



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

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et Océans
Canada
200 Kent Street | 200 rue Kent
Ottawa, ON, K1A 0E6

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CC : DFO.Tenders-Soumissions.MPO@dfo-mpo.gc.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal to: Fisheries and Oceans Canada

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

Proposition à : Pêches et Océans Canada

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

Title / Titre Placing, lifting / removal, maintaining and the servicing of Buoys in Prince Edward Island (PEI)		Date October 25, 2023
Solicitation No. / N° de l'invitation 30004812		
Client Reference No. / No. de référence du client(e) 30004812		
Solicitation Closes / L'invitation prend fin At / à : 14 :00 EST (Eastern Standard Time / HNE (Heure Normale de l'Est) On / le : November 8, 2023		
F.O.B. / F.A.B. Destination	Taxes See herein — Voir ci-inclus	Duty / Droits See herein — Voir ci-inclus
Destination of Goods and Services / Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to : / Adresser toute demande de renseignements à : Paul Fortier, Contracting Specialist Email / Courriel: paul.fortier@dfo-mpo.gc.ca CC : DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca		

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



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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation, but there are security requirements indicated in Section 6.1 for this requirement.

1.2 Statement of Work

The work to be performed is detailed under the Statement of Work at **Annex A**.

1.3 Procurement Strategy for Indigenous Business

1.3.1 Conditional Set-Aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory (<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>).

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the contracting authority.

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 or by telephone.

1.5 Trade Agreements

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



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 \(SACC\)](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

2.2 Submission of Bids

Bids must be submitted by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **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.

2.4 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Prince Edward Island (PEI).

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.

2.5 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)

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$30,300 for goods and \$121,200 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

(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

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

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

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

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

Important Note:

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

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

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

Section I: Technical Bid

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

Section II: Financial Bid

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

Section III: Certifications

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



ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

The Bidder must complete this pricing schedule and include it in its financial bid. The Bidder may submit a bid for one or more locations described in the tables provided in Attachment 1 to Annex A. The All-Inclusive Semestrial Unit Cost includes all equipment, vessels, contractor resources, fuel, maintenance of equipment, travel time, meals and accommodation costs and permit costs required to perform the work described in Annex A. The rates listed are to be all-inclusive, HST extra.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a Contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

Under any resulting Contract, Canada will not accept travel and living expenses that may need to be incurred by the Contractor for any relocation of resources required to satisfy its Contractual obligations.

All inspections and repairs services of buoys before the start of the navigation season shall be deemed part of resulting Contract and must not be billable as extra work regardless of why repairs or repositioning may be needed. CCG reserves the right to, at any time during the Term of the resulting Contract, add or remove buoys to be served.

Attachment 1 to Annex A, forming part of this RFP, provides location tables for equipment descriptions, quantities and locations.

EXAMPLE:

DFO's Waterway							
Item	A Type and Number of Aids	B Quantity	All-inclusive Annual Rates per Aid				G All-inclusive cost per year (G = C+D+E+F x B)
			C	D	E	F	
			Initial period year one (1) - Contract Award to June 30, 2024 (bidder to complete)	Initial period year two (2) - July 1, 2024 to June 30, 2025 (bidder to complete)	Option year one (1) - July 1, 2025 to June 30, 2026 (bidder to complete)	Option year two (2) - July 1, 2026 to June 30, 2027 (bidder to complete)	
1	AID # 1	2	\$ 5	\$ 10	\$ 15	\$ 20	\$ 100
2	AID # 2	5	\$ 10	\$ 15	\$ 20	\$ 25	\$ 350
Total all-inclusive evaluated cost for DFO's Waterway (bidder to complete)							\$ 450



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TABLE 1-CASCUMPEQUE							
ITEM	A TYPE AND NUMBER OF AIDS	B QUANTITY	All-inclusive Annual Rates per Aid				G All-inclusive cost per year (G =C+D+E+F x B)
			C	D	E	F	
			Initial period year one (1) - Contract Award to June 30, 2024 <i>(bidder to complete)</i>	Initial period year two (2) – July 1, 2024 to June 30, 2025 <i>(bidder to complete)</i>	Option year one (1) – July 1, 2025 to June 30, 2026 <i>(bidder to complete)</i>	Option year two (2) – July 1, 2026 to June 30, 2027 <i>(bidder to complete)</i>	
1	0.4M SB40	20	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	SLB700	4	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	GDI 0.9m	5	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	GDI 420	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5	0.8m SB75	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total all-inclusive evaluated cost (bidder to complete)							\$ _____

TABLE 2-NINE MILE CREEK							
ITEM	A TYPE AND NUMBER OF AIDS	B QUANTITY	All-inclusive Annual Rates per Aid				G All-inclusive cost per year (G =C+D+E+F x B)
			C	D	E	F	
			Initial period year one (1) - Contract Award to June 30, 2024 <i>(bidder to complete)</i>	Initial period year two (2) – July 1, 2024 to June 30, 2025 <i>(bidder to complete)</i>	Option year one (1) – July 1, 2025 to June 30, 2026 <i>(bidder to complete)</i>	Option year two (2) – July 1, 2026 to June 30, 2027 <i>(bidder to complete)</i>	
1	0.4M SB40	6	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	0.8m SB75	3	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total all-inclusive evaluated cost (bidder to complete)							\$ _____



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TABLE 3-SAVAGE HARBOUR							
ITEM	A TYPE AND NUMBER OF AIDS	B QUANTITY	All-inclusive Annual Rates per Aid				F All-inclusive cost per year (G =C+D+E+F x B)
			C	D	E	Option year two (2) –	
			Initial period year one (1) - Contract Award to June 30, 2024 (bidder to complete)	Initial period year two (2) – July 1, 2024 to June 30, 2025 (bidder to complete)	Option year one (1) – July 1, 2025 to June 30, 2026 (bidder to complete)	July 1, 2026 to June 30, 2027 (bidder to complete)	
1	0.4M SB40	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	0.3M ORT	2	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3	0.75m SB75	1	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4	2ft11in WB390	10	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total all-inclusive evaluated cost (bidder to complete)							\$ _____

TABLE 4-ST.PETER'S HARBOUR							
ITEM	A TYPE AND NUMBER OF AIDS	B QUANTITY	All-inclusive Annual Rates per Aid				F All-inclusive cost per year (G =C+D+E+F x B)
			C	D	E	Option year two (2) –	
			Initial period year one (1) - Contract Award to June 30, 2024 (bidder to complete)	Initial period year two (2) – July 1, 2024 to June 30, 2025 (bidder to complete)	Option year one (1) – July 1, 2025 to June 30, 2026 (bidder to complete)	July 1, 2026 to June 30, 2027 (bidder to complete)	
1	GDI 0.9M	6	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2	2ft11in WB390	7	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Total all-inclusive evaluated cost (bidder to complete)							\$ _____



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet the Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

The Crown reserves the right to validate all information provided in the bid.

The Bidder must include the following table in their proposal, indicating that their proposal meets the mandatory criteria, and providing the proposal page number or section that contains information to verify that the criteria has been met.

The Bidder must provide in their bid the evidence that he or she meets each criterion mandatory mentioned below.

The following mandatory criteria will be assessed:

No.	Mandatory Requirement	Criteria Met (✓)	Proposal Cross-reference Page
M1	The Bidder MUST provide with its technical bid a copy of a Transport Canada Inspection Certificate: For a Vessel Exceeding 15 Tons Gross Tonnage But Not Exceeding 150 Gross Tonnage Plying As A Non-Passenger Vessel clearly indicating Workboat as vessel type OR a Letter of Confirmation of Participation in the Small Vessel Compliance Program (Non-Pleasure Craft) (SVCP) for vessels up to 15 Gross Tons. Fishing vessels cannot be considered, proof that the vessel is a workboat is required with the technical bid.		

4.1.2 Financial Evaluation

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



4.2 Basis of Selection

A bid must comply with all requirements of the bid solicitation and meet all mandatory technical criteria to be declared responsive.

The responsive bid with the lowest evaluated price per location(s) will be recommended for award of a contract.

Canada reserves the right to award multiple contracts resulting from this RFP. No more than one contract will be issued per location. Contractors could be awarded a contract for provision of services for one or multiple locations. Each location will be evaluated individually.



PART 5 - CERTIFICATIONS

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 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.

5.1.2 Conditional Additional Certifications Required with the Bid

Bidders must complete **Attachment 3 to Part 5** if they are an Indigenous Company and wish to be considered for a Procurement Set-aside.

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 provided 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 Security Requirements – Required Documentation

In accordance with the [requirements of 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>), the Bidder must provide a completed Contract Security Program Application for Registration (AFR) form to be given further consideration in the procurement process.

Bidders are reminded to obtain the required security clearance and, as applicable, security capabilities promptly. As indicated above, bidders who do not provide all the required information at bid closing will be given the opportunity to complete any missing information from the AFR form within a period set by the



Contracting Authority. If that information is not provided within the timeframe established by the Contracting Authority (including any extension granted by the Contracting Authority in its discretion), or if Canada requires further information from the bidder in connection with assessing the request for security clearance (i.e., information not required by the AFR form), the Bidder will be required to submit that information within the time period established by the Contracting Authority, which will not be less than 48 hours. If, at any time, the Bidder fails to provide the required information within the timeframe established by the Contracting Authority, its bid will be declared non-compliant.

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](#) website.

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.

5.2.4 Additional Certifications Precedent to Contract Award

5.2.4.1 Personnel Identification Form (PIF)

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

5.2.4.2 List of Names for Integrity Verification Form

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

5.2.4.3 Contractor's Representative

The Contractor's Representative for the Contract is:

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

5.2.4.4 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.

To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:



- b) The status of the contractor (individual, unincorporated business, corporation or partnership):

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

5.2.5 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.

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

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

Signature

Print Name of Signatory



ATTACHMENT 1 TO PART 5 PERSONNEL IDENTIFICATION FORM

Contract / file number: _____

PROJECT TITLE:

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

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

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

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

(For Official Use)

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

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

- I approve
- I do not approve based on:

Contracting Security Authority: _____

Date: _____



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

Requirements

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

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

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

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



ATTACHMENT 3 TO PART 5

CERTIFICATION OF REQUIREMENTS FOR THE SET-ASIDE PROGRAM FOR INDIGENOUS BUSINESS

A bidder who submits, under this program, a bid or proposal in response to a solicitation must complete and submit this certification. Failure to submit this certification will result in the proposal's being found non-compliant.

1. i) I, _____ (Name of duly authorized representative of business) hereby certify that _____ (Name of business) meets, and shall continue to meet throughout the duration of the contract, the requirements for this program as set out in the attached document entitled "Requirements for the Set-Aside Program for Indigenous Business", which document I have read and understand.

ii) The aforementioned business agrees to ensure that any subcontractor it engages with respect to the contract shall, if required, satisfy the requirements set out in "Requirements for the Set-Aside Program for Indigenous Business."

iii) The aforementioned business agrees to provide to ISC, immediately upon request, information to substantiate a subcontractor's compliance with this program.

Please check the applicable box:

2. i) The aforementioned business is an Indigenous business which is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization, []

OR

ii) The aforementioned business is a joint venture between 2 or more Indigenous businesses or an Indigenous business and a non-Indigenous business. []

3. The aforementioned business agrees to immediately furnish to ISC, such evidence as may be requested by ISC from time to time, corroborating this certification. Such evidence shall be open to audit during normal business hours by a representative of ISC, who may make copies and take extracts from the evidence. The aforementioned business agrees to provide all facilities for audits and to furnish information requested by ISC with respect to the certification.

4. It is understood that the civil consequences of making an untrue statement in the bid documents, or of not complying with the requirements of the program or failing to produce satisfactory evidence to ISC regarding the requirements of the program, may include:

- forfeiture of the bid deposit
- retention of the holdback
- disqualification of the business from participating in future contracts under the program
- termination of the contract

In the event that the contract is terminated because of an untrue statement or non-compliance with the requirements of the program, ISC may engage another contractor to complete the performance of the contract and any additional costs incurred by ISC shall, upon the request of ISC, be borne by the aforementioned business.



5. Date _____

Signature _____

Place _____

Title (duly authorized representative of business)

For: (name of business)



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

There is no security requirement applicable to the Contract.

6.2 Statement of Work

The Contractor must perform the work detailed under **Annex A** Statement of Work.

6.3 Standard Clauses and Conditions

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

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

6.3.1.1 [2010C](#) (2022-12-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

6.3.1.2 Subsection 10 of [2010C](#) (2022-12-01, General Conditions - Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: 2010C 10 (2013-03-21) Invoice submission

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca with a cc to: Steven.Hubbard@dfo-mpo.gc.ca The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - a. Contractor's Name and remittance physical address;
 - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
 - c. Invoice Date;
 - d. Invoice Number;
 - e. Invoice Amount (broken down into item and tax amounts);
 - f. Invoice Currency (if not in Canadian dollars);
 - g. DFO Reference Number (PO Number or other valid reference number);
 - h. DFO Contact Name (DFO employee who initiated the order or to whom the goods were sent. **Note:** Invoice will be return to the Contractor if that information is not provided);
 - i. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates



-
- and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
- j. deduction for holdback, if applicable;
 - k. the extension of the totals, if applicable; and
 - l. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
 4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

6.4 Term of Contract

The period of the Contract is from the date of contract award to June 30, 2024 inclusive.

6.4.1 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year periods under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least fifteen (15) 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.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Paul Fortier
Title: Procurement Specialist
Department: Fisheries and Oceans Canada
Directorate: Materiel and Procurement Services
Address: 200 Kent Street , Ottawa, ON K1A 0E6

Telephone: 343-596-9926
E-mail address: Paul.fortier@dfo-mpo.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 (to be inserted at Contract award)

The Project Authority for the Contract is:

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

Telephone: _____
 E-mail address: _____

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

6.5.3 Contractor's Representative (to be provided at the time of contract award)

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

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

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ (*insert the amount at contract award*) . Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:



- a. when it is 75% committed, or
- b. four months before the contract expiry date, or
- c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

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

6.7.3 Methods of Payment

6.7.3.1 Method of Payment – Bi-yearly payments

Canada will pay the Contractor upon completion and delivery of units in accordance with the payment provisions of the Contract if:

1. 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;
2. all such documents have been verified by Canada;
3. the Work performed has been accepted by Canada.

The Contractor must provide two invoices per year for the work performed. One-half the yearly value of the Contract shall be invoiced to Coast Guard in July and January.

6.7.4 Electronic Payment of Invoices – Contract

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

- i. Acquisition Card;
- ii. Direct Deposit (Domestic and International)

6.8 Invoicing Instructions

6.8.1 The Contractor must submit invoices in accordance with subsection 6.3.2.1 entitled "Invoice Submission" above. Invoices cannot be submitted until all work identified in the invoice is completed.

6.8.2 Payments will be made provided that the invoice(s) are emailed to DFO Accounts Payable at:

- DFO.invoicing-facturation.MPO@DFO-MPO.gc.ca with a cc to:
- (to be inserted at contract award) and provides the required information as stated in subsection 6.8.1 above.

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 [2010B](#) (2022-12-01), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work
- (d) Annex B, Basis of Payment;
- (e) Annex C, Additional Vessel Conditions
- (f) Annex D, Insurance Conditions
- (g) the Contractor's bid dated _____ (to be inserted at contract award)

6.12 Foreign Nationals (Canadian Contractor) AND/OR (Foreign Contractor)

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

AND/OR

SACC Manual clause [A2001C](#) (2006-06-16) Foreign Nationals (Foreign Contractor)

6.13 Insurance - Specific Requirements

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

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

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



6.14 SACC Manual Clauses

SACC Manual clause [A9141C](#) (2008-05-12) Vessel Condition

6.15 Dispute Resolution

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

6.16 Environmental Considerations

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Contractors should:

- a) Paper consumption:
 - Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
 - Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
 - Recycle unneeded printed documents (in accordance with Security requirements).
- b) Travel requirements:
 - The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
 - Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for Contractors.
 - Use public transportation or another method of green transportation as much as possible.



ANNEX A -STATEMENT OF WORK

1. PURPOSE

Placing, lifting, removal, maintaining and servicing Buoys in the Province of Prince Edward Island.

2. DEFINITIONS

Buoys: Is used as a generic term and incorporates all plastic and steel buoys as well as navigational stakes.

Year Round buoy: is a buoy that is deployed and required to be functional to assist navigation at all times

Seasonal buoy: is a buoy that is placed prior to the start of the navigation season and removed at the end of the navigation season

Seasonal (in place year round) buoy: is a buoy that remains deployed all year but only receives buoy services during the navigation season

Navigation Season: the navigation season is decided by the Project Authority on a case by case basis depending on environmental conditions of each geographic location, the Project Authority will determine the navigation season and advise the contractor with respect to each geographic location.

Discrepancy: failure of a buoy to display its correct characteristics or to be on its assigned position.

Discrepancy response: The correction of the failure and restoration to full functioning of the buoy on the proper position as assigned by the Contracting Authority.

Seasonal Lantern: is a lantern that is mounted to a buoy at the start of the navigation season and is removed at the end of the navigation season.

Spring or Seasonal Placements: the buoy is placed on the position designated by the Project Authority with any and all equipment that is required. This task is accompanied by a Buoy Service Report that provides the Project Authority with the position of where the buoy was placed along with all other relevant fields of the report completed for each buoy.

Fall or Seasonal Lifts: the buoy is removed from the water, any and all equipment that is attached to the buoy is inspected for wear and functionality. This task is accompanied by a Buoy Service Report that provides the Project Authority with the position of where the buoy was found along with all other relevant fields of the report completed for each buoy.

3. INTRODUCTION

The Canadian Coast Guard (CCG) requires services related to placing, lifting, removing, maintaining, and servicing buoys through local contractors.

4. OBJECTIVES OF THE REQUIREMENT

The Canadian Coast Guard, Marine Navigation Services establishes aids to navigation that assist vessels in navigating safely through our waterways. The program benefits pleasure craft, fishing, and commercial vessels and ensures the public's right to navigate. Canadian Coast Guard Navigation Programs is mandated to keep waters accessible by providing aids to navigation, developing waterways, and protecting navigable waters.



The Contractor is responsible for the provision of placing, lifting, removal, maintaining, and servicing of the buoys listed in Appendix 1 to Annex A (Buoys Services).

5. SCOPE OF WORK:

In Summary, the Contractor is required to:

- 5.1 Provide their own vessel to complete this requirement.
- 5.2 Inspect all buoys once a year.
- 5.3 Place buoys on position in accordance with navigational requirements using GPS when required;
- 5.4 Maintain buoys on position and in operation;
- 5.5 Change lanterns as required
- 5.6 Lift, remove, place, store or change buoys as required.
- 5.7 Complete Buoy Service Reports as required

6. TASKS, ACTIVITIES, DELIVERABLES, AND MILESTONES

Upon contract award, the Contractor must complete the contractor profile document that the Project Authority will provide.

The Contractor must inspect all buoys and equipment listed in Appendix 1 to Annex A within 30 days after Contract award (Initial Inspection), and report any discrepancies or defects to the Aids to Navigation Operations Office or Project Authority.

Following the Initial Inspection, the Contractor must respond, by providing Buoys Services to buoys discrepancies or outages (Event) once it's notified of the Event and, provide to the Aids to Navigation Operations Office or Project Authority, a plan to respond. During the Initial Inspection The Contractor must verify that buoys are on position and all associated accessories, such as lights and racons, are in good working order. This Initial Inspection is an above water inspection and does not require lifting each buoy.

The Contractor must inspect all buoys after periods of abnormally bad weather, ice conditions, or if the Contracting Authority believes the buoys in their area may have been adversely affected. This inspection is to determine that the buoys are in their correct positions and that the lights, etc., are fully operative. If any are adversely affected, the Contractor must report all discrepancies and make all repairs as part of this Contract.

As part of the Buoys Services, the Contractor must change components as necessary to maintain the operation of the lights and buoys, including removing old and replacing them with new components such as lanterns, moorings, and reflective material.

In the 2nd option period of the Contract, if exercised, the Contractor shall inspect condition and operation of all buoys served under the Contract and shall provide buoy service reports to the Aids to Navigation Information Officer. These inspections shall be done in the last 30 days of the Contract.

CCG reserves the right to, at any time during the Term of the Contract, add or remove buoys to be served by the Contractor in the geographical area covered under this Contract, according to the rates described in the Basis of Payment, by amending the Appendix 1 to Annex A – List of Equipment.

7. SPECIFICATIONS AND STANDARDS

At the beginning of each navigation season, the Contractor must place the seasonal buoys on position and ensure the work is complete before the local area's commencement of navigation or fishing season. The buoys remain in service until the end of the navigation or fishing season. The season of operation dates provided by the Coast Guard are to be interpreted as guidelines. Contractors are expected to



familiarize themselves with the seasonal dates for economic and leisure activity and stay up-to-date on weather conditions, specifically ice formation, in each area. This familiarization ensures that the buoys are placed early enough to support the fishing and navigation season and that they are removed promptly if winter conditions pose a risk to the buoys.

At the end of the navigation season, or when required by the contracting authority the Contractor must lift the seasonal buoys and provide a secure area to store them. The Contractor must provide an Approved Location (secure area free from damage or vandalism) for the winter which is to be approved by the Project Authority at Contract award and will be used as the single point for pick-up and drop off of supplies to the Contractor.

Seasonal lanterns are to be installed in the spring prior to the start of the navigation or fishing season and removed in the fall at the end of the navigation or fishing season. The Contractor must remove seasonal lanterns from the buoys in the fall and stored in an approved dark storage area, approved by the Project Authority so that the batteries don't completely discharge. The Contractor must ensure that darkness is constant during the storage period. The Contractor must place the lanterns in sunlight 2 weeks before installation on the buoy in the spring to allow for re-charge. Then placed on the buoys prior to the start of the navigation season.

The Contractor must check Year-Round and Seasonal (in place year-round) buoys each spring to ensure the buoys are operational and on position as part of the terms of this contract. All inspections and repairs to seasonal in place year-round buoys and year-round buoys before the start of the navigation season shall be deemed part of Buoys Services.

As part of the Contract, the Contractor must inspect, lift, remove or replace on position buoys that require repairs, renewal, or repositioning as often as is necessary. If any buoy or its mooring are lost and not recoverable by the Contractor, the Contractor must immediately notify the Aids to Navigation Information Officer by fax, telephone, or e-mail.

Should a year-round buoy move off position or be damaged due to seasonal environmental conditions, such as ice, is the Contractor's responsibility to correct this discrepancy within 30 days as required in section 13 of this Statement of Work. The Contractor is required to have knowledge of their geographic buoy service areas and understand the environmental conditions of said locations.

The Contractor must report to the Aids to Navigation Information Officer any buoy repairs which the Contractor considers necessary but does not consider normal under this contract and that have not been caused through neglect by the Contractor. The Contractor must also report whether such repairs can be done locally. The Aids to Navigation Operations Supervisor shall determine in consultation with the Contractor and others considered appropriate by the Aids to Navigation Operations Supervisor, whether such work is outside of the scope of this contract. Regular discrepancies include but are not limited to: retrieval of beached or adrift buoys, buoys off or gone from position, buoys submerged, lantern malfunction or extinguished.

All replaced components, including lanterns, moorings, anchors, and buoys, must be returned to Coast Guard. The Contractor must notify the Project Authority to schedule the equipment's return.

TECHNICAL, OPERATIONAL AND ORGANIZATIONAL ENVIRONMENT

8. METHOD AND SOURCE OF ACCEPTANCE

When the Contractor visits a buoy, a Buoy Service Report (BSR) (paper or electronic) must be submitted to the Aids to Navigation Office within 30 days of the visit, whether it be for an inspection or a discrepancy response, lift or place. Buoy Service Reports are to be submitted for Seasonal, Seasonal (In Place Year-



Round), and Year-Round buoys. Contact information for the respective Aids to Navigation Office is available from the Project Authority. The email and address vary depending on the Navigation Office of each area and they will be provided by the Project Authority not later than 30 days after Contract award.

9. REPORTING REQUIREMENTS

The Contractor must notify the Aids to Navigation Information Officer of a discrepancy (e.g., outage, off-position, etc.) upon discovery or within 24 hrs. The Contractor must provide an estimated time to complete the repair if it cannot be done immediately and a reason for any delays.

If the Contractor is made aware of a discrepancy outside of regular working hours, they must report the discrepancy to the Sydney Operations Center at **1 (902) 564-7751** or the Port aux Basques Center at **1 (709) 695-2168** within the time frame noted above for notifying the Aids To Navigation Information Officer. The Contractor must also contact the Aids to Navigation Information Officer when regular working hours resume, advising of the outage and plan of action to restore the service.

The Contractor must also advise the Aids to Navigation Information Officer when the buoy has been restored to full operation.

10. OWNERSHIP OF EQUIPMENT

All marine aids to navigation, equipment, or other material provided to the Contractor under the terms of this contract shall remain the property of Coast Guard.

11. CCG OBLIGATIONS

11.1 EQUIPMENT

CCG shall supply to the Contractor, for the duration of this Contract, any tools which, in the view of the Aids to Navigation Operations Supervisor, are special and outside of the Contractor's normal ability to supply and are necessary for the performance of this contract.

The following are parts and components to be supplied to the Contractor by the Canadian Coast Guard as part of this Contract.

1. Mooring stones (concrete, granite or cast iron, serrated steel anchors)
2. Mooring chain: various diameters
3. Synthetic Rope mooring/Hybrid mooring
4. Swivels, buoy bridle shackles, bow shackles, screw shackles, and clinch shackles.
5. Buoy bridles
6. Counterweights: cast-iron rings & cast iron buoy balls
7. Buoy identification plate's c/w reflective tape, letters, and numbers
8. Reflective tape for buoys
9. Solar Powered LED Lanterns

The delivery of equipment that CCG undertakes to supply to the Contractor shall be shipped to them at CCG's expense to a central location for all areas covered under the contract. Transportation from the central location to the worksite is the Contractor's responsibility.

12. INSPECTION

The Aids to Navigation Operations Supervisor and the Project Authority have the right to inspect the marine aids to navigation as often as deemed necessary to satisfy the department that the buoys are being maintained in accordance with the specifications described in this Statement of Work.



13.CONTRACTOR'S OBLIGATIONS

The Contractor must obtain and maintain all permits, licenses, and certificates of approval required for the Work to be performed under any applicable federal, provincial or municipal legislation. Acceptable Transport Canada Certificates include an Inspection Certificate: For a Vessel Exceeding 15 Tons Gross Tonnage But Not Exceeding 150 Gross Tonnage Plying As A Non-Passenger Vessel. The certificate will clearly state Workboat as vessel type. Alternatively, a Letter of Confirmation of Participation in the Small Vessel Compliance Program (Non-Pleasure Craft) (SVCP) for vessels up to 15 Gross Tons is also acceptable. Fishing vessels cannot be considered. Proof that the vessel is a workboat is required. The Contractor is responsible for any charges imposed by such legislation or regulations. Upon request, the Contractor must provide a copy of any such permit, license, or certificate to the Aids to Navigation Operations Supervisor.

Should there be any change to the Contractor's vessel listed in the Appendix 2 to Annex A during the Contract period, the Contractor must notify the Project Authority immediately. Crew changes that occur during the contract period must be in accordance with Transport Canada regulations.

Contractor's vessel crew must possess:

- Ability to use Global Positioning System (GPS).
- Local knowledge of waterways and conditions.
- Handling and Lifting Capacity - must have the capabilities to place and lift and remove the range of buoy and stone weights varying in weight up to the maximum size as indicated on the Appendix 1 of Annex A Lifting Capacity clearly indicated on Transport Canada certification or confirmation.

The Contractor must provide a proper laydown and storage area for the buoys and equipment, to the satisfaction of the Aids to Navigation Operations Supervisor and the Project Authority. If the lay down and storage area is not owned by the Contractor, written permission to use such property by the owner must be provided.

There shall be a single laydown area where supplies will be delivered for all areas covered by the contract. Transportation from the laydown area to the worksite is the Contractor's responsibility.

A "Maintained Buoy System" is a buoy for which the Contractor:

- a) Returned to operation within 30 days of the notification being sent to the Contractor, from any discrepancy. Acceptable delays are verifiable events such as breakdowns, substantial weather, and supply delays, over which the Contractor has no control. These delays must be reported with supporting documentation to the Aids to Navigation Operations Supervisor. A buoy must be returned to operation as soon as possible once the delay is resolved and not more than 30 more days from that date.
- b) Inspects the position and operation.
- c) Replaces the light (if so equipped).
- d) Places on station and repositions as required, using Buoy Positioning Methods as per Buoy Data Sheet.
- e) Carries out maintenance by replacing the chain, rope, anchor, reflective tape, numbers, and letters and cleaning the buoys as required by contract. Fleeting the synthetic moorings and pressure washing the components of the buoy and mooring with a visual inspection of all connection points, and replace as required.
- f) Submits Buoy Service Reports to the Aids to Navigation Information Officer within 30 days of the service or checks on the buoy. Should the Buoy Service Report be deficient when verified by the Aids to Navigation Information Officer for quality and accuracy of the position and information provided. The Contractor shall issue a new BSR with the correct information.



An inventory of buoys and equipment shall be supplied by the Contracting Authority and the Contractor must provide storage facilities free of charge that are deemed suitable by the Integrated Technical Supervisor for the storage of buoys and the equipment. If a new contract is awarded to any party at the expiration, non-completion or cancellation of this Contract, free access shall be accorded to the new contractor for inspecting and removing the marine aids to navigation. Free access to the marine aids to navigation for inspection shall be accorded to previously authorized person by the Project Authority, who desires to consider a call made by the Minister for new tenders during the continuance of this contract.

The Contractor must provide suitable storage for the equipment provided by CCG, such storage being secure and providing shelter to those items which must be stored indoors. The Contractor may use multiple locations to store the equipment. However, a single location will be designated as the primary storage facility and used as a pick-up and drop-off point between the Contractor and CCG. Transportation to other sites or the work site from the identified primary site is the Contractor's responsibility.

The Contractor must take charge of the buoy services at the commencement of this Contract. If any of the marine aids to navigation are missing, in poor condition, or unfit for service, the Contractor shall immediately notify the Aids to Navigation Operations Supervisor. Failing such notice, the Contractor shall make good any shortage or deficiency therein, all at the cost and expense of the Contractor and to the entire satisfaction of the Aids to Navigation Operations Supervisor.

In the event of loss or damage to the marine aids to navigation, through negligence on the part of the Contractor, the Contractor must make good such loss or damage, all at the cost and expense of the Contractor and to the satisfaction of the Aids to Navigation Operations Supervisor.

Upon completion of the fall lifts, and no later than January 5th of each calendar year, the Contractor must submit their request for supplies to the Technical Services Supervisor for equipment and buoys required to complete spring placements and scheduled maintenance. Failure to submit the request on time may result in equipment delivery delays. Coast Guard assumes no responsibility for delivery delays when requests are not submitted by the deadline. The Contractor's responsibility is to submit all requests for equipment on time to the appropriate authority to ensure that deployment of the aids to navigation will not be negatively impacted. The Contractor is also responsible for making the request using the forms provided by the Technical Services Supervisor. Coast Guard will not bear any delay resulting from late or improper requests.

14. IMPLEMENTATION OF DRS REVIEWS AND CHANGES TO THE WATERWAY DESIGN

The Contractor is required to implement DRS reviews and any changes to the waterway that Coast Guard deems necessary. When possible, these changes will be done in conjunction with the spring placements or fall lifts in or near where the changes are to be made so that the Contractor will not be required to make additional trips.

15. EQUIPMENT

The Contractor must inform the Project Authority of any need for equipment to maintain this inventory. Requests for equipment must be made before the season start. No later than January 5th of each calendar year or with at least a 60-day notice.

All marine Aids to Navigation and all components, property, equipment, materials, and supplies provided by CCG hereunder shall be used solely for purposes in connection with the Services required by this contract, and proper use and accountability, therefore, shall be the responsibility of the Contractor.



16. PROVINCE OF PRINCE EDWARD ISLAND WORK SITE AND DELIVERY POINT

The Contractor is expected to participate in training associated with buoy equipment, i.e., Lantern installation and storage, moorings, anchors, etc. The Contractor shall assume costs for travel and other related expenses. Coast Guard will assume costs for any tuition fees or instruction. The Contractor is encouraged to contact Coast Guard for awareness associated with any component equipment outside of formal training opportunities. CCG will arrange the in-house training on an as-required basis. All information will be disseminated to the Contractor opportunistically.

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this Request for Contract must be ready to work in close and frequent contact with CCG Representative and other CCG personnel.

17. LANGUAGE OF WORK

Either Official Languages, English or French.

18. TRAVEL AND LIVING

Transportation costs are the responsibility of the Contractor.

19. PROJECT SCHEDULE

At Contract award, Coast Guard will schedule a meeting with the Contractor to provide further clarification terms, obligations, and requirements. The meeting can be waived at the discretion of the Coast Guard if the Contractor possess previous experience in the performance of the services to be provided under the Contract. A meeting can be called at any time and without notice to discuss any matters pertaining to this Contract by either party.

Work to be completed depends on the operation period of the contract area. Information will be distributed by the Contracting Authority. The Contractor is expected to know or familiarize themselves with the periods of economic and leisure activity that take place in the contract areas and plan their work schedules accordingly.

20. APPLICABLE DOCUMENTS AND GLOSSARY

Links provided in both languages for the following:

Transport Canada Marine Safety & Security - Regional Contacts:

<https://www.tc.gc.ca/eng/regions-marine.htm>

Transport Canada Marine Safety & Security - Small Vessel Compliance Program (SVCP)

<https://www.tc.gc.ca/en/programs-policies/programs/small-vessel-compliance-program.html>

<https://www.tc.gc.ca/fr/programmes-politiques/programmes/programme-conformite-petits-batiments.html>

Transport Canada Marine Safety & Security Small Vessel Compliance Program (SVCP) Detailed Compliance Report and Guidance Notes

<https://www.tc.gc.ca/eng/marinesafety/tp-tp15111-menu-3955.htm>



<https://www.tc.gc.ca/fra/securitemaritime/tp-tp15111-menu-3955.htm>

Transport Canada Marine Safety & Security Small Vessel Compliance Program (SVCP) Application Form

<https://www.tc.gc.ca/en/services/marine/vessel-inspection-certification/voluntary-compliance-programs-commercial-recreational-vessels/enroll-small-vessel-compliance-program.html>

<https://www.tc.gc.ca/fr/services/maritime/inspection-certification-batiments/programmes-conformite-volontaire-bateaux-commerciaux-recreatifs/inscrivez-vous-programme-conformite-petits-batiments.html>



ANNEX B- BASIS OF PAYMENT

(to be completed at the time of contract award)



ANNEX C- ADDITIONAL VESSEL CONDITIONS

1. The Contractor must keep and maintain the vessel, engines, gear and equipment in good and sufficient repair for the duration of the Contract and must pay for all necessary repairs, renewals and maintenance.
2. The Contractor must:
 - a. indemnify and save harmless Canada from and against any claim for loss or damage to the vessel or any other property, engines, gear, or equipment, arising from the charter, and for injury or property of persons aboard the vessel, excepting any injury or damage to property of Canada's employees or agents;
 - b. ensure that the operations are only carried out by Canada's authorized representatives as specified by the Technical Authority;
 - c. ensure that approved personal floatation devices for all persons on board are in readily accessible positions at all times;
 - d. ensure that the use or possession of illegal drugs or alcohol is prohibited. If any member of the crew is found under the influence of such drugs and/or intoxicants while on duty, it will be cause for termination of the Contract for default.
3. If the vessel is disabled or is not in running order or is laid up without the consent of Canada, then Canada will not be liable for payment for the hire of the vessel during this period. If this period exceeds one week, Canada may terminate the Contract immediately for default.
4. If any gear or equipment necessary for the efficient operation of the vessel for the purpose of the Contract is not in good working order for any period of time, then the payment of hire will cease for the lost time, and if during the voyage the speed is reduced by a defect in or breakdown of any part of the hull, machinery or equipment, the time lost will be deducted from the hire. Canada will be the sole judge of the capability of the vessel.
5. If the vessel is unable to operate safely in the work area because of sea or weather conditions, as agreed to by the representative of the Contractor and the representative of Canada, then the charter for the day will be terminated and a pro-rated payment made to the Contractor for that period engaged in the Work in accordance with the terms of the Contract.
6. If the particulars furnished by the Contractor and set out in the Contract are incorrect or misleading, Canada may, at Canada's discretion, terminate the Contract for default.
7. If the vessel is lost or damaged to such an extent as to justify abandonment as for a constructive total loss, Her Majesty may terminate the Contract.
8. The Contractor, by these presents, does hereby remise, release and forever discharge Her Majesty and all employees of Her Majesty from all manners of action, claims or demands, of whatever kind or nature that the Contractor ever had, now has or can, shall or may hereafter have by reason of damage to or personal injury, or both as a result of or in any way arising out of the acts or omission of Her Majesty or employees of Her Majesty pursuant to the terms and conditions of the Agreement or any Contract.
9. The Contractor acknowledges and agrees that this Agreement or any Contract shall in no way replace, substitute or derogate from any of the rights powers if Her Majesty pursuant to the Fisheries Act of Canada or any other statute, law or regulation of Canada.



10. If a provision or term or condition of this Agreement or any Contract is wholly or partially invalid, this Agreement or Contract shall be interpreted as if the invalid provision, term or condition had not been a part of this Agreement or Contract.

11. The Contractor shall permit Her Majesty all access and egress that is request by Her Majesty to accomplish all inspections deemed necessary by Her Majesty to administer the terms and conditions of this Agreement or Contract.



ANNEX D- INSURANCE CONDITIONS

1. The Contractor must obtain protection and indemnity insurance that must include excess collision liability and pollution liability. The insurance must be placed with a member of the International Group of Protection and Indemnity Associations or with a fixed market in an amount of not less than the limits determined by the [Marine Liability Act](#), S.C. 2001, c. 6. Coverage must include crew liability, if it is not covered by Worker's Compensation as detailed in paragraph (2.) below.
2. The Contractor must obtain worker's compensation insurance covering all employees engaged in the Work in accordance with the statutory requirements of the territory or province or state of nationality, domicile, employment, having jurisdiction over such employees. If the Contractor is subject to an additional contravention, as a result of an accident causing injury or death to an employee of the Contractor or subcontractor, or due to unsafe working conditions, then such levy or assessment must be paid by the Contractor at its sole cost.
3. The protection and indemnity insurance 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 as additional insured should read as follows: Canada, represented by Fisheries and Oceans Canada.
 - b. Waiver of subrogation rights: Contractor's Insurer to waive all rights of subrogation against Canada as represented by the Department of Fisheries and Oceans and Public Works and Government Services Canada for any and all loss of or damage to the watercraft however caused.
 - c. 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.
 - d. Cross liability and 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.
 - e. Litigation rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), R.S.C. 1985, 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.