



<p>RETURN BIDS TO: RETOURNER LES SOUMISSIONS À:</p> <p>Bid Receiving - Environment Canada / Réception des soumissions – Environnement Canada</p> <p>Electronic Copy: soumissionsbids@ec.gc.ca</p> <p>BID SOLICITATION DEMANDE DE SOUMISSIONS</p> <p>PROPOSAL TO: ENVIRONMENT CANADA</p> <p>We offer to perform or provide to Canada the services detailed in the document including any attachments and annexes, in accordance with the terms and conditions set out or referred to in the document, at the price(s) provided.</p> <p>SOUMISSION À: ENVIRONNEMENT CANADA</p> <p>Nous offrons d'effectuer ou de fournir au Canada, aux conditions énoncées ou incluses par référence dans le document incluant toutes pièces jointes et annexes, les services détaillés dans le document, au(x) prix indiqué(s).</p> <p>Bidder should sign off on this cover page when submitting their proposal.</p>	<p>Title – Titre <i>Cogeneration System Maintenance Services</i></p>	
	<p>EC Bid Solicitation No. /SAP No. – N° de la demande de soumissions EC / N° SAP <i>5000072681R</i></p>	
	<p>Date of Bid solicitation (YYYY-MM-DD) – Date de la demande de soumissions (AAAA-MM-JJ) <i>2024-01-30</i></p>	
	<p>Bid Solicitation Closes (YEAR-MM-DD) - La demande de soumissions prend fin (AAAA-MM-JJ) <i>at – à 3:00 P.M.</i> <i>on – le 2024-02-26</i></p>	<p>Time Zone – Fuseau horaire <i>Eastern Standard Time</i></p>
	<p>F.O.B – F.A.B</p>	
	<p>Address Enquiries to - Adresser toutes questions à <i>Angelina Garcia</i> <i>Contracting Authority</i> <i>Environment and Climate Change Canada</i> <i>#101 – 401 Burrard St., Vancouver, BC V6C 3R2</i> <i>Email: Angelina.Garcia@ec.gc.ca</i></p>	
	<p>Telephone No. – N° de téléphone <i>778-726-1680</i></p>	<p>Fax No. – N° de Fax</p>
	<p>Delivery Required (YEAR-MM-DD) – Livraison exigée (AAAA-MM-JJ) <i>Contract award - 2026-03-31</i></p>	
	<p>Destination of Services / Destination des services <i>Burlington, ON</i></p>	
	<p>Security / Sécurité <i>There is a security requirement associated with this solicitation.</i></p>	
<p>Vendor/Firm Name and Address - Raison sociale et adresse du fournisseur/de l'entrepreneur</p>		
<p>Telephone No. – N° de téléphone</p>	<p>Fax No. – N° de Fax</p>	
<p>Name and title of person authorized to sign on behalf of Vendor/Firm: (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</p>		
<p>Signature</p>	<p>Date</p>	



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This bid solicitation cancels and supersedes previous bid solicitation number 5000072681 dated December 14, 2023 with a closing of January 23, 2024 at 3:00 pm EST. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Attachments include the Financial Bid Presentation Sheet, and Mandatory Technical Criteria And Point Rated Technical Criteria.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, and Insurance Requirements.

1.2 Summary

1.2.1 Environment and Climate Change Canada has a requirement for maintenance services for the cogeneration system that produces electricity, hot water and steam for the Canada Centre for Inland Waters (CCIW), it's largest freshwater research facility as detailed in the Statement of Work, Annex A to the bid solicitation.

ECCC requires the services of a contractor to keep in good working condition the Caterpillar G3516TA GenSet which includes scheduled maintenance, unscheduled repairs, an emergency generator rental, and a top-end overhaul.

The period of the contract is from contract award to March 31, 2026, with option to renew for two (2) additional one-year periods.

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



- 1.2.3 For services requirements, bidders in receipt of a pension or a lump sum payment must provide the required information as detailed in article 2.4 of Part 2 of the bid solicitation.
- 1.2.4 The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA), the Canada–Chile Free Trade Agreement, the Canada–Colombia Free Trade Agreement, the Canada–Honduras Free Trade Agreement, the Canada–Korea Free Trade Agreement, the Canada–Panama Free Trade Agreement, Canada-Peru Free Trade Agreement, the Comprehensive Economic Free Trade Agreement [CETA], the World Trade Organization – Agreement on Government Procurement [WTO-AGP], the Comprehensive and Progressive Agreement for Trans-Pacific Partnership [CPTPP], the Canada-Ukraine Free Trade Agreement and the Canada-United Kingdom Trade Continuity Agreement.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of 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 PSPC/PWGSC *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](#) (2023-06-08) - Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

The standard instructions 2003 are modified as follows:

Under “Text” at 02:

Delete: “Procurement Business Number”

Insert: “Deleted”

At Section 02 Procurement Business Number

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (2d):

Delete: In its entirety

Insert: “send its bid only to Environment and Climate Change Canada as specified on page 1 of the bid solicitation or to the address specified in the bid solicitation;”

At Section 06 Late Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 07 Delayed Bids:

Delete: “PWGSC”

Insert: “Environment and Climate Change Canada”

At Section 08 Transmission by Facsimile, Subsection 08 (1):

Delete: In its entirety

At Section 12 Rejection of Bid, Subsection 12 (1) a. and b.:

Delete: In their entirety

Insert: “Deleted”

At Section 17 Joint Venture, Subsection 17 (1) b.:

Delete: “the Procurement Business Number of each member of the joint venture,”

Insert: “Deleted”

At Section 20 Further Information, Subsection 20 (2):

Delete: In its entirety

Insert: “Deleted”

At Section 05 Submission of Bids, Subsection 05 (4):

Delete: “sixty (60) days”

Insert: “one hundred and twenty (120) days”



2.2 Submission of Bids

Bids must be submitted to Environment and Climate Change Canada at the address and by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant – Competitive Bid

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, 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 published proactive disclosure reports in accordance with [Contracting Policy Notice: 2019-01](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).



Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

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

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

2.5 Applicable Laws

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

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

2.6 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 Canada Centre for Inland Waters at 867 Lakeshore Road, Burlington, ON L7S 1A1 on Friday, February 9, 2024. The site visit will begin at 10:00 am EST at the Reception Area.

Bidders are requested to communicate with the Contracting Authority no later than Thursday, February 8, 2024, 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.

2.7 Bid Challenge and Recourse Mechanisms

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



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



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

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

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

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

Note for electronic submission of bids:

In order to be considered, bids must be received by the date and time indicated on the cover page to herein as the "Closing Date." Bids received after the Closing Date will be considered non-responsive and will not be considered for contract award. Bids submitted by email must be submitted ONLY to the following email address:

Email Address: soumissionsbids@ec.gc.ca
Attention: Angelina Garcia
Solicitation Number: 5000072681R

Bidders should ensure that their name, address, Closing Date of the solicitation and Solicitation Number are clearly indicated in the body of their email. Bids and supporting information may be submitted in either English or French.

The total size of the email, including all attachments, must be less than 15 megabytes (MB). It is each Bidder's responsibility to ensure that the total size of the email does not exceed this limit.

Bids sent by fax will not be accepted.

It is important to note that emails systems can experience systematic delays and, at times, large attachments may cause systems to hold or delay transmission of emails. It is solely the Bidder's responsibility to ensure that the Contracting Authority receives a bid on time, in the mailbox that has been identified for bid receipt purposes. Date stamps for this form of transmission are not acceptable.

Section I: Technical Bid

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

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

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.



Section II: Financial Bid

- 3.1.1** Bidders must submit their financial bid in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.
- 3.1.2** Bidders must submit their financial bid in Canadian funds and in accordance with the Financial Bid Presentation Sheet in Attachment 1 to Part 3). The total amount of Applicable Taxes must be shown separately.
- 3.1.3** Bidders must submit their rates FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

3.1.4 Price Breakdown

In their financial bid, the bidders are requested to provide a detailed breakdown of the price for the following elements for the performance of the Work, as applicable:

- a) Professional fees: For each of the maintenance requirements identified, the bidders should indicate: i) the firm hourly rate or the firm daily rate, inclusive of overhead and profit; and ii) the estimated number of hours or days, as applicable. The bidders should indicate the number of hours in one working day.
 - b) Subcontracts (if applicable): The bidders should identify all of the proposed subcontractors and provide in their financial bid for each one a price breakdown.
 - c) Other Direct Charges (if applicable): The bidders should identify all of the categories of other direct charges anticipated, such as long distance communications and rentals, providing the pricing basis for each and explaining the relevance to the work described in Part 7 of the bid solicitation.
 - d) Applicable Taxes: The bidders should indicate the Applicable Taxes separately.
- 3.1.5** Bidders should include the following information in their financial bid:
- a) Their legal name; and
 - b) The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid; and any contract that may result from their bid.

Section III: Certifications

Bidders must submit the certifications required under Part 5.



**ATTACHMENT “1” TO PART 3 -
FINANCIAL BID PRESENTATION SHEET**

- 1.0 The Bidder should complete the Financial Bid Presentation Sheet and include it in its financial bid once completed. As a minimum, the Bidder must respond to this Financial Presentation Sheet by including in its financial bid for each of the periods specified below its quoted all inclusive fixed hourly rate (in Cdn \$) for each of the maintenance requirements identified.
- 2.0 The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data.

Please note that the Preventative Maintenance performed every 25 weeks will be performed while the Contractor is already on site conducting 6-week Preventative Maintenance. The 25-week Preventative Maintenance is only for the two additional tasks (refer to Annex A, 3.1 for full details).

Table 1.1 –Contract Year 1 (April 1, 2024 to March 31, 2025)

		Frequency (A)	Firm Price (B)	Extended Price (C = A x B)
A.	Firm Requirement Monday-Saturday, 07:00 to 18:00		Each or per unit	
1.	Preventative Maintenance (performed every 6 weeks)	9 events	\$	\$
2.	Preventative Maintenance (performed every 25 weeks)	2 events	\$	\$
3.	Preventative Maintenance (performed annually)	1 event	\$	\$
B.	Task Authorizations As and when required repairs		Per hour	
4.	Corrective Maintenance/unscheduled repairs	18 hours	\$	\$
5.	Emergency repairs (outside regular time frames above)	8 hours	\$	\$
			Per day	
6.	Rental for generator	5 days	\$	\$
C.	Replacement Parts ** As and when required	Qty	Per unit (cost + 10%)	
7.	Water pump	1	\$	\$
8.	Turbocharge cartridge	1	\$	\$
9.	Alternator overhaul	0	\$	\$
10.	Oil cooler	0	\$	\$
11.	Oil pump	1	\$	\$
12.	Starting motor	0	\$	\$
13.	Gas pressure regulator	0	\$	\$
	Total Estimated: Firm Year 1 (D) (Sum of items 1 to 13)			\$

** Standard replacement parts generally identified during preventative maintenance inspections and/or unscheduled repairs:



Table 1.2 –Contract Year 2 (April 1, 2025 to March 31, 2026)

		Frequency (A)	Firm Price (B)	Extended Price (C = A x B)
A.	Firm Requirement Monday-Saturday, 07:00 to 18:00		Each or per unit	
1.	Preventative Maintenance (performed every 6 weeks)	9 events	\$	\$
2.	Preventative Maintenance (performed every 25 weeks)	2 events	\$	\$
3.	Preventative Maintenance (performed annually)	1 event	\$	\$
B.	Task Authorizations As and when required repairs		Per hour	
4.	Corrective Maintenance/unscheduled repairs	18 hours	\$	\$
5.	Emergency repairs (outside regular time frames above)	8 hours	\$	\$
			Per day	
6.	Rental for generator	5 days	\$	\$
C.	Replacement Parts As and when required		Per unit (cost + 10%)	
7.	Water pump	1	\$	\$
8.	Turbocharge cartridge	1	\$	\$
9.	Alternator overhaul	0	\$	\$
10.	Oil cooler	0	\$	\$
11.	Oil pump	1	\$	\$
12.	Starting motor	0	\$	\$
13.	Gas pressure regulator	0	\$	\$
	Total Estimated: Firm Year 2 (E) (Sum of items 1 to 13)			\$

Table 1.3 – Option Period 1 (April 1, 2026 to March 31, 2027)

		Frequency (A)	Firm Price (B)	Extended Price (C = A x B)
A.	Firm Requirement Monday-Saturday, 07:00 to 18:00		Each or per unit	
1.	Preventative Maintenance (performed every 6 weeks)	9 events	\$	\$
2.	Preventative Maintenance (performed every 25 weeks)	2 events	\$	\$
3.	Preventative Maintenance (performed annually)	1 event	\$	\$
B.	Task Authorizations As and when required repairs		Per hour	
4.	Corrective Maintenance/unscheduled repairs	18 hours	\$	\$
5.	Emergency repairs (outside regular time frames above)	8 hours	\$	\$
			Per day	
6.	Rental for generator	5 days	\$	\$



C.	Replacement Parts As and when required		Per unit (cost + 10%)	
7.	Water pump	1	\$	\$
8.	Turbocharge cartridge	1	\$	\$
9.	Alternator overhaul	1	\$	\$
10.	Oil cooler	1	\$	\$
11.	Oil pump	1	\$	\$
12.	Starting motor	1	\$	\$
13.	Gas pressure regulator	1	\$	\$
	Total Estimated: Option Period 1 (F) (Sum of items 1 to 13)			\$

Table 1.4 – Option Period 2 (April 1, 2027 to March 31, 2028)

		Frequency (A)	Firm Price (B)	Extended Price (C = A x B)
A.	Firm Requirement Monday-Saturday, 07:00 to 18:00		Each or per unit	
1.	Preventative Maintenance (performed every 6 weeks)	9 events	\$	\$
2.	Preventative Maintenance (performed every 25 weeks)	2 events	\$	\$
3.	Preventative Maintenance (performed annually)	1 event	\$	\$
B.	Task Authorizations As and when required repairs		Per hour	
4.	Corrective Maintenance/unscheduled repairs	18 hours	\$	\$
5.	Emergency repairs (outside regular time frames above)	8 hours	\$	\$
			Per day	
6.	Rental for generator	5 days	\$	\$
C.	Replacement Parts As and when required		Per unit (cost + 10%)	
7.	Water pump	1	\$	\$
8.	Turbocharge cartridge	1	\$	\$
9.	Alternator overhaul	0	\$	\$
10.	Oil cooler	0	\$	\$
11.	Oil pump	1	\$	\$
12.	Starting motor	0	\$	\$
13.	Gas pressure regulator	0	\$	\$
	Total Estimated: Option Period 2 (G) (Sum of items 1 to 13)			\$

Table 1.5 – Perform as Required

		Frequency (A)	Firm Price (B)	Extended Price (C = A x B)
C.	Task Authorization: Top-End Overhaul (performed twice only during a potential 4-year duration of the contract)		Each or per unit	
7.	Top-end overhaul	2 events	\$	\$
	Total Estimated: (H)			\$



Financial Evaluation Summary	
Total Price - Firm Contract Year 1 (D)	\$
Total Price - Firm Contract Year 2 (E)	\$
Total Price – Option Period 1 (F)	\$
Total Price – Option Period 2 (G)	\$
Total Price – Perform As Required (H)	\$
Total Evaluated Bid Price (D + E + F + G + H)	\$
Applicable Taxes	\$
Total Bid Price including Applicable Taxes	\$



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.

4.2 Technical Evaluation

Except where expressly provided otherwise, the experience described in the bid must be the experience of the Bidder itself (which includes the experience of any companies that formed the Bidder by way of a merger but does not include any experience acquired through a purchase of assets or an assignment of contract). The experience of the Bidder's affiliates (i.e. parent, subsidiary or sister corporations), subcontractors, or suppliers will not be considered.

Mandatory and point rated technical evaluation criteria are included in Attachment "1" to Part 4.

4.3 Financial Evaluation

4.3.1 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Applicable Taxes excluded, Canadian customs and excise taxes included.

4.3.2.1 The volumetric data included in the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3 are provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

4.3.2.2 For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with the Financial Bid Presentation Sheet detailed in Attachment 1 to Part 3.

4.4 Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 20 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 40 points.
2. Bids not meeting (a) or (b) or (c) above will be declared non-responsive. The responsive offer with the lowest evaluated price will be recommended for award of a contract.



**ATTACHMENT “1” (TO PART 4,
MANDATORY TECHNICAL CRITERIA AND POINT RATED TECHNICAL CRITERIA**

Mandatory Technical Criteria

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

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

Mandatory Technical Criteria (MT)			
For the purpose of the mandatory technical criteria specified below the experience of the Bidder and its subcontractors, affiliates and suppliers) will be considered.			
Item	Mandatory Technical Criterion / Bid Preparation Instructions (MUST be included in the submission)	Responsive (Yes / No)	Reference to Bidder's Response
MT1	<p><u>Corporate Experience</u></p> <p>The Bidder must demonstrate a minimum of five (5) years' experience within the last seven (7) years from date of bid closing providing maintenance services of cogenerator (cogen) system/s in a research facility or a commercial/industrial property.</p> <p>To demonstrate this criterion, the Bidder must fill out Attachment 2 to Part 4, Bidder's Experience Table, or provide the following information with their bid:</p> <ul style="list-style-type: none"> • Clients; • Duration of each project; • Scope of each project • Approximate budget of each project 		
MT2	<p><u>Project Lead – Curriculum Vitae</u></p> <p>The Bidder's proposed project lead must have a minimum of two (2) years' experience in maintenance of cogenerator system within the past five years from date of bid closing</p> <p>To demonstrate this criterion, the Bidder must include details as to how this criterion is met in the curriculum vitae of a project lead in their proposal.</p>		



Point Rated Technical Criteria

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

Bids which fail to obtain the required minimum number of points specified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

Item	Point Rated Criterion and Bid Submission Requirement	Evaluation Criteria	Maximum Points	Reference to Bidder's Response
RT1	<p>The Bidder should demonstrate understanding of the work objectives by describing its approach, work plan and schedule for performing all cogeneration systems maintenance activities. The project descriptions should include but not limited to the following details:</p> <ul style="list-style-type: none"> - a breakdown of tasks including the resources (personnel, equipment, supplies, etc.) devoted to each and anticipated no. or hours or days to complete - a rationale for appropriate mix of resources for each task and their qualification - the deliverables and the outcomes - coordinating, reporting and communicating with the Site Project Authority - anticipated challenges and how these can be mitigated or addressed - health and safety procedures that are applied in the work 	<p>Points will be awarded as follows:</p> <p>40 points – very good approach and work plan; demonstrates a very good understanding of the work objectives and service requirements</p> <p>30 points – adequate/satisfactory approach and work plan; demonstrates a good understanding of the work objectives and service requirements</p> <p>20 points – Limited approach and work plan; has some understanding but lacks adequate understanding in some areas of the service requirements</p> <p>10 points – poor and insufficient approach and work plan; lacks complete understanding of work objectives in order to deliver the service requirements</p> <p>0 point – did not provide any information for which it could be evaluated</p>	40	
Total Points Available for Technical Point Rated Criteria			40	
Total Points Needed to be Considered Responsive			20	



**ATTACHMENT 2 TO PART 4
BIDDER'S EXPERIENCE TABLE**

The Bidder should complete the Bidder's Experience Table and include it with its bid.

This table is for Mandatory Technical Criteria

Additional rows may be added as required.

Bidder's Experience Table	
Project 1	
Company/Name of Research Facility or Industrial Property:	
Start Date:	
End Date:	
Approximate Budget:	
Project Description:	
Applicable Criteria (example MT1)	
Project 2	
Company/Name of Research Facility or Industrial Property:	
Start Date:	
End Date:	
Approximate Budget:	
Project Description:	
Applicable Criteria (example MT1)	



PART 5 - CERTIFICATIONS

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

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, 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 may 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](#) website, to be given further consideration in the procurement process.

5.2 Certifications Required Precedent to Contract Award

5.2.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

5.3 Additional Certifications Required Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications 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 comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.3.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's



representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

5.3.2 Education and Experience A3010T (2010-08-18)

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract



PART 6 – SECURITY AND OTHER REQUIREMENTS

6.1 Security Requirement

- a) Before award of a contract, the following conditions must be met:
 - i) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - ii) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - iii) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
- b) Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- c) For additional information on security requirements, bidders should refer to the Canadian Industrial Security Directorate (CISD), Industrial Security Program (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Insurance Requirements

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

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



PART 7 - RESULTING CONTRACT

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

Title: Cogeneration System Maintenance Services

7.1 Statement of Work

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

7.1.1 Task Authorization

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

A. Task Authorization Process

The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E.

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.

The Contractor must provide the Project Authority, within 1 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.

The Contractor must not commence work until a TA authorized by the Project Authority or the Contracting 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.

B. Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$40,000.00. 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.

C. Canada's Obligation - 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.

D. Periodic Usage Reports - Contracts with Task Authorizations

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

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

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



The quarterly periods are defined as follows:

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

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

Reporting Requirement - Details

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

For each authorized task:

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

For all authorized tasks:

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

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

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

7.2.2 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ (*insert name(s) of person(s)*).

7.3 Security Requirement

7.3.1 The following security requirement (SRCL and related clauses) applies and form part of the Contract.

1. The Contractor must, at all times during the performance of the contract, hold a valid reliability security screening issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC) or Environment Climate Change Canada (ECCC).



2. The Contractor personnel requiring access to sensitive work site(s) must each hold a valid reliability status, granted or approved by the CSP, PWGSC, ECCC.
3. Subcontracts which contain security requirements are not to be awarded without the prior written permission of the CSP, PWGSC, ECCC.
4. The Contractor must comply with the provisions of the:
 - a. Security Requirements Check List and security guide (if applicable), attached at Annex C; and
 - b. Contract Security Manual (latest edition)

7.4 Term of Contract

7.4.1 Period of the Contract

The Work is to be performed during the period of contract award to March 31, 2026.

7.4.2 Option to Extend the Contract

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

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

7.5 Authorities

7.5.1 Contracting Authority to be named at contract award

The Contracting Authority for the Contract is:

Name	
Title	
Organization	Environment and Climate Change Canada
Address	
Telephone	
Facsimile	
Email address	

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

7.5.2 Project Authority to be named at contract award

The Project Authority for the Contract is:

Name	
Title	
Organization	Environment and Climate Change Canada
Address	
Telephone	
Facsimile	
Email address	



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

7.5.3 Contractor's Representative to be named at contract award

Name	
Title	
Organization	
Address	
Telephone	
Facsimile	
Email address	

7.6 Proactive Disclosure of Contracts with Former Public Servants

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

7.7 Payment

7.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Annex _____, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

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

7.7.2 Limitation of Expenditure – Firm Requirement

- a) Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and the Applicable Taxes are extra.
- b) 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:
 - i) when it is 75 percent committed, or
 - ii) four (4) months before the contract expiry date, or
 - iii) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

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



7.7.3 Basis of Payment: Individual Task Authorizations

The Contractor will be paid for the Work specified in the authorized task authorization, in accordance with the Basis of payment at Annex B.

Canada's liability to the Contractor under the authorized task authorization must not exceed the limitation of expenditure specified in the authorized task authorization. Custom duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized task authorization 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.4 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____ (*will be inserted at Contract award*). Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75 percent committed, or
 - b. four (4) months before the contract expiry date, or
 - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability

7.8 Invoicing Instructions

7.8.1 Progress Payments

- 7.8.1.1 The Contractor must submit invoices monthly in accordance with the section entitled "Invoice Submission" of the general conditions.
- 7.8.1.2 Canada will make progress payments in accordance with the payment provisions of the Contract, no more than once a month, for cost incurred in the performance of the Work, up to 100 percent of the amount claimed and approved by Canada if:
 - a) an accurate and complete claim for payment in the form of an itemized account and any other documents required by the Contract is submitted in accordance with the invoicing provisions of the Contract;
 - b) the amount claimed is in accordance with the basis of payment;
 - c) the total amount for all progress payments paid by Canada does not exceed 100 percent of the total amount to be paid under the Contract;
 - d) all such documents have been verified by Canada;
 - e) the work delivered has been accepted by Canada.



7.8.1.3 The balance of the amount payable will be paid in accordance with the payment provisions of the Contract upon completion and delivery of all work required under the Contract if the Work has been accepted by Canada and a final claim for the payment is submitted.

7.8.1.4 Progress payments are interim payments only. Canada may conduct a government audit and interim time and cost verifications and reserves the rights to make adjustments to the Contract from time to time during the performance of the Work. Any overpayment resulting from progress payments or otherwise must be refunded promptly to Canada.

7.9 Certifications and Additional Information

7.9.1 Compliance

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

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)

7.11 Priority of Documents

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

- a) the Articles of Agreement;
- b) the general conditions, [2010C](#) (2022-12-01) Services (Medium Complexity);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Security Requirements Check List;
- f) Annex D, Insurance Requirements;
- g) Annex E, Task Authorization Form;
- h) Annex F, Reporting Data – Task Authorization;
- i) the signed Task Authorizations (including all of its annexes, if any); and
- j) the Contractor's bid dated _____, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on _____ " **or** ", as amended on _____ " *and insert date(s) of clarification(s) or amendment(s)*).

7.12 Insurance Requirements – Specific requirement

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

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

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



Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7.13 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](#)".



ANNEX "A" STATEMENT OF WORK

Cogeneration System Maintenance Services

1.0 Background

The Canada Centre for Inland Waters (CCIW) in Burlington, Ontario, is Environment and Climate Change Canada's largest freshwater research facility. A cogeneration system, producing electricity, hot water and steam was installed in the mid 1990s. In 2009, the system was 'islanded' to provide Critical and Life Safety Power to the facility during disruption to the incoming hydro service.

1.1 Objective:

To engage the services of a contractor with the expertise and resources (labour, personnel, supervision, equipment, tool, materials and supplies) to perform maintenance services on the cogeneration (COGEN) system installed at the CCIW research facility.

1.2 Terminology:

Engine Auxiliary Support Systems – means items necessary to support the operation of the Genset, such as, but not limited to: Heat Exchangers, Auxiliary Pumps, PLC's etc.

Maintenance – means all scheduled tasks, scheduled required to maintain the Genset in good operating condition.

Emergency Repairs – means repairs for all unscheduled failures, sudden, unforeseen and /or accidental breakdown of the engine and equipment.

Operation – means the daily activities and functions of the plant to achieve and maintain the required levels of plant condition and service.

Parts – means any item of equipment mechanical or electrical device or other item of the Caterpillar G3516 Genset that must be repaired or replaced for any reason in connection with the maintenance or operation of the energy plant.

Schedule of Services – means a chart detailing the maintenance required for each piece of covered equipment produced in accordance with operating and maintenance manuals, maintenance management schedules, including the Operation and Maintenance Canada Centre for Inland Waters Cat 3516TA 1800 rpm 810kW 600V Gen Set. Volumes 1 & 2.

Supplies – means any consumable item such as oils, greases, fluids, wipers, cleaning agents.

2.0 Scope of Work

The Contractor must provide maintenance services to the Canada Centre for Inland Waters (CCIW) for the Caterpillar G3516 Genset, Serial Number 4EK00583. The scope of the maintenance includes scheduled maintenance, unscheduled repairs, an emergency generator rental, and a top-end overhaul.

3.0 Tasks and Deliverables:

3.1 Maintenance – Firm Requirement

The Contractor must perform all maintenance indicated below.

1. Preventative Maintenance Service: Every 6 Weeks

- 1.1 Check the batteries and the battery charger for operation. Check battery electrolyte level



- 1.2 Lubricate actuator control linkage
- 1.3 Inspect hoses and clamps and repair if required
- 1.4 Clean and adjust spark plugs
- 1.5 Change the oil and filters
- 1.6 Drain the aftercooler condensation
- 1.7 Inspect the crank shaft damper
- 1.8 Clean the crankshaft breather
- 1.9 Check the conditions of the engine mounts and repair if required
- 1.10 Take an oil sample SOS (Scheduled Oil Sampling) to check for excessive wear, contaminated fluids or other “unseen” issues
- 1.11 Take a coolant sample from the Jacket water system
- 1.12 Take a coolant sample from the Aftercooler system
- 1.13 Adjust the valve brige
- 1.14 Adjust the valve lash
- 1.15 Measure the valve recession
- 1.16 Inspect the valve rotators
- 1.17 Inspect the exhaust system piping and muffler
- 1.18 Inspect and top up coolant level
- 1.19 Inspect for any coolant leaks
- 1.20 Inspect for any oil leaks
- 1.21 Inspect turbo charger
- 1.22 Inspect inlet air system and change air filters if required
- 1.23 Inspect/clean / adjust engine speed sensor

2. Preventative Maintenance Service: Every 25 Weeks

- 2.1 Check the batteries and the battery charger for operation. Check battery electrolyte level
- 2.2 Lubricate actuator control linkage
- 2.3 Inspect hoses and clamps and repair if required
- 2.4 Clean and adjust spark plugs
- 2.5 Change the oil and filters
- 2.6 Drain the aftercooler condensation
- 2.7 Inspect the crank shaft damper
- 2.8 Clean the crankshaft breather
- 2.9 Check the conditions of the engine mounts and repair if required
- 2.10 Take an oil sample SOS (Scheduled Oil Sampling) to check for excessive wear, contaminated fluids or other “unseen” issues
- 2.11 Take a coolant sample from the Jacket water system
- 2.12 Take a coolant sample from the Aftercooler system
- 2.13 Adjust the valve bridge
- 2.14 Adjust the valve lash
- 2.15 Measure the valve recession
- 2.16 Inspect the valve rotators
- 2.17 Inspect the exhaust system piping and muffler
- 2.18 Inspect and top up coolant level
- 2.19 Inspect for any coolant leaks
- 2.20 Inspect for any oil leaks
- 2.21 Inspect turbo charger
- 2.22 Inspect inlet air system and change air filters if required
- 2.23 Inspect/clean / adjust engine speed sensor
- 2.24 Change the spark plugs
- 2.25 Full Inspection of the Genset, including: Auxiliary Pumps, PLC’s, and all engine auxiliary support systems

3. Preventative Maintenance Service : Annually

- 3.1 Replace engine speed sensor
- 3.2 Cooling system coolant sample
- 3.3 Inspect the turbocharger
- 3.4 Measure/record Crankcase blowby
- 3.5 Measure/record cylinder pressure



- 3.6 Check driven equipment
- 3.7 Check engine mounts
- 3.8 Check engine protective devices
- 3.9 Inspect the exhaust bypass
- 3.10 Inspect the starting motor
- 3.11 Inspect the water pump
- 3.12 Measure the height on the valves
- 3.13 Replace heads (16) based on valves recession
- 3.14 Perform the necessary measurements and tests to determine the wear and tear of the engine and submit recommendations to the Project Authority in writing if overhaul is required.

3.2 Maintenance – Work to be Performed under Task Authorization

1. Corrective Maintenance Service: Performed As Required

- 1.1 The Contractor must provide a fully-fueled standby generator within 24 hours of when requested by the Project Authority for corrective (emergency) repairs that can be connected to the existing auxiliary connection terminals.

2. Top-End Overhaul: Performed As Required

- 2.1 The Contractor must provide a top end overhaul of the CCIW Cogeneration System twice during the span of this Contract. The contractor must rebuild the engine with new parts and replace worn parts.
- 2.2 In addition, the Contractor must perform a complete inspection of all other parts that are visible while the engine is opened.
- 2.3 The Contractor must replace disturbed seals and gaskets, and clean the internal passages of the engine components and cylinder block during the top end overhaul.
- 2.4 All of top end overhaul parts must be new from a Caterpillar dealer using an overhaul kit. All the parts and seals must be included in the top end overhaul service. The components must be inspected in accordance with the instructions found in Caterpillar reusability publications. The Contractor must inspect and use parts in accordance with the Index Of Publications On Reusability Or Salvage Of Used Parts section of the Guideline For Reusable Parts and Salvage Operations, SEBF8029.
- 2.5 The following list of parts must be inspected, and replaced if necessary, during the top end overhaul:
 - a. Replace the 16 Cylinder heads and assembly;
 - b. Inspect connecting rods;
 - c. Inspect the turbocharger;
 - d. Inspect the water pumps;
 - e. Inspect the oil pump;
 - f. Inspect the oil cooler and aftercooler cores;
 - g. Inspect bearings;
 - h. Inspect the alternator (megger test windings);
 - i. Inspect the starting motor;
 - j. Check the operation of the governor and carburetor; and
 - k. Inspect the gas pressure regulator.
- 2.6 Note: Engine has 16 cylinder heads, two turbos, and two water pumps.

3. Rental of Emergency Generator: As and when Required

3.3 Supply of Replacement Parts

The Contractor must supply and make available standard replacement parts generally identified during preventative maintenance inspections and/or unscheduled repairs which may include but are not limited to the following:

- Water pump
- Turbocharge cartridge
- Alternator overhaul
- Oil cooler



- Oil pump
- Starting motor
- Gas pressure regulator

3.4 Scheduled Maintenance Reports

Following every site visit for scheduled maintenance, the Contractor must provide a detailed report of the work completed as per the scope of work and leave a copy in the Cogen report book near the unit. The Contractor must notify the Project Authority immediately of any condition found that might jeopardize plant operations.

3.5 Materials Handling

The Contractor must follow all Federal Environmental guidelines for storing, handling, disposing, or transporting chemicals, waste oil, used oil filters, etc., that have been generated by, or through maintenance carried out at the Power Plant.

3.6 Emergency Evacuation

A copy of CCIW Fire Emergency Orders will be issued to the Contractor upon commencement of the Contract. It is the Contractor's responsibility to ensure that their employees and subcontractor's employees are in compliance with these orders at all times. In the event of an evacuation, Contractor's staff must obey instructions received from members of the CCIW Fire Emergency Organization or others having the authority to issue such instructions.

3.7 Work Considerations

1. The Contractor must respond to emergency calls 24 hours per day, 7 days a week. When informed of an emergency repair, the Contractor must be on site within 4 hours.
2. All scheduled maintenance except emergency repairs must take place during off peak hours (not during Monday–Saturday 7:00-18:00).
3. The Contractor must supply the Engine Oil, and the Cooling System Additive for the closed loop within the engine only. The Contractor must remove the waste oil, coolant, and filters from the site and dispose of them in accordance with CCME codes. The Contractor must ensure that all fluids conform to Caterpillar recommended specifications. The oil is CAT Natural Gas Engine Oil SAE 40. An oil change involves 2-3 drums of new oil.
4. The Contractor must produce a chart of scheduled services with dates and times for the Project Authority to review and approve.
5. The Contractor must inform the Project Authority if there are any updated maintenance recommendations from Caterpillar.
6. The Contractor must leave the site clean and tidy and in safe working condition.
7. The Contractor must maintain the engine in accordance with the recommended Caterpillar maintenance practices in the latest edition of Caterpillar's Operating and Maintenance manual for G3500 engines.
8. All engine parts must be approved by Caterpillar. Parts re-manufactured by Caterpillar are acceptable.
9. The Contractor must use the necessary special tools required to work on the engine.

3.8 Security

All Contractors' employees must sign in and out at the main security desk, when performing any service on site. The Contractor must provide the Project Authority the names of employees coming on site in order to obtain temporary passes for them.

4.0 Government Supplied Materiel

The Project Authority will provide a copy of CCIW Fire Emergency Orders upon contract sign off.



5.0 Official Languages

English is the language of communication and reporting related to this contract.

6.0 Work Location:

Canada Centre for Inland Waters
Environment and Climate Change Canada
867 Lakeshore Rd.,
Burlington, ON L7S 1A1

7.0 Travel:

Travel if required is the responsibility of the Contractor and will not be reimbursed under this contract.



ANNEX "B"
BASIS OF PAYMENT

(to be completed at contract award)



ANNEX "C"
SECURITY REQUIREMENTS CHECK LIST

Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat 5000072681
Security Classification / Classification de sécurité Unclassified

SECURITY REQUIREMENTS CHECK LIST (SRCL)
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

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

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité
Unclassified





Contract Number / Numéro du contrat 500072681
Security Classification / Classification de sécurité Unclassified

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui
If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No / Non Yes / Oui
Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

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

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET- SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS	Special comments: Commentaires spéciaux : _____		

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

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

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No / Non Yes / Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No / Non Yes / Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No / Non Yes / Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No / Non Yes / Oui



Government of Canada / Gouvernement du Canada

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5000072681

Security Classification / Classification de sécurité
Unclassified

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Table with columns for Category, PROTECTED, CLASSIFIED, NATO, and COMSEC. Rows include Information/Assets, Production, IT Media/Support, IT Link, and Lien électronique.

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

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

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

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



Government
of Canada Gouvernement
du Canada

Contract Number / Numéro du contrat 5000072681
Security Classification / Classification de sécurité Unclassified

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Charge de projet de l'organisme			
Name (print) - Nom (en lettres moulées) Matt Wager		Title - Titre Facility Manager, CCIW	Signature <i>Matt Wager Apr 28/23</i>
Telephone No. - N° de téléphone 905 315 5244	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel matt.wager@ec.gc.ca	Date April 26, 2023
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Lori Nelson		Title - Titre Security Officer	Signature Nelson, Lori Digitally signed by Nelson, Lori Date: 2023.04.28 10:40:37 -06'00'
Telephone No. - N° de téléphone 780 719 5875	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel lori.nelson@canada.ca	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No Non <input type="checkbox"/> Yes Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date



ANNEX "D" INSURANCE REQUIREMENTS

Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Contractor will provide the Contracting Authority thirty (30) days prior written notice of policy cancellation or any changes to the insurance policy.
 - k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
 - l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
 - m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
 - n. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
 - o. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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



For other provinces and territories, send to:

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

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

Environmental Impairment Liability Insurance

1. The Contractor must obtain Contractors Pollution Liability insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$1,000,000 per accident or occurrence and in the annual aggregate.
2. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
3. The Contractors Pollution Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada as additional insured should read as follows: Canada, represented by Public Works and Government Services Canada.
 - b. 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.
 - c. Separation of Insureds: 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.
 - d. Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - e. Incidental Transit Extension: The policy must extend to losses arising from any waste, products or materials transported, shipped, or delivered via any transportation mode to a location beyond the boundaries of a site at which the Contractor or any entity for which the Contractor is legally liable is performing or has performed the operations described in the contract.
 - f. Storage Tank Third-Party Liability - The policy must extend to off-site third party bodily injury and property damage due to releases from storage tanks (above and below ground). Coverage must include corrective action and clean-up due to releases from storage tanks.



ANNEX "E" TASK AUTHORIZATION FORM

Clear Data - Effacer les données Instructions - Page 1 Instructions - Page 2



Public Works and Government
Services Canada

Travaux publics et Services
gouvernementaux Canada

Annex
Annexe |

Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$

Security Requirements: This task includes security requirements
Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité

No - Non Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

For Revision only - Aux fins de révision seulement

TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
--	--	---

Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.

Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.

1. Required Work: - Travaux requis :

A. Task Description of the Work required - Description de tâche des travaux requis	See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement	See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche	See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement	See Attached - Ci-joint <input type="checkbox"/>



Annex
Annexe

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

