

RETURN BIDS TO:
Agriculture and Agri-Food Canada

Address: Consult Part 2 - Bidder Instructions

Attention: Natalie O'Neill, Contracting Specialist

Email:

REQUEST FOR PROPOSAL

Proposal To: Agriculture and Agri-Food 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 service, and construction as listed herein and on any attached sheets at the price(s) set out therefore.

Comments:

Vendor/Firm Name and Address:

Issuing Office

Agriculture and Agri-Food Canada

Western Service Centre
300 - 2010 12th Avenue
Regina, SK S4P 0M3

Title: Electrical Services - AGASSIZ Research and Development Centre	
Solicitation Number: 01R11-24-C015	Date of solicitation: July 14, 2023
Solicitation Closes: At: 11:00 AM (CST) On: Thursday, August 24, 2023	Time Zone: Central Standard Time (CST)
Address Enquiries to: Natalie O'Neill, Contracting Specialist Email: natalie.oneill@agr.gc.ca AND aafc.wscprocurement-csoapprovisionnement.aac@agr.gc.ca Name: Natalie O'Neill Email:	
Telephone Number: 306-807-8740	FAX Number:
Destination of Goods, Services and Construction: AAFC Agassiz Research and Development Centre 6947 Highway 7, Agassiz, BC	
Instructions: Municipal taxes are not applicable. Unless otherwise specified herein all prices quoted must include all applicable Canadian customs duties, GST/HST, excise taxes and are to be delivered Delivery Duty Paid including all delivery charges to destination(s) as indicated. The amount of the Goods and Services Tax/Harmonized Sales Tax is to be shown as a separate item.	
Delivery required:	Delivery offered:
Vendor/Firm Name and Address:	
Name and title of person authorized to sign on behalf of vendor/firm (type or print)	
Signature	
Date	

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 INTRODUCTION.....	3
1.2 SUMMARY	3
1.3 DEBRIEFINGS	4
PART 2 - BIDDER INSTRUCTIONS	4
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	4
2.2 SUBMISSION OF BIDS.....	5
2.3 FORMER PUBLIC SERVANT.....	6
2.4 ENQUIRIES - BID SOLICITATION.....	7
2.5 APPLICABLE LAWS.....	7
2.6 OPTIONAL SITE VISIT.....	7
2.7 BID CHALLENGE AND RECOURSE MECHANISMS.....	8
PART 3 - BID PREPARATION INSTRUCTIONS.....	8
3.1 BID PREPARATION INSTRUCTIONS	8
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	9
4.1 EVALUATION PROCEDURES.....	9
4.2 BASIS OF SELECTION.....	10
PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION	10
5.1 CERTIFICATIONS REQUIRED WITH THE BID	10
5.2 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD AND ADDITIONAL INFORMATION	10
PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS.....	11
6.1 SECURITY REQUIREMENTS	11
6.2 INSURANCE REQUIREMENTS	11
PART 7 - RESULTING CONTRACT CLAUSES	12
7.1 STATEMENT OF WORK.....	12
7.2 STANDARD CLAUSES AND CONDITIONS.....	13
7.3 SECURITY REQUIREMENTS	13
7.4 TERM OF CONTRACT	13
7.5 AUTHORITIES	14
7.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	15
7.7 PAYMENT	15
7.8 INVOICING INSTRUCTIONS	16
7.9 CERTIFICATIONS AND ADDITIONAL INFORMATION.....	16
7.10 APPLICABLE LAWS.....	17
7.11 PRIORITY OF DOCUMENTS	17
7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR <i>OR</i> FOREIGN CONTRACTOR).....	17
7.13 INSURANCE – SPECIFIC REQUIREMENTS	17
7.14 DISPUTE RESOLUTION.....	18
ANNEX “A”	19
STATEMENT OF WORK	19
ANNEX “B”	27
BASIS OF PAYMENT	27

ANNEX "C"	32
SECURITY REQUIREMENTS CHECK LIST	32
ANNEX "D"	35
INSURANCE REQUIREMENTS	35
ANNEX "E"	37
TASK AUTHORIZATION FORM	37
ANNEX "F"	38
MANDATORY TECHNICAL CRITERIA	38
ANNEX "G" TO PART 3 OF THE BID SOLICITATION	39
ELECTRONIC PAYMENT INSTRUMENTS	39
ANNEX "H"	40
INTEGRITY CERTIFICATION FORM	40

PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Insurance Requirements, the Task Authorization Form, the Security Requirements Checklist, and any other annexes.

1.2 Summary

- 1.2.1 Agriculture and Agri-Food Canada's Agassiz Research and Development Centre at 6947 Highway 7, Agassiz, BC requires a Contractor to provide Electrical Maintenance services on an "as and when requested basis".

This bid solicitation is to establish a contract with task authorizations (TA) for the delivery of the requirement detailed in the bid solicitation, to the Identified Users.

The period of the contract will be for 1 calendar year with the possibility to extend the Contract for 3 additional 1 year periods.

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

This bid solicitation allows bidders to use the CPC Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information.

1.3 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

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

The [2003](#) (2022-03-29), Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation, and are amended as follows:

In the complete text content (except Subsection 1.0, Subsection 3.0, and Subsection 20): Delete "Public Works and Government Services Canada" and Insert "Agriculture and Agri-Food Canada". Delete "PWGSC" and Insert "AAFC".

Subsection 5.4:

DELETE: 60 days

INSERT: 120 days

Subsection 5.2:

DELETE: (d) send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

INSERT: (d) send its bid only to the specified Bid Receiving Unit of Agriculture and Agri-Food Canada (AAFC) specified in the bid solicitation or, to the address specified in the bid solicitation, as applicable;

Section 08, Transmission by facsimile or by Canada Post Corporation's (CPC) Connect service:

DELETE: Subsection 1 and 2 in its entirety.

INSERT: 08 (2022-03-29) Canada Post Corporation's (CPC) Connect service

1. Canada Post Corporation's Connect service

- a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [Connect service](#) provided by Canada Post Corporation.

The only acceptable email address to use with CPC Connect for responses to bid solicitations issued by Agriculture and Agri-Food Canada is:

aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca

- b. To submit a bid using CPC Connect service, the Bidder must either:
 - i. send directly its bid only to the specified AAFC Bid Receiving Unit, using its own licensing agreement for CPC Connect provided by Canada Post Corporation; or
 - ii. send as early as possible, and in any case, **at least six business days** prior to the solicitation closing date and time, (in order to ensure a response), an email that includes the bid solicitation number to the specified AAFC Bid Receiving Unit

requesting to open a CPC Connect conversation. Requests to open a CPC Connect conversation received after that time may not be answered.

- c. If the Bidder sends an email requesting CPC Connect service to the specified AAFC Bid Receiving Unit in the bid solicitation, an officer of the AAFC Bid Receiving Unit will then initiate a CPC Connect conversation. The CPC Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
- d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the CPC Connect conversation open until at least 30 business days after the solicitation closing date and time.
- e. The bid solicitation number should be identified in the CPC Connect message field of all electronic transfers.
- f. It should be noted that the use of CPC Connect service requires a Canadian mailing address. Should a bidder not have a Canadian mailing address, they may use the AAFC Bid Receiving Unit address specified in the solicitation in order to register for the CPC Connect service.
- g. For bids transmitted by CPC Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
 - i. receipt of a garbled, corrupted or incomplete bid;
 - ii. availability or condition of the CPC Connect service;
 - iii. incompatibility between the sending and receiving equipment;
 - iv. delay in transmission or receipt of the bid;
 - v. failure of the Bidder to properly identify the bid;
 - vi. illegibility of the bid;
 - vii. security of bid data; or,
 - viii. inability to create an electronic conversation through the CPC Connect service.
- h. AAFC Bid Receiving Unit will send an acknowledgement of the receipt of bid document(s) via the CPC Connect conversation, regardless of whether the conversation was initiated by the supplier using its own license or AAFC Bid Receiving Unit. This acknowledgement will confirm only the receipt of bid document(s) and will not confirm if the attachments may be opened nor if the content is readable.
- i. Bidders must ensure that they are using the correct email address for the AAFC Bid Receiving Unit when initiating a conversation in CPC Connect or communicating with the AAFC Bid Receiving Unit and should not rely on the accuracy of copying and pasting the email address into the CPC Connect system.
- j. A bid transmitted by CPC Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

2.2 Submission of Bids

Bids must be submitted using Canada Post Corporation's (CPC) Connect service to the email address specified below by the date, time and place indicated in the bid solicitation:

aafc.procbidreceiving-receptiondesoumissionaprov.aac@agr.gc.ca

Note: Bids will not be accepted if emailed directly to this email address. This email address is to be used to open a CPC Connect conversation, as detailed in Section 2.1 of this solicitation, or to send bids through a CPC Connect message if the bidder is using its own licensing agreement for CPC Connect service.

Alternate arrangements for bid receipt can be made by contacting the Contracting Authority identified on page 1 of the bid solicitation.

2.3 Former Public Servant

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

Definitions

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

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

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

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

Former Public Servant in Receipt of a Pension

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

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

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

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

Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than **14** 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 **British Columbia**.

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 on **Thursday, August 3, 2023 at 10:00 am PDT**.

Location: Agassiz Research and Development Centre
6947 Highway 7, Agassiz, BC

Report and sign in at: Main Building Reception

Bidders are requested to communicate with the Site Authority no later than Wednesday, August 2, 2023 at 3:00 pm PDT to confirm attendance and provide the name(s) of the person(s) who will attend.

To confirm your attendance, please contact: Paul Kehler, Facility Manager, Phone: (604) 701-1767 or paul.kehler@agr.gc.ca .

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

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

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

- Section I: Technical Bid (1 pdf attachment)
- Section II: Financial Bid (1 pdf attachment)
- Section III: Certifications (1 pdf attachment)

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

Canada is committed to achieving [net zero greenhouse gas \(GHG\) emissions by 2050](#) in an effort to position Canada for success in a green economy and to mitigate climate change impacts. As a result, future solicitations may include the following:

- there may be evaluation criteria or other instructions in the solicitation or contract documents related to measuring and disclosing your company's GHG emissions;
- you may be requested or required to join one of the following initiatives to submit a bid, offer or arrangement or if you are awarded the contract:
 - Canada's Net-Zero Challenge;
 - the United Nations Race to Zero;
 - the Science-based Targets Initiative;
 - the Carbon Disclosure Project;
 - the International Organization for Standardization;
- you may be required to provide other evidence of your company's commitment and actions toward meeting net zero targets by 2050.

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 in a thorough, concise and clear manner for carrying out the work.

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

Section II: Financial Bid

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

3.1.2 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete **Annex "G"** Electronic Payment Instruments, to identify which ones are accepted.

If Annex "G" Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.3 Exchange Rate Fluctuation

C3011T (2013-11-06), Exchange Rate Fluctuation

3.1.4 SACC Manual Clauses

Section III: Certifications

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

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1. Mandatory Technical Criteria

Refer to Annex "F" for the Mandatory Technical Criteria which will be evaluated on a complaint/non-compliant basis.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

Refer to Annex "B" for the Basis of Payment which will be evaluated as your Financial Bid.

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

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria

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

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

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

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

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

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

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

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

Refer to Annex "H" for the Integrity Certification Form.

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.

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources

[A3005T](#) (2010-08-16), Status and Availability of Resources

5.2.3.2 Education and Experience

[A3010T](#) (2010-08-16), Education and Experience

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder's proposed individuals requiring access to sensitive information, assets or sensitive work sites must meet the security requirements as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's security capabilities must be met as indicated in Part 7 - Resulting Contract Clauses.
2. Bidder's are reminded to obtain the required security clearance promptly. Any delay in the issuance of a contract to allow the successful Bidder to obtain the required clearance will be at the entire discretion of the Contract Authority.
3. For additional information on security requirements, Bidders should refer to the [Contract Security Program](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 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 Annex "D".

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 CLAUSES

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

7.1 Statement of Work

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

7.1.2 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.

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" forms specified in Annex "E".
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority and Local Procurement Officer 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.

7.1.2.2 Task Authorization Limit

The Project Authority and Local Procurement Officer may authorize individual task authorizations up to a limit of **\$25,000.00**, Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in **excess of \$25,000.00, up to a maximum of \$45,000.00**, must be authorized by the Project Authority and Contracting Authority before issuance.

7.1.2.3 Minimum Work Guarantee - All the Work - Task Authorizations

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 3%.
2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum

liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.2 Standard Clauses and Conditions

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

7.2.1 General Conditions

[2035](#) (2022-12-01), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

[4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules) apply to and form part of the Contract.

7.3 Security Requirements

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

1. The contractor/offeror personnel requiring access to sensitive work site(s) must **each** hold a valid **RELIABILITY STATUS**, granted or approved by AAFC;
2. The contractor and/or its employees **MUST NOT** have access to PROTECTED and/or CLASSIFIED information or assets;
3. The contractor and/or its employees **MUST NOT** remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s);
4. The contractor and/or its employees **MUST NOT** use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data;
5. Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of AAFC; and
6. The contractor/offeror must comply with the provisions of the:
 - a. Security Requirements Check List.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from **October 1, 2023** to **September 30, 2024** inclusive.

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 **three (3) 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 30 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Natalie O'Neill
Contracting Specialist
Agriculture and Agri-Food Canada
Western Service Centre
300 – 2010 12th Avenue
Regina, SK S4P 0M3
Telephone: 306-807-8740
E-mail address: natalie.oneill@agr.gc.ca

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

7.5.2 Project Authority

The Project Authority for the Contract is:

(To be inserted at Contract award)

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

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
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.

7.5.3 Local Procurement Officer

The Local Procurement Officer for the Contract is:

(To be inserted at Contract award)

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

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

The Local Procurement Officer (or designate) is responsible for the issuance of Task Authorizations to the limits identified in section 7.1.2.2, Task Authorization Limit. The Local Procurement Officer has no authority to authorize changes to the contract Scope of the Work. Changes to the Scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.4 Contractor's Representative

(To be inserted at Contract award)

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 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 Ceiling Price specified in the authorized task authorization. Custom duties are included and Applicable Taxes 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.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed **\$100,000.00**. 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.

7.7.3 Monthly Payment

H1008C (2008-05-12), Monthly Payment

7.7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

C0710C (2007-11-30), Time and Contract Price Verification

7.7.5 Electronic Payment of Invoices – Contract

(To be updated at Contract award)

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

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

7.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
 - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
3. Each invoice must be prepared to show:
 - Contract #
 - Task Authorization (TA) #
 - Invoiced Amount + applicable taxes
 - Itemized list of services provided (i.e. breakdown of all hours of labour and rates, parts/materials used and Mark-up, if applicable)
 - GST #

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 supplemental general conditions [4013](#) (2022-06-20), Compliance with on-site measures, standing orders, policies, and rules
- (c) the general conditions [2035](#) (2022-12-01), General Conditions - Higher Complexity - Services;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Insurance Requirements;
- (h) the signed Task Authorizations (including all of its annexes, if any);
- (i) 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 Foreign Nationals (Canadian Contractor **OR** Foreign Contractor) (*the non-applicable clause will be deleted at contract award*)

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

OR

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

7.13 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.

7.14 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

1.0 General Information for Bidders

1.1 Organization of Specification

Section 1 provides general information for interested bidders.

Section 2 provides information on typical electrical work found at the Agassiz Research and Development Centre (ARDC).

Section 3 outlines Mandatory Site requirements for services provided including equipment and materials supplied and installed under the Contract at the ARDC including.

1.2 Background

The ARDC is a major research facility with several buildings located in Agassiz, BC. The buildings can house a multitude of scientific, agricultural and administrative activities. The Centre therefore has an ongoing requirement for routine and emergency electrical services such as installation, removal and repair of electrical systems on an "As and when Requested" basis.

In order to ensure ongoing and efficient operations and due to the age of certain electrical components, we require access to an Electrical Contracting Firm that can provide various licensed skilled trades' personnel to overhaul, replace, repair and maintain our existing systems and ensure that current acts, codes and regulations are met.

The ARDC property includes buildings ranging from 2yrs to 140yrs old. Buildings include barns, greenhouse complexes, laboratories, workshops, chemical storage, equipment storage facilities and heritage designated buildings.

1.3 General Requirement

One (1) Electrical Contracting Firm that employs on a full time basis and is capable of supplying all skilled labour, trades and services as identified in the Financial Proposal. The Electrical Contractor will be required to overhaul electrical equipment in any of the buildings at the ARDC on an "As and when Requested" basis.

The Electrical Contractor shall supply all equipment, tools, and supervision required to provide electrical services such as installation, removal and repair on electrical systems, safety equipment and permits if applicable to complete the work as outlined herein. Inspections by Technical Authorities will be the responsibility of the Electrical Contractor where required by law.

1.4 Coordination of Work

Work will only be coordinated through the Facilities Manager and Site Authority or a designated staff member for Agriculture and Agri-Food Canada. The Contractor or their employees will take no direction from any other staff members at the ARDC.

1.5 Procedures on Site

The Electrical Contractor must be prepared to start work within four days from receipt of a Task Authorization (TA) when the required work is routine, standard and preventative. The Electrical Contractor must be prepared to start work within 2 hours from receipt of a Task Authorization (TA)

when the required work is of emergency in nature to the operation and safety of the ARDC facilities and staff. Each day the Electrical Contractors employees working on site must report to the Facilities Manager to discuss the work plan for that day and any systems or equipment that will require a shutdown, the Facilities Manager will notify staff when systems or equipment must be taken out of service.

Any shut down of services required for overhaul work must be planned with the Facilities Manager well in advance to allow adequate time to advise research staff and to minimize disruptions to research activities.

The Contractor will take all precautions to protect existing equipment, electrical components, wiring and control systems from damage during work.

1.6 Service Reports and Invoicing

The Electrical Contractor must keep accurate records of hours worked and materials used for billing purposes. All skilled trades will complete daily service reports which detail the job number/work order, time onsite by trade level, work done and any other details related to the job. This service report will be reviewed and signed by the Facilities Manager or a designated staff member before the Contractor leaves the premises. All service reports for the same TA will reference the same job number until the work has been completed.

Invoices must provide a detailed breakdown of hours worked by each worker, the applicable hourly rate as per their Financial Proposal; the materials used on each job, applicable travel time and mark-up for parts and materials and be accompanied by copies of the related service reports. The Facilities Manager may request at any time, a copy of the Electrical Contractors invoice from a supplier showing prices charged to the Electrical Contractor for materials and supplies being marked-up and charged to Agriculture & Agri-Food Canada (AAFC) as a result of this contract.

All submitted invoices for each individual TA will be checked and approved by the Facilities Manager before processing. All invoices received relating to a TA identification number will be final, no additional charges against that TA number will be accepted by Agriculture & Agri-Food Canada.

1.7 Site Authority Quotation Requests

Due to funding restrictions for some individual projects the Electrical Contractor will supply to the Facilities Manager, upon request, a firm quotation to perform a specific project or scope of work. The estimate must be broken down with the parts and labour costs separated. Labour cost to indicate the quantity of hours. This will enable the Facilities Manager to stay within budget and plan for other projects throughout the fiscal year. All quotations will be supplied at no charge to Agriculture & Agri-Food Canada.

The Electrical Contractor will provide the Facilities Manager with a quote for all costs which include but are not limited to; labour as per the Financial Proposal, materials, equipment, travel, commissioning services, testing and disposal of used materials, plus GST.

1.8 On Site Security and Identification

The Electrical Contractors employees including any sub-contractors will be responsible for all costs related to obtaining their Security Clearance to work at the ARDC. Once cleared, the Contractor must provide a copy of the security clearance to the Facilities Manager. Contractor employees including any sub-contractors will not be permitted access to the site without Security Clearance.

The Electrical Contractors employees will report to the Facilities Manager each day before starting work. Employees are to follow site specific security rules and regulations which include signing in and out of the building.

If any portion of the work is to be sub-contracted, the scope of work must include this information as well as the sub-contractors name, address, contact person and telephone number. The Electrical Contractor will be fully responsible for the sub-contractor's employees and workmanship while on site. As an example, the Electrical Contractor may require a factory certified technician to perform a start-up or testing on new equipment as part of a commissioning process. The Electrical Contractor will be responsible for the supervision of all sub-trades and site coordination with the Facilities Manager or their designate.

1.9 Site Health and Safety

The Federal Government takes Health and Safety for all persons granted access to the workplace very seriously. In accordance with the Canada Labour Code Part 2, all reasonable care to ensure that all persons granted access to the workplace are informed of every known or foreseeable health and safety hazard to which they are likely to be exposed to in the workplace. The Contractor's staff will be briefed by the Facilities Manager outlining known risks prior to commencing work in specific areas of the Facility.

Observe all Federal/Provincial and Local Health and Safety Rules and Regulations.

Electrical Contractors employees are to be supplied with appropriate safety gear and devices while working on site, this safety gear must be used at all times. Examples of such equipment are safety goggles, breathing apparatus, gloves, safety shoes, hard hats, fall arrest harnesses, coveralls, welding shields, welding screens, ladders and scaffold equipment: all of which must be CSA approved. This is only a partial list, in any case follow applicable safety rules and regulations while on the site.

Electrical Contractor's employees must be provided with safety signs, barriers, tapes and screens so they can barrier off dangerous areas while work is being performed.

File a fire safety plan with the Facilities Manager for large or hot work repairs.

File a health and safety plan with the Facilities Manager for large repairs.

The Electrical Contractor's employees are not allowed to stop or start any equipment associated with the operation of the Research Centre without the approval of the Facilities Manager.

The Electrical Contractor's employees will report any damage or dangerous conditions that exist within the work area, report this information to the Facilities Manager and stop all work until the situation is rectified.

The Electrical Contractor's employees are to maintain a clean work site. Always clean up the site before leaving, do not leave fluids and standing water on floors as this may cause a slip and fall incident.

The Electrical Contractor's employees upon leaving the site at the end of a day, will never leave doors in an open or unlocked position. Ensure that fire exits are not blocked or egress doors are chained closed.

The Electrical Contractor and their employees will under no circumstances adjust, disconnect or alter in any way a Fire Safety System or Life Safety System in operation at the ARDC. Any person working on such systems will hold a current license in the Province of British Columbia to work on Fire Safety Systems or Backup Power Generation systems. This work is scheduled with and performed by a Certified Contractor only.

Regarding Asbestos Pipe/Duct Insulation, removal is not part of this contract. All employees of the Contractor are not to disturb asbestos insulation. If they encounter asbestos insulation while

working, they are to stop work immediately and notify the Facilities Manager. *Note* No known asbestos pipe/duct insulation exists at the ARDC.

1.10 Hours of Work

In general, all work shall be carried out between 8:00 AM to 4:00 PM Monday through Friday. However, in circumstances where it is deemed necessary by the Facilities Manager or designated staff member to work on equipment during off hours, work during off hours will be authorized on a case by case basis.

1.11 Hand Tools and Small Equipment

The Electrical Contractor must supply all tools and consumable supplies required to carry out the work. Use of Government tools, equipment and supplies will not be permitted. The contract will not cover tool rental or replacement costs for broken tools.

Any costs associated with renting large equipment such as a Boom Truck, Backhoe, Trencher as well as the cost of a licensed operation etc. will be included in the Contractor's quote and must indicate the related mark-up if applicable.

The Electrical Contractor's skilled trade's hourly rate will include the supply of all tools and equipment required by the individual tradesmen and/or helper to perform the work. Delivery and pick-up of tools and job/tool boxes to the site will be included in the travel costs for the individual skilled trades. Any extra charges will not be paid by AAFC.

1.12 Electric Power

Electric power required for operation of hand tools will be supplied by the ARDC at no cost to the Contractor. The Electric Contractor will not make electrical connections for power tools directly to the Facility electrical grid. When special electrical outlets are required the Contractor must discuss with the Facilities Manager. At this Facility all electrical wiring will be in accordance with the requirements of the Canadian Electrical Code (CEC).

1.13 Permits, Fees and Codes Where Applicable

It is the responsibility of the Electrical Contractor to obtain all required permits, pay all fees and adhere to all applicable codes, acts and regulations affecting the work to be performed. The Electrical Contractor shall be responsible for arranging all inspections required to meet the CEC and provincial codes and requirements. Any deficiencies found by inspections which can be attributed to the Electrical Contractor's failure to follow the electrical code shall be rectified at no additional cost to Agriculture and Agri-Food Canada. The cost of the permit shall be charged back on a separate item on the billing invoice.

1.14 Removal of Surplus Materials from Site

Surplus materials are not to be removed from the site without prior approval of the Facilities Manager.

2.0 Overview of Electrical Work

This Section outlines the type of Electrical Work found at ARDC.

The extent of work to be performed during the course of the contract will be determined by the availability of funds, research requirements, maintenance requirements and unforeseen breakdowns. The scope of work will be defined at the time of each TA. Notwithstanding the above, the following is a general list of the type of work that would normally be encountered.

2.1 Greenhouse Systems

Install new electrical services to supply power for lighting systems and controls. Troubleshoot electrical problems associated with greenhouse compartments, lighting, fog systems, exhaust fans with motorized louvers, shade curtain system, pumps and hydronic heating systems.

2.2 Greenhouse Control System

Install new electrical services to supply electrical power to operate greenhouse fertilizer injection system and environmental control systems.

2.3 Building Lighting System

Upgrade the existing electrical supply system in the main office area to supply electrical power for business machines, computers and lighting.

2.4 Main Computer Room Requirements

Work with local IT Managers to determine electrical power requirements and uninterruptable power supplies.

2.5 Laboratory Equipment

Install electrical power supplies, overload protection and uninterruptable power supplies to new and relocated laboratory equipment.

2.6 Install Overhead and Underground Services

Install underground and overhead electrical services and transformers to buildings and equipment as required.

2.7 Inspection and Repair Greenhouse Equipment

Conduct inspections of greenhouse electrical equipment to determine electrical faults or code violations that exist. Report faults and make necessary repairs.

2.8 Maintenance Work on Refrigeration Chillers

Maintain electrical equipment for two 50 ton chillers.

2.9 Service Electrical Equipment – MCC Panels

Clean, adjust and test all motor control equipment and motor control centers (MCC). Service, install, program, repair or replace electric motor speed drives associated with air handling systems.

Clean, adjust or replace as required all laboratory exhaust fan and laboratory fume hood motor starters, disconnects.

2.10 Central Heating and Cooling Plant Equipment

Repair all electrical equipment and services to equipment such as pumps, boilers, air compressors, vacuum pumps, and fan.

2.11 Service Building Lighting Systems

Service all building lighting system and lighting system components as required, both interior and exterior lighting systems. Provide repair, service and potential upgrade to the Douglas Lighting Controller System.

2.12 General Exhaust Fans

Service exhaust fan circuits, controls and motors as required on all ventilation equipment.

2.13 Offices

Install receptacles, switches and lighting systems as required in office areas.

2.14 Laboratory Fume Hood

Provide electrical services for the laboratories fume removal systems.

2.15 Installation Ground Fault Equipment

Install and tests ground fault equipment in all areas of the facility.

2.16 Provide 24-hour Emergency Services

Provide 24-hour emergency service as required.

2.17 Fire Alarm System

Fire alarm system service, testing and repairs will not be covered under this request.

2.18 High Voltage Maintenance

High voltage (27.7 KV) transformer and feeder maintenance will not be covered under this request. However, the electrical contracting firm that provides service to the ARDC may be requested to facilitate the use of high-voltage service companies on behalf of the ARDC at the FM's request.

2.19 Agricultural Chemical Storage Building

Install wiring and controls to exhaust fans serving chemical storage rooms for fume removal in explosion proof environments.

2.20 Provide Licenced Personnel to Perform Legislated Testing

Provide Licenced personnel to perform tests and inspections and provide hard copy reports as required by the Facilities Manager.

2.21 New Equipment Operation/Drawings and Maintenance Requirements

Supply engineering design criteria, plans, equipment specifications and cost estimates as required to replace or modify all major system components operating within the facility. Example, provide design criteria for replacement pumps, fans, roof top units, special valves and other components for review by Facilities Manager.

Supply all engineering data, operating characteristics, drawings and maintenance instructions for all replacement equipment supplied and installed under this contract.

The Contractor shall provide, if applicable, training to the ARDC maintenance employees and to the user groups on the operating and maintenance procedures for all new or modified systems/equipment.

3.0 Mandatory on Site Requirements

3.1 General

In general, all work shall be performed and inspected in accordance with applicable codes, acts and regulations related laboratory safety, federal fire code, Canadian Electrical Code and CSA certifications for wiring and electrical equipment in British Columbia.

Other acts, codes and regulations apply, Provincial, Federal and Municipal requirements exist and relate to the scope of work herein as follows:

- 3.1.1 Canadian Electrical Code (CEC)
- 3.1.2 Treasury Board of Canada
- 3.1.3 National Building Code (NBC)
- 3.1.4 National Fire Code (NFC)
- 3.1.5 Canadian General Standards Board (CGSB)
- 3.1.6 Canadian Standards Association (CSA)
- 3.1.7 Underwriters Laboratories of Canada (ULC)
- 3.1.8 Trade Qualification Apprenticeship Authority (TQAA)
- 3.1.9 Apprenticeship and Certification Act (ACA)
- 3.1.10 Canadian Environment Protection Act
- 3.1.11 Part II of Canada Labour Code
- 3.1.12 Canadian Occupational Safety & Health Section of Part II of the Canada Labour Code
- 3.1.13 Fire Commissioner of Canada FC 301 Standard for Construction Operations
- 3.1.14 Provincial and Territorial Acts and Regulations
- 3.1.15 Canadian Construction and Labour Safety Codes; Provincial Government
- 3.1.16 Workers Compensation Board and Municipal Statutes and Authorities
- 3.1.17 Canadian Plumbing code

In the event of a conflict between any of the above codes or standards, the most stringent shall apply.

3.2 Number of Available Licensed Tradespersons Available to Work

A minimum of two (2) licensed electrical tradespersons must be available to perform work at the ARDC. This is to ensure continuity during Contractor staff holidays or absences.

Only an experience licenced journeyman, shall perform the repairs. An apprentice may perform work only when a licenced journeyman is present with the apprentice.

Services to be provided by one (1) journeyman at a time only, unless a specific request is made in writing to the Facilities Manager or his designated representative and approved by the Facilities Manager or his designated representative.

3.3 Equipment Rebuilding

Unless otherwise noted by the Facilities Manager, equipment shall be rebuilt to original electrical specifications and according to manufacturer's rebuild instructions. Where available, copies of original electrical drawings and specifications will be made available to the Contractor.

3.4 Warranty and Technical Literature Support Documents

The Electrical Contractor will furnish to the Facilities Manager all warranty documents concerning warranty guarantee's for workmanship, parts and labour. Documents will specify period and type of guarantee. Supply to the Facilities Manager all technical literature and maintenance instructions supplied by the factory for new equipment for filing and future reference.

The Electrical Contractor shall be capable of providing warranty support and replacement parts for all systems installed as part of this contract.

3.5 Equipment, Components and Supplies

All equipment and components supplied and installed as part of this project will be compatible with existing systems operating at ARDC and approved for use in Canada. All equipment, components and supplies installed at this facility will be new, used parts are not acceptable. The Electrical Contractor will ensure that all systems and system components are tested and that each system is fully commissioned. Commissioning will be supervised by the Facilities Manager. Additions, relocations or removal of equipment or systems are to be recorded, dated and initialled by the Contractor on the as-built prints where applicable.

3.6 Disposal of Waste Materials

The Electrical Contractor will dispose of all debris in an environmentally acceptable manner. If recycling facilities exist locally to process the electrical waste generated, then materials must be separated and disposed of into recycling waste streams when applicable.

3.7 Equipment and Structural Measurements

All site, equipment and structural measurements are the responsibility of the Electrical Contractor.

3.8 Damage to Federal Property

Any damage to Federal property or equipment by the Electrical Contractors employees or sub-contractors will be the responsibility of the Electrical Contractor.

3.9 Material Deliveries, Off-Loading and Site Storage

The Electrical Contractor will be responsible for off-loading all materials associated with the work. AAFC equipment and personnel will not handle Electrical Contractors material at any time. The Electrical Contractor's employees will not use or move Federal Government motor vehicles or motorized equipment found on either site, when vehicles or other motorized equipment requires moving contact the Facilities Manager. The Electrical Contractor will sign for all materials that are delivered to the site and associated with this project, AAFC employees are not authorized to sign for materials delivered to Contractors.

The Electrical Contractor will be allowed to store supplies and materials on the site, but must take responsibility for loss or damage. Site laydown location to be determined by the Facilities Manager and the contractor.

3.10 Identification and Labelling

The Electrical Contractor will ensure that all new control panels, pipe systems, electrical breakers/disconnects and all new or modified systems are neatly labelled for safety and operational purposes.

ANNEX “B”

BASIS OF PAYMENT

The Bidder is required to complete this section with their firm bid prices and return with their submission.

Instructions:

- This section when complete will be considered the Bidder’s financial bid for evaluation. The Firm Unit prices offered will form the resulting contract if it is determined you are the successful bidder.
- Column B (Unit price) must be completed for all line items for your Offer to be considered compliant. GST/HST is to be excluded from the prices stated herein. However, applicable taxes are to be shown as a separate item on any invoices.
- AAFC will not accept separate pricing or additional charges for any time spent travelling to the AAFC work site (including any accommodations, transportation, truck or mileage charges, meals and incidental allowances). The Hourly Rate for labour, as described in Annex A - Statement of Work, at the AAFC work site shall include all time and travel-related costs to and from the AAFC work site.
- The estimates provided in Column A will be used for cost evaluation purposes only and do not constitute a guarantee or commitment of work on behalf of Canada.

PRICING FOR INITIAL CONTRACT PERIOD OCTOBER 1, 2023 – SEPTEMBER 30, 2024

1) SERVICE AS REQUIRED

LABOUR - REGULAR HOURS

Between 8:00 a.m. and 4:00 p.m. Monday to Friday

Item	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Journeyman Electrician	Hour	200		
2	Apprentice Electrician	Hour	50		
3	Bucket Truck	Hour	30		
TOTAL					T1

2) SERVICE AS REQUIRED

LABOUR - OUTSIDE REGULAR HOURS

Between 4:00 p.m. and 8:00 a.m. Monday to Friday, weekends and holidays

Item	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Journeyman Electrician	Hour	40		
2	Apprentice Electrician	Hour	20		

3	Bucket Truck	Hour	10		
TOTAL					T2

- 3) MATERIAL AND REPLACEMENT PARTS** (except free issue and not included in the above) at laid down cost (which includes invoice and transportation costs, exchange, customs and brokerage charges) plus a mark-up (which includes purchasing expenses, internal handling, General & Administrative expenses and profit) excluding applicable taxes.

Estimated Dollar Value (A)	% Markup (B)	Extended Cost (C) = (A x B)
\$ 20,000.00		T3

Total Cost for Initial Contract Period: (T1 + T2 + T3) = _____

PRICING FOR OPTION PERIOD ONE (1) OCTOBER 1, 2024 – SEPTEMBER 30, 2025

1) SERVICE AS REQUIRED

LABOUR - REGULAR HOURS

Between 8:00 a.m. and 4:00 p.m. Monday to Friday

Item	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Journeyman Electrician	Hour	200		
2	Apprentice Electrician	Hour	50		
3	Bucket Truck	Hour	30		
TOTAL					T4

2) SERVICE AS REQUIRED

LABOUR - OUTSIDE REGULAR HOURS

Between 4:00 p.m. and 8:00 a.m. Monday to Friday, weekends and holidays

Item	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Journeyman Electrician	Hour	40		
2	Apprentice Electrician	Hour	20		

3	Bucket Truck	Hour	10		
TOTAL					T5

- 3) **MATERIAL AND REPLACEMENT PARTS** (except free issue and not included in the above) at laid down cost (which includes invoice and transportation costs, exchange, customs and brokerage charges) plus a mark-up (which includes purchasing expenses, internal handling, General & Administrative expenses and profit) excluding applicable taxes.

Estimated Dollar Value (A)	% Markup (B)	Extended Cost (C) = (A x B)
\$ 20,000.00		T6

Total Cost for Option Period One: (T4 + T5 + T6) = _____

PRICING FOR OPTION PERIOD TWO (2) OCTOBER 1, 2025 – SEPTEMBER 30, 2026

1) **SERVICE AS REQUIRED
LABOUR - REGULAR HOURS**

Between 8:00 a.m. and 4:00 p.m. Monday to Friday

Item	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Journeyman Electrician	Hour	200		
2	Apprentice Electrician	Hour	50		
3	Bucket Truck	Hour	30		
TOTAL					T7

2) **SERVICE AS REQUIRED
LABOUR - OUTSIDE REGULAR HOURS**

Between 4:00 p.m. and 8:00 a.m. Monday to Friday, weekends and holidays

Item	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Journeyman Electrician	Hour	40		
2	Apprentice Electrician	Hour	20		
3	Bucket Truck	Hour	10		

TOTAL	T8
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- 3) **MATERIAL AND REPLACEMENT PARTS** (except free issue and not included in the above) at laid down cost (which includes invoice and transportation costs, exchange, customs and brokerage charges) plus a mark-up (which includes purchasing expenses, internal handling, General & Administrative expenses and profit) excluding applicable taxes.

Estimated Dollar Value (A)	% Markup (B)	Extended Cost (C) = (A x B)
\$ 20,000.00		T9

Total Cost for Option Period Two: (T7 + T8 + T9) = _____

PRICING FOR OPTION PERIOD THREE (3) OCTOBER 1, 2026 – SEPTEMBER 30, 2027

1) **SERVICE AS REQUIRED**

LABOUR - REGULAR HOURS

Between 8:00 a.m. and 4:00 p.m. Monday to Friday

Item	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Journeyman Electrician	Hour	200		
2	Apprentice Electrician	Hour	50		
3	Bucket Truck	Hour	30		
TOTAL					T10

2) **SERVICE AS REQUIRED**

LABOUR - OUTSIDE REGULAR HOURS

Between 4:00 p.m. and 8:00 a.m. Monday to Friday, weekends and holidays

Item	Description	Unit	Estimated # of Units (A)	Unit Price Offered (B)	Extended Cost (C) = (A x B)
1	Journeyman Electrician	Hour	40		
2	Apprentice Electrician	Hour	20		
3	Bucket Truck	Hour	10		
TOTAL					T11

3) MATERIAL AND REPLACEMENT PARTS (except free issue and not included in the above) at laid down cost (which includes invoice and transportation costs, exchange, customs and brokerage charges) plus a mark-up (which includes purchasing expenses, internal handling, General & Administrative expenses and profit) excluding applicable taxes.

Estimated Dollar Value (A)	% Markup (B)	Extended Cost (C) = (A x B)
\$ 20,000.00		T12

Total Cost for Option Period Three: (T10 + T11 + T12) = _____

Total Cost for Initial Contract Period _____

Total Cost for Option Period One (1) + _____

Total Cost for Option Period Two (2) + _____

Total Cost for Option Period Three (3) + _____

TOTAL COST for all periods = _____



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

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non 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 Yes
Non 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 Yes
Non Oui
If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non 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 Yes
Non Oui

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat

Security Classification / Classification de sécurité

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

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

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

SUMMARY CHART / TABLEAU RÉCAPITULATIF

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

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

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

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

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

ANNEX "D"

INSURANCE REQUIREMENTS

The Bidder must provide a Certificate of Insurance that meets the following:

A) 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: *His Majesty the King in the right of Canada as represented by the Minister.*
 - 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.

-
- i. 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.

ANNEX "E"

TASK AUTHORIZATION FORM

(To be inserted at Contract award)

ANNEX "F"

MANDATORY TECHNICAL CRITERIA

The Bidder must clearly demonstrate in its bid how it meets each of the following mandatory criteria and include the necessary documentation to demonstrate compliance where applicable.

1.1 RESOURCES

The Bidder must propose and provide the names of at least two (2) Journeyman Electricians who will be available to provide service under the resulting contract.

1.2 RESOURCE CERTIFICATES / QUALIFICATIONS

The Bidder must provide a copy of either a **British Columbia Journeyman's Certificate** or an **Interprovincial Journeyman's Red Seal Certificate** for each Journeyman Electrician proposed. Certificates for all Journeymen who will be responding to any TA's shall be submitted with the Offer.

ANNEX “G” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

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

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

ANNEX “H”

INTEGRITY CERTIFICATION 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 when participating in a procurement process. The required list differs depending on the Bidder's 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.

Supplier information

Supplier's Legal Name:		
Organizational Structure: <input type="checkbox"/> Corporate Entity <input type="checkbox"/> Privately Owned Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership		
Supplier's Legal Address:		
City:	Province / Territory:	Postal Code:
Supplier's Procurement Business Number (optional):		

List of names

Name	Title

Declaration

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

Signature: _____ **Date:** _____