information on this Government of Canada initiative is available at:

<http://www.directdeposit.gc.ca>

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ANNEX E TASK AUTHORIZATION FORM 31

PART 1 – INFORMATION AND INSTRUCTIONS

1.1. Security Requirements

1.1.1. There is no security requirement associated with the bid solicitation.

1.2. Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3. Optional 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 2155 Ashburnham Drive, Peterborough, ON, K9L 1P8 on August 23, 2022. The site visit will begin at 10:00 am EDT.

Bidders are requested to communicate with the Contracting Authority (lynn.kalp@pc.gc.ca) no later than August 22, 2022 at 2 pm to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

1.4. 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](#) (2022-03-29), Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

Subsection 2. entitled Canada Post Corporation's Connect service of section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service of the Standard Instructions [2003](#) incorporated by reference above is deleted in its entirety.

2.2. Submission of Bids

Bids must be submitted only to the Parks Canada Agency (PCA) Bid Receiving Unit by the date and time indicated on page 1 of the bid solicitation.

Bids submitted in-person or by courier may not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-877-558-2349.

The only acceptable email address for responses to bid solicitations is soumissionsest-bidseast@pc.gc.ca.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

2.3. Enquiries – Bid Solicitation

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

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to

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

2.4. Applicable Laws

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

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

2.5. Bid Challenge and Recourse Mechanisms

2.5.1. Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

2.5.2. 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)

2.5.3. 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.

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Crab Winch Refurbishment Project Ontario Waterways – Trent Severn Waterway

PART 3 – BID PREPARATION INSTRUCTIONS

3.1. Bid Preparation Instructions

Canada requests that the bid be gathered per section and separated as follows:

Section I: Financial Bid
Section II: Certifications

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

Section I: Financial Bid

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

3.1.1. Exchange Rate Fluctuation

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

Section II: Certifications

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

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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. Financial Evaluation

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

4.1.2. Basis of Selection

A bid must comply with all requirements of the bid solicitation 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 declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2. Certifications Precedent to Contract Award and Additional Information

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

5.2.1. Integrity Provisions – Required Documentation

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

The Bidder, regardless of their status under the [Ineligibility and Suspension Policy](#), must provide the information requested at **Annex C to Part 5 of the Bid Solicitation** prior to contract award.

5.2.2. Former Public Servant

Contracts awarded to former public servants in receipt of a pension or 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 Former Public Servants, the Bidder must provide the information requested at **Annex D to Part 5 of the Bid Solicitation** prior to contract award.

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5.2.3. 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/canada-esdc-labour's) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).

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

PART 6 – RESULTING CONTRACT CLAUSES

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

6.1. Security Requirements

6.1.1. There is no security requirement applicable to the Contract.

6.2. Statement of Work

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

6.2.1. Task Authorization Process

Task Authorization:

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

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex F.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis(bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 5 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

6.2.2. Canada's Obligation – Portion of the Work – Task Authorizations

SACC Manual clause [B9031C](#) (2011-05-16), Portion of the Work – Task Authorizations

Canada's obligation with respect to the portion of the Work under the Contract that is performed through task authorizations is limited to the total amount of the actual tasks performed by the Contractor.

6.3. 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.

6.3.1. General Conditions

[2010C](#) (2022-01-28), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.3.1.1. Compliance with On-site Measures, Standing Orders, Policies, and Rules

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.4. Term of Contract

6.4.1. Period of the Contract

The period of the Contract is from date of Contract to March 31, 2024 inclusive.

6.5. Authorities

6.5.1. Contracting Authority

The Contracting Authority for the Contract is:

Lynn Kalp
A/Advisor, Procurement, Materiel, Grants and Contributions (PMGC) Branch
Chief Financial Officer Directorate
Parks Canada Agency / Government of Canada
111 Water Street East, Cornwall, ON K6H 6S2
Cel 819-665-3646
lynn.kalp@pc.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.

6.5.2. Project Authority

The Project Authority for the Contract is: ***** to be provided at contract award *****

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

6.5.3. Contractor's Representative *please submit with bid*****

The Contractor's Representative for the Contract is:

| | | |
|--------------------------------------------------------------------------------------|---------------------------------|-------------------------|
| Representative's Name: | | |
| Representative's Title: | | |
| Legal Vendor/ Firm Name: | | |
| Operating Vendor/ Firm Name (if different than above): | | |
| Physical Address: | | |
| City: | Province/ Territory: | Postal Code: |
| Telephone: | | Facsimile: |
| Email Address: | | |
| Procurement Business Number (PBN) or Goods and Services Tax (GST) Number: | | |

6.6. Proactive Disclosure of Contracts with Former Public Servants

**** SACC Manual clause A3025C to be inserted at contract award, if applicable ****

6.7. Payment

6.7.1. Basis of Payment

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

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

6.7.2. Basis of Payment – Firm Unit Price(s) or Firm Lot Price – Task Authorizations

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

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

6.7.3. Task Authorization Limit

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

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

6.7.4. Monthly Payment

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

6.8. Invoicing Instructions

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

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

6.9. Certifications and Additional Information

6.9.1. 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.

6.10. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in ***** to be inserted at contract award *****.

6.11. 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 [2010C](#) (2022-01-28), Services (Medium Complexity);

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- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) The Contractor's bid dated *** to be inserted at contract award ***.

6.12. Insurance Requirements

SACC *Manual* clause [G1005C](#) (2016-01-28), Insurance – No Specific Requirement

6.13. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

ANNEX A

STATEMENT OF WORK

1.0 PROJECT SCOPE OF WORK AND OBJECTIVES

- 1.1 Background: Parks Canada Agency (PCA) is planning to engage a vendor to complete refurbishment of rail mounted crab winches utilized at dams along the TSW.
- 1.2 Objective: Parks Canada requires refurbishment of five (5) sets of crab winches for a total of ten (10) winches to be refurbished.
- 1.3 Scope of Work: The work will involve a review of existing documentation. The Vendor will be responsible for pickup and delivery of the winches to the Vendor's work location. The successful Vendor will be responsible for completing the following required refurbishment work: disassembly, sand blasting, inspection, weld repair, modification, new part fabrication with installation, final sand blasting, painting, and delivery of refurbished winches to PCA

The awarded contract, will include all labour, equipment, supplies, materials and transportation necessary to complete the required refurbishment of five (5) sets of winches (10 winches total) upon written approval to proceed. One set of winches to be supplied by PCA has been sand blasted, and may need to be sand blasted again, see Figure 1.0, 1.1 in Appendix A. All other sets of winches have not been sand blasted and have layers of paint that will need to be removed. Detailed instructions for the proposed scope of work are listed below.

2.0 REQUIRED AND OPTIONAL (task authorizations) SCOPE INSTRUCTIONS

Required Scope Instructions:

- 2.1 Review and assess the existing documentation and other relevant data, determine what additional information will be required and extent of effort that will be required to meet the goals of this project.
- 2.2 Provide Parks Canada with a review and recommendations of the issues that may arise during winch refurbishment work. Provide an estimate of the number of sets of winches that can be simultaneously refurbished by the successful bidder
- 2.3 Upon transporting, to the Vendors work location, the winches to be refurbished, Complete an inventory of parts for each winch. complete disassembly and preparatory sand blasting of all parts. Preparatory sand blasting to be completed to SSPC-SP10, NACE No. 2 standard. Winches will be in pairs and shall not be separated. Winch sets will be tracked by the vendor, and individual winches shall not be interchanged between sets. Individual winch parts will not be interchanged between winches.
- 2.4 Notify the project manager of completion of preparatory sand blasting and inspect and report on the condition of castings, gears, wheels, shafts, key-ways, housings and all components of the winch. Vendor to note in their report: cracking, missing gear teeth, missing pieces, binding, visible wear, excessive play, excessive pitting, excessive rust and any other defects in the castings, metal components, or operability of the winches. The successful Vendor will also provide recommendations for repair or replacement of any noted winch defects in the reports.
- 2.5 Upon review of the reports, PCA will proceed with procurement of any new parts requiring casting of iron. PCA may also supply suitable used parts to replace broken parts. Any parts,

new or used, procured by Parks Canada will be delivered to the vendor for sand blasting, painting, and installation by the vendor. All parts procured by Parks Canada will be completed in a time-frame suitable for PCA. PCA reserves the right to remove any sets of winches from the refurbishment program, upon reviewing the reports, if PCA determines the winches to be beyond repair.

- 2.6 Vendor to complete new grease fitting (Zerk) installation for all components requiring grease, and all existing grease fittings to be replaced.
- 2.7 Adjust split pillow block bearing housings to allow shafts to spin freely after greasing. Use shims as necessary – See Figure 4.0, 4.1 in Appendix A for examples of shimmed pillow block housings. If the set of winches to be refurbished has bronze bushings (See figure 5.0, 5.1 in Appendix A), the vendor will be responsible for ensuring the functionality of the bushing. Bushing replacement will be required if the shafts cannot spin freely after refurbishment of the winch components – as per direction from PCA.
- 2.8 Vendor to install new keys for all axle and shaft keyways. Rail widths (wheel spacing) will be provided by PCA, and will be verified before the winches are painted. Each set of winches will be prescribed an associated wheel spacing, and will be recorded by the vendor to assist PCA with placement of the winches.
- 2.9 Vendor to complete refurbishment of existing rail clamps for 40lb rail. Refurbishment will include sand blasting, inspection, repair and painting. Winches may be provided by PCA with rail clamps installed or separate. Each winch has two rail clamps. See figure 7.0, 7.1 in Appendix A.
- 2.10 Vendor to replace existing structural rods with 1-1/2" steel rods utilizing the existing hole pattern – see Figure 6.0, 6.1 in Appendix A.
- 2.11 Vendor to install new 25' cable assembly complete with 3/8" 7x19 galvanized aircraft cable on the winch spool. Cable to include new wire rope clips and thimble for lifting hook attachment. Wire rope clips to be forged steel meeting ASME B30.5. Cable to be installed after finish paint application.
- 2.12 A test fit assembly of the refurbished winches will be completed by the vendor to verify the functionality and operability of the units. Parks Canada Agency will be notified by the Vendor, upon completion of test fit assembly, for review and inspection. Wheel spacing will be verified during test fit assembly.
- 2.13 Vendor will proceed with disassembly, final sand blasting, painting and re-assembly upon written approval to proceed. Final blasting to be brush-off blast as per SSPC-SP7, NACE No. 4. Winches shall receive primer within 24hrs of being blasted.
- 2.14 Apply primer, to be Sherwin Williams Dura-plate 235 (DFT 4—8 mils) to each winch, and parts as applicable.
- 2.15 Apply finish paint, to be Sherwin Williams Corothane I HS Aliphatic Finish Coat (DFT 2—3 mils) to each winch, and parts as applicable. Or, approved alternate system.
- 2.16 Vendor will deliver the refurbished sets of winches and appurtenances to a location determined by Parks Canada agency. Location to be provided upon award of the project to the successful vendor

Optional Scope Instructions (Task Authorizations):

- 2.17 Supply all labour, tools, supplies, equipment and materials to complete weld repair of cast iron and metal components at the direction of PCA. Weld repair and modification of parts may be required and will be determined by Parks Canada Agency in conjunction with

recommendations listed in the above noted reports, weld repair should be indicated as a repair in the condition report if deemed necessary. Weld repair and modification to be completed by the Vendor. Written approval by PCA for the vendor to proceed with weld repair and modification will be required before work begins.

- 2.18 Design, manufacturing and installation of guards to go over the gears will be completed by the vendor, upon written approval of a shop drawing. Provide guarding and safeguarding to protect Dam keepers from moving parts and pinch points to standard required in Canada Occupational Health and Safety Regulations (SOR/86-304). Design guards to CSA Z432-04 Safe Guarding of Machines. Adjustments may be required to be made to the guarding to ensure functionality of the winches. Manufactured components are to be blasted and painted before installation as per the required scope instructions items 2.13-2.16
- 2.19 Vendor may be required to manufacture new rail mounting clamps. PCA to inform the Vendor if new clamps (40lb or 60lb) are required. Written approval of a shop drawing will be required before the vendor begins manufacturing of new rail clamps. Manufactured components are to be blasted and painted before installation as per the required scope instructions items 2.13-2.16
- 2.20 Vendor may be required to manufacture and replace the lifting hook if missing or damaged – see Figure 8.0 in Appendix A. Replacement of lifting hooks will be at the discretion of PCA. Written approval of a shop drawing will be required before the vendor begins manufacturing of replacement lifting hooks. Manufactured components are to be blasted and painted before installation as per the required scope instructions items 2.13-2.16
- 2.21 Vendor to manufacture and supply new crank handles, two (2) per winch for a total of twenty (20) new crank handles – see Figure 9.0 in Appendix A. Written approval of a shop drawing will be required before the successful vendor begins manufacturing new crank handles. Manufactured components are to be blasted and painted before installation as per the required scope instructions items 2.13-2.16

3.0 REQUIRED DELIVERABLES

- 3.1 Supply all labour, tools, supplies, equipment and materials to pick up and transport from Parks Canada Agency Five (5) sets of Crab Winches – Ten (10) winches total to the Vendor's work location. Review required scope instructions items 2.1, 2.2
- 3.2 Supply all labour, tools, supplies, equipment and materials to complete preparatory sand blasting of five (5) sets of winches, ten (10) winches total. Work to be completed as per the required scope instructions item 2.3
- 3.3 Complete an inspection report for each sand blasted winch (ten (10) winches total). Reports should note any and all defects, missing pieces, cracking or inoperability of components, along with recommendation for repair or replacement of each defect. Submit the report to the project manager for review. Work to be completed as per the required scope instructions items 2.4, 2.5
- 3.4 Supply all labour, tools, supplies, equipment and materials to complete refurbishment of five (5) sets of winches (ten (10) winches total) including modification/adjustment as per PCA. Refurbishment work will include new structural rod installation, new grease fitting installation, key replacement, split pillow block bearing refurbishment, and rail clamp refurbishment. Work to be completed as per required scope instructions items 2.5 – 2.10.

- 3.5 Supply all labour, tools, supplies, equipment and materials to complete installation of new 3/8” 7x19 galvanized aircraft cable, 25’ in length, on the winch spool. Including new forged wire rope clips and thimbles, for five (5) sets of winches (ten (10) winches total). Work to be completed as per the required scope instructions item 2.11
- 3.6 Supply all labour, tools, supplies, equipment and materials to complete a test fit assembly of all winches (ten (10) winches total) prior to final sand blasting for painting. Test fit to include wheel spacing verification. Work to be completed as per the required scope instructions item 2.12
- 3.7 Supply all labour, tools, supplies, equipment and materials to complete final sand blasting (brush-off blast) in preparation for painting of five (5) sets of Crab Winches – ten (10) winches total. Work to be completed as per required scope instructions item 2.13
- 3.8 Apply primer, to be Sherwin Williams Dura-plate 235 (DFT 4—8 mils) to each winch. Ten (10) winches total. Work to be completed as per required scope instructions items 2.13, 2.14
- 3.9 Apply finish paint, to be Sherwin Williams Corothane I HS Aliphatic Finish Coat (DFT 2—3 mils) to each winch. Ten (10) winches total. Colour to be semi-gloss black. Or approved alternate system. Work to be completed as per required scope instructions item 2.15
- 3.10 Complete final assembly and delivery of refurbished Crab Winches and appurtenances to Parks Canada Agency. Five (5) sets of winches, ten (10) winches total. Work to be completed as per the required scope instructions item 2.16

4.0 OPTIONAL DELIVERABLES – (Task Authorizations)

Optional Deliverables for an Additional five (5) sets of winches ten (10) winches total

- 4.1 Supply all labour, tools, supplies, equipment and materials to pick up and transport, from Parks Canada Agency, an additional five (5) sets of Crab Winches – ten (10) winches total to the Vendor’s work location. Review required scope instructions items 2.1, 2.2
- 4.2 Supply all labour, tools, supplies, equipment and materials to complete preparatory sand blasting of an additional five (5) sets of Crab Winches – ten (10) winches total. Sand blasting to be completed as per the required scope instructions item 2.3
- 4.3 Complete an inspection report for an additional five (5) sets of sand blasted winches (ten (10) additional winches total). Reports should note any and all defects, missing pieces, cracking or inoperability of components, along with recommendation for repair or replacement of each defect. Submit the report to the project manager for review. Work to be completed as per the required scope instructions items 2.4, 2.5
- 4.4 Supply all labour, tools, supplies, equipment and materials to complete refurbishment of an additional five (5) sets of winches (ten (10) winches total) including modification/adjustment as per PCA. Refurbishment work will include new structural rod installation, new grease fitting installation, key replacement, split pillow block bearing refurbishment, and existing rail clamp refurbishment. Work to be completed as per required scope instructions items 2.5 – 2.10.
- 4.5 Supply all labour, tools, supplies, equipment and materials to complete installation of new 3/8” 7x19 galvanized aircraft cable, 25’ in length, on the winch spool. Including new forged wire rope clips and thimbles. Work to be completed as per the required scope instructions item 2.11
- 4.6 Supply all labour, tools, supplies, equipment and materials to complete a test fit assembly of all winches prior to final sand blasting for painting. Test fit to include wheel spacing verification. Work to be completed as per the required scope instructions item 2.12

- 4.7 Supply all labour, tools, supplies, equipment and materials to complete final sand blasting (brush blast) in preparation for painting of an additional five (5) sets of Crab Winches – ten (10) winches total. Work to be completed as per required scope instructions item 2.13
- 4.8 Apply primer, to be Sherwin Williams Dura-plate 235 (DFT 4—8 mils) to each winch. An additional ten (10) winches total. Work to be completed as per required scope instructions items 2.13, 2.14
- 4.9 Apply finish paint, to be Sherwin Williams Corothane I HS Aliphatic Finish Coat (DFT 2—3 mils) to each winch. An additional ten (10) winches total. Colour to be semi-gloss black. Or approved alternate system. Work to be completed as per required scope instructions item 2.15
- 4.10 Complete final assembly and delivery of refurbished Crab Winches and appurtenances to Parks Canada Agency. An additional five (5) sets of winches, ten (10) winches total. Work to be completed as per the required scope instructions item 2.16

Optional Deliverables for Weld Repair, Shop Drawing Creation and Part Manufacturing (Task Authorizations)

- 4.11 Supply all labour, tools, supplies, equipment and materials to complete weld repair of cast iron and metal components at the direction of PCA. Work to be completed as per optional scope instructions item 2.17
- 4.12 Supply all labour, tools, supplies, equipment and materials to manufacture and install rail clamps for 40lb rails as per direction from PCA. Written approval to proceed will be provided to the successful vendor after submission of an approved shop drawing. Any molds created for part production will be property of PCA, and will be delivered to PCA. Work to be completed as per optional scope instructions item 2.19
- 4.13 Supply all labour, tools, supplies, equipment and materials to manufacture and install rail clamps for 60lb rails as per direction from PCA. Written approval to proceed will be provided to the successful vendor after submission of an approved shop drawing. Any molds created for part production will be property of PCA, and will be delivered to PCA. Work to be completed as per optional scope instructions item 2.19
- 4.14 Supply all labour, tools, supplies, equipment and materials to manufacture and install metal guarding/shielding to go over the gearing on each winch. Written approval to proceed will be provided to the successful vendor after submission of an approved shop drawing. Any molds created for part production will be property of PCA, and will be delivered to PCA. Work to be completed as per optional scope instructions item 2.18
- 4.15 Supply all labour, tools, supplies, equipment and materials to manufacture and install two (2) new crank handles for each winch. Written approval to proceed will be provided to the successful vendor after submission of an approved shop drawing. Any molds created for part production will be property of PCA, and will be delivered to PCA. Work to be completed as per optional scope instructions item 2.21
- 4.16 Supply all labour, tools, supplies, equipment and materials to manufacture and install one (1) new lifting hook for each winch. Written approval to proceed will be provided to the successful vendor after submission of an approved shop drawing. Any molds created for part production will be property of PCA, and will be delivered to PCA. Work to be completed as per optional scope instructions item 2.20
- 4.17 Supply all labour, tools, supplies, equipment and materials to procure and install replacement bronze bushings for all winches requiring bushing replacement, at the discretion of PCA.

Bronze bushings for replacement shall match the existing bushings as closely as possible. Replacement of bushings will occur before final test fit assembly to ensure functionality of the winch as a whole. See required scope instructions item 2.7

5.0 SCHEDULE

- 5.1 Project award and kick off meeting – September 2022
- 5.2 Pickup of Crab winches by vendor – September 2022
- 5.3 Disassembly and initial sand blasting – September/October 2022
- 5.4 Inspection, weld repair, modification, adjustments, refurbishment, new part fabrication and installation/part procurement – September/October 2022
- 5.5 Test fitment and inspection – End of October 2022
- 5.6 Final sand blasting and painting – Early November 2022
- 5.7 Delivery of completed winches to PCA – End of November 2022
- 5.8 Optional work (task authorizations) up to March 31, 2024

ANNEX B

BASIS OF PAYMENT

Bidders must provide pricing in the format specified in this Annex B – Basis of Payment. Failure to provide prices in the format specified will render the quotation non-responsive.

The unit of measure must include all skilled labour costs, equipment, materials, tools, transportation and supervision.

Goods and Services Tax (GST) or Harmonized Sales Tax (HST) is extra, if applicable. The quotation is to be in **Canadian dollars**.

**Required Work– Table 1
Contract Award to March 31, 2024**

| Item# | Description | Number of units | Unit of measure | Firm fixed Price per unit | Total of Firm Fixed Price |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------|---------------------------|
| 1 | Pickup and transportation of five (5) sets of crab winches ten (10) winches total from PCA location to the Vendor's place of work. See required deliverables item 3.1 | 10 | per winch | \$ | \$ |
| 2 | Disassembly and initial sand blasting (surface preparation) of five (5) sets of crab winches (ten (10) winches total) including inspection and condition reporting for each winch. As per required deliverables items 3.2, 3.3 | 10 | per winch | \$ | \$ |
| 3 | Refurbishment and modification/adjustment of up to five (5) sets of crab winches (ten (10) winches total). Including: replacement of structural rods (4 per winch), new grease fitting installation, key replacement, split pillow block bearing refurbishment, and existing rail clamp refurbishment. See required deliverables item 3.4 | 10 | per winch | \$ | \$ |
| 4 | Test fit assembly of all winches (up to ten (10) winches total) before final sand blasting to confirm operability of winch components and overall function. See required deliverables item 3.6 | 10 | per winch | \$ | \$ |
| 5 | Final sand blasting (paint preparation) of five (5) sets of crab winches (ten (10) winches total). See required deliverables item 3.7 | 10 | per winch | \$ | \$ |
| 6 | Apply priming coat of Sherwin Williams Dura-plate 235 (DFT 4—8 mils). Ten | 10 | per winch | \$ | \$ |

| | | | | | |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----------|-----------|----|
| | (10) winches total. See required deliverables item 3.8 | | | | |
| 7 | Apply finish coat of Sherwin Williams Corothane I HS Aliphatic Finish Coat (DFT 2—3 mils) Ten (10) winches total. See required deliverables item 3.9 | 10 | per winch | \$ | \$ |
| 8 | Installation of new 25' cable assembly complete with 3/8" 7x19 galvanized aircraft cable on the winch spool for five (5) sets of winches, ten (10) new cable assemblies total. See required deliverables item 3.5 | 10 | per winch | \$ | \$ |
| 9 | Delivery of refurbished crab winches and appurtenances to PCA. Five (5) sets of crab winches, ten (10) winches total. As per required deliverables item 3.10 | 10 | n/a | n/a | \$ |
| Total (excluding taxes) items 1 to 9 | | | | \$ | |

Task Authorizations

**Optional Work – Table 2
Contract award to March 31, 2024**

| Item# | Description | Number of units | Unit of measure | Firm fixed Price per unit | Total of Firm Fixed Price |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------|---------------------------|
| 10 | Pickup and transportation of an additional five (5) sets of crab winches ten (10) winches total from PCA location to the Vendor's place of work. See optional deliverables item 4.1 | 10 | per winch | \$ | \$ |
| 11 | Disassembly and initial sand blasting (surface preparation) of an additional five (5) sets of crab winches (ten (10) winches total) including inspection and condition reporting. See optional deliverables items 4.2, 4.3 | 10 | per winch | \$ | \$ |
| 12 | Refurbishment and modification/adjustment of an additional five (5) sets of crab winches (ten (10) winches total). Including: replacement of structural rods (4 per winch), new grease fitting installation, key replacement, split pillow block bearing refurbishment, and existing rail clamp refurbishment. See optional deliverables item 4.4 | 10 | per winch | \$ | \$ |
| 13 | Test fit assembly of all winches (an additional five (5) sets – ten (10) winches total) before final sand blasting to confirm operability of winch | 10 | per winch | \$ | \$ |

| | | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----------|----|----|
| | components and overall function. See optional deliverables item 4.6 | | | | |
| 14 | Final sand blasting (paint preparation) of an additional five (5) sets of crab winches (ten (10) winches total). See optional deliverables item 4.7 | 10 | per winch | \$ | \$ |
| 15 | Apply priming coat of Sherwin Williams Dura-plate 235 (DFT 4—8 mils). Additional ten (10) winches total. See optional deliverables item 4.8 | 10 | per winch | \$ | \$ |
| 16 | Apply finish coat of Sherwin Williams Corothane I HS Aliphatic Finish Coat (DFT 2—3 mils). Additional ten (10) winches total. See optional deliverables item 4.9 | 20 | per winch | \$ | \$ |
| 17 | Procurement and installation of brass bushings for each pillow block bearing per winch. Up to twenty (20) winches total. See optional deliverables item 4.17 | 20 | per winch | \$ | \$ |
| 18 | Part fabrication and installation of removable steel guards/shielding for gearing. Up to twenty (20) winches total. See optional deliverables item 4.14 | 20 | per winch | \$ | \$ |
| 19 | Shop drawing creation by vendor for guard/shielding design. See optional deliverables item 4.14 | 2 | Each | \$ | \$ |
| 20 | Part fabrication and installation of rail clamps for 40lb rails. Two (2) per winch. As per direction from PCA – Price to be per winch, up to twenty (20) winches total. See optional deliverables item 4.12 | 20 | per winch | \$ | \$ |
| 21 | Shop drawing creation by vendor for 40lb rail clamp design. See optional deliverables item 4.12 | 2 | Each | \$ | \$ |
| 22 | Part fabrication and installation of rail clamps for 60lb rails. Two (2) per winch. As per direction from PCA – Price to be per winch, up to ten (10) winches total. See optional deliverables item 4.13 | 20 | per winch | \$ | \$ |
| 23 | Shop drawing creation by vendor for 60lb rail clamp design. See optional deliverables item 4.13 | 2 | Each | \$ | \$ |
| 24 | Installation of new 25' cable assembly complete with 3/8" 7x19 galvanized aircraft cable on the winch spool. Up to ten (10) new cable assemblies total. See optional deliverables item 4.5 | 10 | per winch | \$ | \$ |
| 25 | Shop drawing creation, part fabrication and installation of | 20 | Each | \$ | \$ |

Solicitation No.:
5P300-22-0061/A

Amendment No.:
00

Contracting Authority:
Lynn Kalp

Ver.11.30.21

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10211912

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Crab Winch Refurbishment Project Ontario Waterways – Trent Severn Waterway

| | | | | | |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------|-----|----|
| | one lifting hook per winch. Up to twenty (20) new lifting hooks total. See optional deliverables item 4.16 | | | | |
| 26 | Part fabrication and installation of two (2) new crank handles for each winch. Up to twenty (20) new crank handles total. See optional deliverables item 4.15 | 20 | Each | \$ | \$ |
| 27 | Shop drawing creation by vendor for crank handle design. See optional deliverables item 4.15 | 2 | Each | \$ | \$ |
| 28 | Delivery of refurbished crab winches and appurtenances to PCA. An additional Five (5) sets of crab winches, ten (10) winches total. See optional deliverables item 4.10 | 10 | n/a | n/a | \$ |
| Total (excluding taxes) items 10 to 28 | | | | \$ | |

Summary Table 1 and Table 2

| | | |
|-----------------------------------------|-------------------------------------|----|
| Table 1 | Required Work | \$ |
| Table 2 | Optional Work (Task Authorizations) | \$ |
| Total (excluding taxes) of Tables 1 & 2 | | \$ |

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Declaration

I, _____, **(name)**
_____, **(position)** of

_____, **(supplier's name)** declare that the information provided in this Form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render a bid or offer non-responsive, or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the bid or offer evaluation stage, I must, within 10 working days, inform the Contracting Authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the Registrar of Ineligibility and Suspension within 10 working days of any changes to the list of names submitted.

Signature: _____

Date: _____

ANNEX D TO PART 5 OF THE BID SOLICITATION

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 FPS in receipt of a pension, as applicable:

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

By providing this information, 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

Solicitation No.:
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Ver.11.30.21

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Crab Winch Refurbishment Project Ontario Waterways – Trent Severn Waterway

published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-1](#) 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.
-
-

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00

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Ver.11.30.21

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ANNEX E TASK AUTHORIZATION FORM

Please see attached