

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

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

**11 Laurier St./ 11, rue Laurier
Place du Portage, Phase III
Core 0A1 / Noyau 0A1**

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**Request For a Standing Offer
Demande d'offre à commandes**

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

Canada, as represented by the Minister of Public Works and
Government Services Canada, hereby requests a Standing Offer
on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et
Services Gouvernementaux Canada, autorise par la présente,
une offre à commandes au nom des utilisateurs identifiés
énumérés ci-après.

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Maintenance & Professional Consulting Services Division
(FK)

11 Laurier St./ 11, rue Laurier
3C2, Place du Portage, Phase III
Gatineau

Québec

K1A 0S5

Title - Sujet TYPE 1&2 ASBESTOS ABATEMENT	
Solicitation No. - N° de l'invitation EN463-123180/A	Date 2012-07-12
Client Reference No. - N° de référence du client 20123180	GETS Ref. No. - N° de réf. de SEAG PW-\$\$FK-271-60834
File No. - N° de dossier fk271.EN463-123180	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2012-08-23	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
Delivery Required - Livraison exigée See Herein	
Address Enquiries to: - Adresser toutes questions à: Lagace, Helene	Buyer Id - Id de l'acheteur fk271
Telephone No. - N° de téléphone (819)956-0060 ()	FAX No. - N° de FAX (819)956-3600
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PWGSC, SS PP UNIT CSU 12, BIRKS BLDG 2ND FL., 107 SPARKS ST, OTTAWA, ON, K1A 0S5	
Security - Sécurité This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Offeror Instructions: provides the instructions applicable to the clauses and conditions of the RFSO;
- Part 3 Offer Preparation Instructions: provides offerors with instructions on how to prepare their offer to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the offer, if applicable, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by offerors; and
- Part 7 7A, Standing Offer, and 7B, Resulting Contract Clauses:
- 7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;
- 7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The Annexes include the Statement of Work, the Financial Offer and the Security Requirements Checklist.

1.2 Summary

- (i) This Request for Standing Offer is to establish two (2) Regional Individual Standing Offers (RFSO), to provide services for anticipated Type 1 and Type 2 asbestos work operations, including glove bag asbestos abatement, for various buildings in the NCA, in accordance with the Statement of Work, Annex A.
- (ii) On behalf of Public Works and Government Services Canada, Parliamentary Precinct Branch;
- (iii) The services will be required for a two (2) year period from the date of the Standing Offer.

If the Standing Offer is authorized for use beyond this initial period, the Offeror offers to extend its offer for three (3) additional periods of twelve (12) months each from _____ to _____, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 10 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

- (iv) The requirement is subject to the provisions of the World Trade Organization - Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT), the Canada-Chile FTA, the Canada-Colombia FTA, and the Canada-Peru FTA.
- (v) It is PWGSC's intention to enter into up to two (2) Standing Offers, one highest ranked and one second ranked.

The PWGSC Technical Authority will establish the Scope of Services to be performed at the time of the call-up. The highest ranked Offeror shall be given first consideration. Should that Offeror be deemed unable to carry out the proposed services due to the required time frame, the next highest ranked offeror, would be approached.

1.3 Security Requirement

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6 - Security and Insurance Requirements, and Part 7A - Standing Offer and Resulting Contract Clauses.

1.4 Debriefings

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

PART 2 - OFFEROR INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) 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>) issued by Public Works and Government Services Canada.

Offerors who submit an offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 2012-03-02 Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

- Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

2.2 Submission of Offers

Offers must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the solicitation, transmission of offers by facsimile to Public Works and Government Services Canada is not considered to be practical and therefore will not be accepted.

2.3 Enquiries - Request for Standing Offers

All enquiries must be submitted in writing to the Standing Offer Authority no later than five (5) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered .

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors 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 questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

2.4 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory in which the work is being performed.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, 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 offerors.

PART 3 - OFFER PREPARATION INSTRUCTIONS

3.1 Offer Preparation Instructions

Canada requests that Offerors provide their offer in separately bound sections as follows:

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

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

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

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

Section I: Technical Offer

In its technical offer, the Offeror must demonstrate its understanding of the requirement described in the RFSO, as well as demonstrate how the Offeror will meet the requirements as detailed in Part 4, Article 4.2 Technical Evaluation.

Section II: Financial Offer

The Offeror must submit its financial offer in accordance with Annex B - Financial Offer. It is mandatory that the Offeror submits firm prices/rates in Canadian funds for **all** items listed at Annex B - Financial Offer. The rates offered shall be inclusive. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Section III: Certifications

Offerors must submit the certifications required under Part 5.

PART 4 . EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Offers will be assessed in accordance with the entire requirement of this Request for Standing Offer including the technical and financial evaluation criteria; and

4.2 TECHNICAL EVALUATION

4.2.1 Mandatory Criteria

To be considered responsive, an offer must meet all of the mandatory requirements of the solicitation. Offerors not meeting all of the mandatory requirements will be given no further consideration.

4.2.2 Submission of Evidence

Submission of Evidence as described in 4.2.2.1 to 4.2.2.6 below MUST be included with the offeror's proposal AT TIME OF BID CLOSING. Failure by the offeror to provide the required evidence **will** result in the offeror being disqualified and no further consideration will be given to the offeror and the proposal will be deemed non responsive.

The evidence provided by the offeror may be verified. PWGSC reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided. In the event where the information cannot be verified or the service found to be unsatisfactory **will** result in the proposal being considered non-responsive and no further consideration will be given to the Offeror.

4.2.2.1 Mandatory Asbestos Liability Insurance

The Offeror must provide proof of Asbestos Liability Insurance in an Environmental Consulting or Construction field. The offeror's total liability shall be for no less than **\$5 million**.

4.2.2.2 Mandatory Asbestos Transportation & Disposal Permit

The Offeror must provide proof of **all applicable Permits / Certifications** as required under municipal / provincial / federal jurisdiction for transportation and disposal of asbestos-contaminated wastes. Additionally, the Offeror must provide a **letter of good standing** from a landfill site which they have previously utilized and which is accredited by the appropriate provincial ministry to accept asbestos-contaminated wastes.

The Offeror must provide a letter indicating that they can provide disposal in accordance with all provincial and federal waste disposal requirements and that they have the ability to remove waste from the work site at the termination of each project. They must demonstrate their understanding that no onsite storage of waste is permitted in the letter.

4.2.2.3 Mandatory Corporate Health and Safety Policy

The Offeror must provide a copy of their Corporate Health and Safety Policy as it relates to this RFSO. There is no stipulated minimum or maximum size / length.

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4.2.2.4 Mandatory Training and Certifications

The Offeror must provide proof of Training / Certifications for Type 1 and Type 2 Asbestos Work Operations **for ALL proposed Labourers and Site Supervisors / Foremen**, including:

- 1) Proof of Asbestos Awareness Training
- 2) Proof of Workplace Hygiene Training
- 3) Proof of Respirator Training
- 4) Proof of ALL additional related Training / Certifications, such as Fall Arrest Training, Confined Spaces Training.

4.2.2.5 Mandatory Company Experience and Past Performance

The offeror must provide proof of Company experience and past performance in a Federal Government environment for Projects / Contracts involving Type 1 and Type 2 Asbestos Work Operations.

The offeror must reference no less than **five (5)** Projects / Contracts that were satisfactorily rendered **within the past seven (7) years**, each with a minimum value of \$2,000. The offeror must complete the following form for each Project / Contract Reference in order to demonstrate that they have the required experience:

PROJECT/CONTRACT REFERENCE NO. 1	
Name of Client Organization / Company	Name: _____
Name and Title of Client Contact	Name: _____ Title: _____
Telephone and Facsimile number of Client Contact	Phone No.: _____ Fax No.: _____
Location / Site of the Project / Contract Reference:	_____
Value of the Project / Contract	\$ _____
Performance period of the Project / Contract(indicate month and year):	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project / Contract: _____ _____ _____ _____ _____ _____ _____ _____	

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PROJECT/CONTRACT REFERENCE NO. 2	
Name of Client Organization / Company	Name: _____
Name and Title of Client Contact	Name: _____ Title: _____
Telephone and Facsimile number of Client Contact	Phone No.: _____ Fax No.: _____
Location / Site of the Project / Contract Reference:	_____
Value of the Project / Contract	\$ _____
Performance period of the Project / Contract(indicate month and year):	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project / Contract: _____ _____ _____ _____ _____ _____ _____ _____ _____	

PROJECT/CONTRACT REFERENCE NO. 3	
Name of Client Organization / Company	Name: _____
Name and Title of Client Contact	Name: _____ Title: _____
Telephone and Facsimile number of Client Contact	Phone No.: _____ Fax No.: _____
Location / Site of the Project / Contract Reference:	_____
Value of the Project / Contract	\$ _____
Performance period of the Project / Contract(indicate month and year):	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project / Contract: _____ _____ _____ _____ _____ _____ _____ _____ _____	

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PROJECT/CONTRACT REFERENCE NO. 4	
Name of Client Organization / Company	Name: _____
Name and Title of Client Contact	Name: _____ Title: _____
Telephone and Facsimile number of Client Contact	Phone No.: _____ Fax No.: _____
Location / Site of the Project / Contract Reference:	_____
Value of the Project / Contract	\$ _____
Performance period of the Project / Contract(indicate month and year):	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project / Contract: _____ _____ _____ _____ _____ _____ _____ _____ _____	

PROJECT/CONTRACT REFERENCE NO. 5	
Name of Client Organization / Company	Name: _____
Name and Title of Client Contact	Name: _____ Title: _____
Telephone and Facsimile number of Client Contact	Phone No.: _____ Fax No.: _____
Location / Site of the Project / Contract Reference:	_____
Value of the Project / Contract	\$ _____
Performance period of the Project / Contract(indicate month and year):	From: Month _____ Year _____ To: Month _____ Year _____
Description of Project / Contract: _____ _____ _____ _____ _____ _____ _____ _____ _____	

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4.2.2.6 Categories of Service and Proposed Personnel

Labourers	Site Supervisor/Foreman	Senior Company Professional	Administrative Personnel

List the names of proposed personnel for each category of services. Please note, any personnel required to be on site **must** meet the security requirements, see **7A.2 Security Requirement**. An individual may be proposed for more than one (1) category of services, but the Offeror must ensure that the category of services and person performing it is appropriately identified, when responding to a call-up and submitting the invoice.

4.3 SECTION II: FINANCIAL OFFER

See Annex B - Financial Offer

4.3.1 Basis of Selection

The Offeror submitting the Lowest Priced Responsive Offer shall be the highest ranked Offeror and shall be recommended for the Standing Offer agreement for the provision of the required services that will be given first consideration (Standing Offer 1).

The Offeror submitting the Second Lowest Priced Responsive Offer shall be the next highest ranked Offeror and shall be recommended for the Standing Offer (Standing Offer 2) for the provision of the required services that will be approached next after Standing Offer 1.

PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a standing offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

5.1 Certifications Precedent to Issuance of Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirements within that time period will render the offer non-responsive.

5.1.1 Federal Contractors Program - \$200,000 or more (M2000T 2010-08-16)

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the Government Contracts Regulations. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.
3. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada;
- (b) () is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;

- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the FCP is available on the HRSDC Web site.

5.1.2 Status and Availability of Resources

The Offeror certifies that, should it be issued a standing offer as a result of the Request for Standing Offer, every individual proposed in its offer will be available to perform the Work resulting from a call-up against the Standing Offer as required by Canada's representatives and at the time specified in a call-up or agreed to with Canada's representatives. If for reasons beyond its control, the Offeror is unable to provide the services of an individual named in its offer, the Offeror may propose a substitute with similar qualifications and experience. The Offeror must advise the Standing Offer 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 Offeror: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Offeror has proposed any individual who is not an employee of the Offeror, the Offeror 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 Offeror must, upon request from the Standing Offer Authority, provide a written confirmation, signed by the individual, of the permission given to the Offeror and of his/her availability. Failure to comply with the request may result in the offer being declared non-responsive.

5.1.3 Former Public Servant Certification

Contracts with 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 with FPS, offerors must provide the information required below.

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, in the context of the fee abatement formula, 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 to the Canada Pension Plan Act, R.S. 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Offeror a FPS in receipt of a pension as defined above? YES () NO ()

If so, the Offeror must provide the following information:

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

A contract for the services of a FPS who has been retired for less than one year and who is in receipt of a pension as defined above is subject to a fee reduction (abatment formula) as required by Treasury Board Policy.

Work Force Reduction Program

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES () NO ()

If so, the Offeror 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 reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

Certification

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

PART 6 - SECURITY & INSURANCE REQUIREMENTS

6.1 Security Requirement

1. At the Request for Standing Offers closing date, the following conditions **must** be met:
 - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
 - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicate in Part 7A - Standing Offer;
 - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. For additional information on security requirements, offerors should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Offerors" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

6.2 Employee Information for Security

The Offeror **must** specify the following information regarding employees proposed in Part 4, Technical Evaluation) to provide services against any resulting contract.

	LEGAL NAME (First and Last) (Please Print)	DATE OF BIRTH (Day/Month/Year)
1		
2		
3		
4		
5		
6		

6.3 Insurance Requirements

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a standing offer as a result of the request for standing offer, can be insured in accordance with the Insurance Requirements specified in **Part 4, Evaluation**

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Procedures and Basis of Selection.

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

PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

7A STANDING OFFER

7A.1 Offer

7A.1.1 Summary

To provide services for anticipated Type 1 and Type 2 asbestos work operations, including glove bag asbestos abatement, for various buildings in the NCA, in accordance with the Statement of Work, Annex A.

7A.2 Security Requirement

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

7A.3 Standard Clauses and Conditions

All clauses and conditions identified in the Standing Offer and resulting contract(s) 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>) issued by Public Works and Government Services Canada.

7A.3.1 General Conditions

2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services apply to and form part of this Standing Offer.

7A.4 Term of Standing Offer

7A.4.1 Period of Standing Offer

The period for making call-ups and providing services against the Standing Offer is from date of issue of Standing Offer to _____ inclusive.

7A.4.2 Extension the Standing Offer

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for three (3) additional periods of twelve (12) months each from _____ to _____, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

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The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 10 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

7A.5 Authorities

7A.5.1 Standing Offer Authority

The Standing Offer Authority for the Standing Offer is:

Hélène Lagacé
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Real Property Contracting Directorate
Place du Portage, Phase III
3C2, 11 Laurier Street
Gatineau, Quebec, K1A 0S5

Telephone: 819-956-0060
Facsimile: 819-956-3600
E-mail address: helene.lagace@pwgsc.gc.ca

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, he is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.

7A.5.2 Technical Authority

The Technical Authority for the Standing Offer is:

_____ (Name of Technical Authority)
_____ (Title)
_____ (Fill in Organization)
_____ (Fill in Address)
Telephone: (____) _____
Facsimile: (____) _____
E-mail address: _____

The Technical Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

7A.5.3 Offeror Contacts

_____ (Name)
Telephone: (____) _____
Facsimile: (____) _____
E-mail address: _____

7A.6 Identified Users

The Identified User authority to make call-ups against the Standing Offer is: _____

7A.7 Call-up Procedures

Right of first refusal basis:

The call-up procedures require that when a requirement is identified, the identified user will contact the highest-ranked offeror to determine if the requirement can be satisfied by that offeror. If the highest-ranked offeror is able to meet the requirement, a call-up is made against the Standing Offer. If that offeror is unable to meet the requirement, the identified user will contact the next ranked offeror.

7A.8 Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 942 "Call-up Against a Standing Offer", or other acceptable "Call-up Against a Standing Offer" electronic document.

7A.9 Limitation of Call-ups

Individual call-ups against this Standing Offer must not exceed \$_____ (Goods and Services Tax or Harmonized Sales Tax included).

7A.10 Priority of Documents

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

1. the call up against the Standing Offer, including any annexes;
2. the articles of the Standing Offer;
3. the General Conditions 2005 (2012-03-02), General Conditions -Standing Offers - Goods or Services;
4. the General Conditions 2035 (2012-03-02), General Conditions - Higher Complexity - Services
5. Annex "A" - Statement of Work;
6. Annex "B" - Financial Offer;
7. Annex "C" - Security Requirements Check List;
8. the Offeror's offer _____ (*insert date of offer*),

7A.11 Certifications

7A.11.1 Compliance

Compliance with the certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

7A.11.2 SACC Manual Clauses

SACC Manual clause M3020C (2010-01-11) - Status and Availability of Resources

7A.12 Applicable Laws

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province or territory in which the work is being performed.

7B. RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

7B.1 Statement of Work

The Contractor must perform the Work described in the call-up against the Standing Offer.

7B.2 Standard Clauses and Conditions

7B.2.1 General Conditions - Services

2035 (2012-03-02), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7B.3 Term of Contract

7B.3.1 Period of Contract

The Work must be completed in accordance with the call-up against the Standing Offer.

7B.3.2 Replacement of Specific Individuals

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with similar qualifications and experience. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - (a) the name, qualifications and experience of the proposed replacement; and
 - (b) proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with subsection 2. The fact that the Contracting Authority does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.

Names of qualified employees

The contractor must provide the names of the qualified individuals who will be assigned to work on this Contract. The names provided below must be the same personnel listed in part 4 & part 6 of the proposal.

Labourers (first & last name)	Site Supervisor/ Foremen (first & last name)	Senior Company Professional (first & last name)	Administrative Personnel (first & last name)

7B.4 Payment

Payment for the provision of services under a call-up will be a fixed amount using the rates specified in **Annex B, Financial Offer**.

7B4.1 Limitation of Expenditure

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 B, to a limitation of expenditure of \$_____. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. Customs duties are excluded and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
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 percent committed, or
 - B. Four (4) 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.

7B.4.4 SACC Manual Clauses

A9117C (2007-11-30) T1204 - Direct Request by Customer Department
 A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)
 H1001C (2008-05-12) Multiple Payments

7B.5 Invoicing Instructions

The Contractor must submit his invoices in accordance with the information required in Section 12, Invoice Submission, of the 2035 General Conditions - Services. Invoices cannot be submitted until all work identified in the invoice is completed.

7B.5.1 Invoicing

- 5.1 All invoicing against this Standing Offer shall indicate the number of man-hours, all applicable billable rates, the costs for the total materials utilized for each project, and the costs for transportation and proper disposal of all wastes generated during each project.
- 5.2 In the event that the rental of equipment or tools is required to satisfy a call-up for services against this Standing Offer, the successful bidder shall notify the PWGSC technical authority in advance of providing a cost estimate, providing justification for the rental of equipment or tools in writing. The cost of the rental of tools or equipment shall be included as a line item within the cost estimate provided by the successful bidder.
- 5.3 PWGSC considers billable materials to consist of disposable equipment or materials used during the course of a single project. PWGSC will not compensate the successful bidder for the billing of reusable equipment or materials used in the course of work for a call-up against this Standing Offer.

7B.6 Insurance Requirements

7B.6.1 Insurance Requirements

The Contractor must comply with the insurance requirements specified in the following **article 7B.6.2 Commercial General Liability Insurance**. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

7B6.2 Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
 - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
 - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
 - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
 - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
 - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
 - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
 - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
 - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
 - i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
 - j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
 - 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.

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- n. Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

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

For other provinces and territories, send to:

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

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

7B6.3 Automotive Liability Insurance

The Contractor must obtain Automobile 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.

The policy must include the following:

- a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
- b. Accident Benefits - all jurisdictional statutes
- c. Uninsured Motorist Protection
- d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

7B.6.4 Environmental Impairment Liability Insurance

The Contractor must obtain Type 2: "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.

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.

The Type 2: "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 Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- 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. Asbestos Abatement: To provide coverage for the removal and disposal of asbestos material.

7B.7 Site Regulations

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

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ANNEX A

STATEMENT OF WORK

Type 1 & 2 Asbestos Work in support of Operations

Statement of Work

1.0 Objective

To provide services for anticipated Type 1 and Type 2 asbestos work operations, including glove bag asbestos abatement. Various buildings throughout the NCA require minor and intermediate asbestos work operations in order to implement regular building operational and maintenance activities, as well as accommodating minor property management-driven projects. The intention of creating a Standing Offer is to provide consistent, reliable asbestos contracting services to environmental specialists within PPD.

1.1 Main Objectives:

- 1.1.1 To provide appropriate Type 2 asbestos work operations and Type 2 asbestos abatement services in PWGSC-serviced facilities in the NCA
- 1.1.2 To provide appropriate Type 1 asbestos abatement services in PWGSC-serviced facilities in the NCA.
- 1.1.3 To provide appropriate glove bag asbestos removal services in PWGSC-serviced facilities in the NCA.
- 1.1.4 To provide appropriate asbestos emergency response and asbestos decontamination operations in PWGSC-serviced facilities in the NCA
- 1.1.5 To provide all appropriate tools, materials, and personal protective equipment in accordance with Ontario Occupational Health and Safety Act O.Reg 278/05 for minor asbestos work operations in PWGSC-serviced facilities in the NCA.
- 1.1.6 To transport and dispose of all asbestos-contaminated wastes in an appropriate manner.

2.0 Definition of Terms

- 2.1 "asbestos-contaminated waste" refers to any waste materials from asbestos work operations, building materials considered to contain asbestos, or known asbestos-containing materials requiring disposal.
- 2.2 "asbestos-related projects" refers to any project wherein asbestos materials will be destroyed, damaged, removed, or otherwise affected during the course of the project, or may require the disposal of asbestos-contaminated wastes.
- 2.3 "call-up" refers to the request for cost estimates for asbestos-related services made against this Standing Offer Agreement. .
- 2.4 "Emergency Response" refers to the immediate response to a call-up against this Standing Offer Agreement where there is a stated high risk to human health and safety or significant damage to a building likely to occur if asbestos-related corrective action is not undertaken.
- 2.5 "friable asbestos materials" refers to material that contains 0.5 per cent or more asbestos by dry weight, that is or may be crumbled, pulverized or powdered by hand pressure.
- 2.6 "Glove bag" refers to all minor asbestos work operations defined as undertaken using the glove bag methodology as directed in the Ontario Occupational Health and Safety Act O.Reg 278/05, Section 17.

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- 2.7 "Minor and Intermediate Asbestos Work Operation" refers to all asbestos-related work that is not defined by the Ontario Occupational Health and Safety Act O.Reg 278/05, Section 12, as a Type 3 asbestos work operation.
- 2.8 "non-friable asbestos materials" refers to material that contains 0.5 per cent or more asbestos by dry weight that is not possible to crumble, pulverize, or powder by hand pressure.
- 2.9 "non-peak hours" refers to times when building occupancy loads are minimal, typically during evenings and weekends. Evening hours, as stated in Section 6.0 of this Request for Proposal, are considered by PWGSC to be between 6:00pm and 6:00am.
- 2.10 "PWGSC-serviced facilities" refers to buildings, facilities or other structures owned and operated by PWGSC in the National Capital Area. It is not the intention of this standing offer agreement to commit to asbestos-related works in PWGSC-leased facilities.
- 2.11 "Rapid Response" PWGSC understands the term rapid response to mean within 24 hours the service provider would respond to a call-up request made against this Standing Offer Agreement. In this case the response would be the provision of cost estimates, and a reasonable schedule of work.
- 2.12 "work area" refers to the specific area in which asbestos work operations take place, in which engineering controls are used to control the spread of airborne fibre caused directly or indirectly by any work operation.

3.0 Scope of Work

The scope of work is limited to all asbestos-related projects, minor and intermediate asbestos abatement projects, and asbestos decontamination projects that are not considered by Ontario Health and Safety Act Regulation 278/05 to be Type 3 asbestos work operations.

3.1 These works include, but are not be limited to:

- 3.1.1 Installing or removing ceiling tiles that are asbestos-containing material, if the tiles cover an area less than 7.5 square metres and are installed or removed without being broken, cut, drilled, abraded, ground, sanded or vibrated.
- 3.1.2 Installing or removing non-friable asbestos-containing material, other than ceiling tiles, if the material is installed or removed without being broken, cut, drilled, abraded, ground, sanded or vibrated.
- 3.1.3 Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if,
- the material is wetted to control the spread of dust or fibres, and
 - the work is done only by means of non-powered hand-held tools.
- 3.1.4 Removing less than one square metre of friable asbestos containing material
- 3.1.5 Removing all or part of a false ceiling to obtain access to a work area, if asbestos-containing material is likely to be lying on the surface of the false ceiling.
- 3.1.6 The removal or disturbance of one square metre or less of friable asbestos-containing material during the repair, alteration, maintenance or demolition of all or part of machinery or equipment or a building.
- 3.1.7 Enclosing friable asbestos-containing material.
- 3.1.8 Applying tape or a sealant or other covering to pipe or boiler insulation that is asbestos-containing material.
- 3.1.9 Installing or removing ceiling tiles that are asbestos-containing material, if the tiles cover an area of 7.5 square metres or more and are installed or removed without being broken, cut, drilled, abraded, ground, sanded or vibrated.

-
- 3.1.10 Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if,
- a) the material is not wetted to control the spread of dust or fibres, and
 - b) the work is done only by means of non-powered hand-held tools.
- 3.1.11 Removing one square metre or more of drywall in which joint filling compounds
- 3.1.12 Breaking, cutting, drilling, abrading, grinding, sanding or vibrating non-friable asbestos-containing material if the work is done by means of power tools that are attached to dust-collecting devices equipped with HEPA filters.
- 3.1.13 Removing insulation that is asbestos-containing material from a pipe, duct or similar structure using a glove bag. This includes glovebag operations requiring Notice of Project variance approvals from the provincial Ministry of Labour, due to length of pipe insulation(s) being removed in a given work area.
- 3.1.14 Cleaning or removing filters used in air handling equipment in a building that has sprayed fireproofing that is asbestos-containing material.
- 3.1.15 An operation that:
- a) is not mentioned in the Ontario Health and Safety Act Regulation 278/05 Section 11 (3) that may expose a worker to asbestos, and is not classified as a Type 3 operation.
- 3.1.16 Using HEPA-equipped vacuums to decontaminate areas of settled dust thought to contain asbestos.
- 3.1.17 Supplying Type 2 asbestos work enclosures to access suspended ceiling spaces thought or known to contain friable asbestos, where access to these spaces would likely disturb friable asbestos materials.
- 3.1.18 In addition to compliance with applicable waste regulations, all waste must be removed from the work-site after completion of work. No on-site storage area will be provided.
- 3.2** Except for items 3.1.17 and 3.1.18, terminology and work descriptions are derived directly from the Ontario Health and Safety Act Regulation 278/05 Section 12. PWGSC requires that all work operations involving asbestos in PWGSC-serviced facilities would adhere strictly to the requirements of this regulation, whether stated under this Scope of Work or not.
- 3.3** Due to the nature of PWGSC-serviced facilities and occupants of these facilities, it should be expected that the majority of asbestos-related works would take place during non-peak hours (evenings, weekends, and holidays), unless otherwise indicated.

3.4 Review of Existing Conditions

- 3.4.1 Due to the number of PWGSC facilities in the NCA, it is impossible to review conditions existing at each and every proposed project location. PWGSC Departmental Policy 057 - Asbestos Management requires an annual survey of all existing friable asbestos materials, so there is assurance that the majority of asbestos-containing materials are in good condition, or are regularly repaired.
- 3.4.2 Every PWGSC facility containing friable asbestos materials maintains an Asbestos Management Plan (AMP), outlining the type, location and condition of known friable asbestos materials. Relevant information from the AMPs would be made accessible to the successful bidder upon request.
- 3.4.3 Call-ups made against this Standing Offer would provide the necessary Client Support details regarding project size and schedule, as well as all known information with respect to building materials and any related projects occurring in the same proposed work area. Each individual call-up made against this Standing Offer would allow for a project site visit prior to the successful bidder submitting cost estimates.

4.0 Client Support

- 4.1 The PWGSC authority that issues a call-up for services against this Standing Offer would provide the following information, where requested by the successful bidder, in order to supply adequate project information and details to successfully complete the requested service:
- 4.1.1 A Designated Substances Report specific to the proposed project
 - 4.1.2 An asbestos abatement construction specification section specific to the proposed project
 - 4.1.3 Access to all available and pertinent Asbestos Management Plans
 - 4.1.4 A building or floor plan of the proposed project location
 - 4.1.5 A proposed schedule, which shall include the schedule of any other engineers, trades-people, private-sector contractors, private-sector consultants requiring access to the asbestos work area.
 - 4.1.6 Work area-specific parameters such as noise or odour controls
 - 4.1.7 Building Access Authorization for project-specific work areas, with proper advance notification to appropriate building security services.
 - 4.1.8 The services of building technicians and their support staff with respect to electrical systems, water systems, HVAC systems or any other building system requiring access, deactivation, temporary shut-down or emergency interventions during the planning and implementation of proposed projects.
 - 4.1.9 Any additional federal legislative, regulatory or departmentally mandated requirements specific to the proposed project.
 - 4.1.10 Any other known health and safety-related risks associated with the proposed project, including but not limited to:
 - a) Fall arrest requirement for work above 6 feet in height
 - b) Confined Spaces assessments and requirements
 - c) Building systems requiring deactivation prior to commencement of work
- 4.2 Additionally, PWGSC may suggest the number of labourers necessary or required to complete proposed projects in order to meet schedule deadlines, in consultation with the successful bidder. PWGSC shall take into consideration project-specific, and work area-specific health and safety requirements when requesting the size of the workforce. At no time will the successful bidder require that labourers work alone on any proposed PWGSC project under this Standing Offer.
- 4.3 PWGSC may or may not require independent, third-party quality assurance or quality control for asbestos-related work called-up against this Standing Offer. The successful bidder will take the direction and recommendation of the acknowledged independent third-party QA/QC representative as direction from PWGSC itself. This third party QA/QC official may be required to inspect asbestos-related works called-up against this Standing Offer for adherence to applicable legislations or regulations, may be requested to provide air sampling relating to the asbestos-related work at hand, and may also request the successful bidder to stop work or alter work parameters at any given time, provided that PWGSC is made aware in advance.

5.0 Responsibilities and Deliverables

- 5.1 The successful bidder shall provide the following project-specific information and documentation with every cost estimate submitted for call-ups against this Standing Offer:
- 5.1.1 List of security-cleared personnel requiring access to federal buildings during the course of individual projects contracted against this Standing Offer Agreement.
 - 5.1.2 A Site-specific safety plan
 - 5.1.3 Copy of valid WSIB coverage (Ontario)
 - 5.1.4 CSST clearances (Quebec)
 - 5.1.5 Name and destination of landfill site accredited to accept asbestos-contaminated waste.
 - 5.1.6 All certificates/cards as proof of specific safety training where requested by PWGSC officials, including but not limited to:
 - a) Fall arrest training
 - b) Confined spaces training
- 5.2 PWGSC requires that the successful bidder shall issue a monthly statement that includes the following information:
- 5.2.1 Invoices submitted against this Standing Offer since the previous month's statement.
 - 5.2.2 The names of authorized PWGSC personnel requesting call-ups against this Standing Offer, dates for services rendered, and brief description of services rendered.
 - 5.2.3 Copies, weigh-bills or proof of all transportation and disposal of all asbestos-contaminated wastes removed from federal government facilities.
- 5.3 Meeting and maintaining these security requirements is a condition of this contract.
- 5.4 PWGSC shall not be held responsible for security clearances of personnel that expire during the course of this Standing Offer, nor for the re-application of required security clearances. No building authorization access shall be granted to personnel not possessing a valid level of security clearance. No security escorts shall be provided for personnel not possessing a valid level of security clearance.

ANNEX B

Financial Offer

Offeror Name and Address:

I/ We the Offeror, when requested by the Standing Offer Authority during the period of the Standing Offer, will calculate individual project estimates in accordance with the fixed hourly rates (excluding G.S.T.) in accordance with the information provided in the Price Offer tables which follow.

Unless otherwise approved in writing by the Standing Offer Authority, I/we the Offeror undertake:

- a) To employ only those classes of persons with skill levels appropriate to each task, as defined in the Scope of Work section of each call-up.
- b) To prorate accordingly to cover the actual time worked, where work performed using the Time-Based Fee Method, is of a duration of less than one hour.
- c) To provide a full and comprehensive list of names of each individual to be assigned to a project subject to a call-up of Services.

Signature of Offeror:

Name _____
Title _____

SECTION II: FINANCIAL OFFER

Basis of Pricing (MANDATORY)

Offerors must submit their financial offer in accordance with the Pricing Schedule 1, 2 and 3 detailed below. The total amount of Goods and Services Tax or Harmonized Sales Tax is to be shown separately, if applicable.

The following requirement **MUST** be strictly adhered to: **Failure to do so shall render the offerors' proposal as non-responsive.**

It is **MANDATORY** that the offerors submit firm prices/rates for the two (2) year period, plus the three (3) additional option year period of the Standing Offer for **all** items listed hereafter.

PRICING SCHEDULE 1:

Offerors must submit their Firm daily all inclusive pricing/rates including overhead, profit, materials and all related costs for each level of personnel, (**Transportation and disposal of Waste must be included in the hourly rates**). The majority of asbestos works will occur outside of regular hours to reduce risk to, and interference with, occupants and occupant activities.

1.1) LABOURERS: Our firm hourly rate per qualified personnel shall be:

1.1.1 Regular Time (06:00 to 18:00 Monday to Friday excluding Statutory Holidays)			
Period	Firm Hourly Rate	Estimated Number of Hours per Year	Total Estimated cost
Year 1	\$ _____	x 25 =	\$ _____
Year 2	\$ _____	x 25 =	\$ _____
Option Year 1	\$ _____	x 25 =	\$ _____
Option Year 2	\$ _____	x 25 =	\$ _____
Option Year 3	\$ _____	x 25 =	\$ _____
SUB-TOTAL:			\$ _____

1.1.2 Premium Time (After 18:00 hours, evenings and weekends, including Statutory Holidays)			
Period	Firm Hourly Rate	Estimated Number of Hours per Year	Total Estimated cost
Year 1	\$ _____	x 225 =	\$ _____
Year 2	\$ _____	x 225 =	\$ _____
Option Year 1	\$ _____	x 225 =	\$ _____
Option Year 2	\$ _____	x 225 =	\$ _____
Option Year 3	\$ _____	x 225 =	\$ _____
SUB-TOTAL:			\$ _____

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1.2) SITE SUPERVISORS / FOREMEN: Our firm hourly rate per qualified personnel shall be:

1.2.1 Regular Time (06:00 to 18:00 Monday to Friday excluding Statutory Holidays)			
Period	Firm Hourly Rate	Estimated Number of Hours per Year	Total Estimated cost
Year 1	\$ _____	x 25 =	\$ _____
Year 2	\$ _____	x 25 =	\$ _____
Option Year 1	\$ _____	x 25 =	\$ _____
Option Year 2	\$ _____	x 25 =	\$ _____
Option Year 3	\$ _____	x 25 =	\$ _____
SUB-TOTAL:			\$ _____

1.2.2 Premium Time (After 18:00 hours, evenings and weekends, including Statutory Holidays)			
Period	Firm Hourly Rate	Estimated Number of Hours per Year	Total Estimated cost
Year 1	\$ _____	x 225 =	\$ _____
Year 2	\$ _____	x 225 =	\$ _____
Option Year 1	\$ _____	x 225 =	\$ _____
Option Year 2	\$ _____	x 225 =	\$ _____
Option Year 3	\$ _____	x 225 =	\$ _____
SUB-TOTAL:			\$ _____

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1.3) SENIOR COMPANY PROFESSIONALS: Our firm hourly rate per qualified personnel shall be:

1.3.1 Regular Time (06:00 to 18:00 Monday to Friday excluding Statutory Holidays)			
Period	Firm Hourly Rate	Estimated Number of Hours per Year	Total Estimated cost
Year 1	\$ _____	x 100 =	\$ _____
Year 2	\$ _____	x 100 =	\$ _____
Option Year 1	\$ _____	x 100 =	\$ _____
Option Year 2	\$ _____	x 100 =	\$ _____
Option Year 3	\$ _____	x 100 =	\$ _____
SUB-TOTAL:			\$ _____

1.3.2 Premium Time (After 18:00 hours, evenings and weekends, including Statutory Holidays)			
Period	Firm Hourly Rate	Estimated Number of Hours per Year	Total Estimated cost
Year 1	\$ _____	x 20 =	\$ _____
Year 2	\$ _____	x 20 =	\$ _____
Option Year 1	\$ _____	x 20 =	\$ _____
Option Year 2	\$ _____	x 20 =	\$ _____
Option Year 3	\$ _____	x 20 =	\$ _____
SUB-TOTAL:			\$ _____

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1.4) ADMINISTRATIVE PERSONNEL: Our firm hourly rate per qualified personnel shall be:

1.4.1 Regular Time (06:00 to 18:00 Monday to Friday excluding Statutory Holidays)			
Period	Firm Hourly Rate	Estimated Number of Hours per Year	Total Estimated cost
Year 1	\$ _____	x 100 =	\$ _____
Year 2	\$ _____	x 100 =	\$ _____
Option Year 1	\$ _____	x 100 =	\$ _____
Option Year 2	\$ _____	x 100 =	\$ _____
Option Year 3	\$ _____	x 100 =	\$ _____
SUB-TOTAL:			\$ _____

1.4.2 Premium Time (After 18:00 hours, evenings and weekends, including Statutory Holidays)			
Period	Firm Hourly Rate	Estimated Number of Hours per Year	Total Estimated cost
Year 1	\$ _____	x 20 =	\$ _____
Year 2	\$ _____	x 20 =	\$ _____
Option Year 1	\$ _____	x 20 =	\$ _____
Option Year 2	\$ _____	x 20 =	\$ _____
Option Year 3	\$ _____	x 20 =	\$ _____
SUB-TOTAL:			\$ _____

THE ESTIMATED HOURS ARE FOR EVALUATION PURPOSES ONLY.

Sum of Basis of Pricing, Pricing Schedule 1.1.1 & 1.1.2 \$ _____
 Pricing Schedule 1.2.1 & 1.2.2 \$ _____
 Pricing Schedule 1.3.1 & 1.3.2 \$ _____
 Pricing Schedule 1.4.1 & 1.4.2 \$ _____

TOTAL ASSESSED PROPOSAL PRICE: \$ _____

Sum of Basis of Pricing Schedules 1.1.1, 1.1.2, 1.2.1, 1.2.2, 1.3.1, 1.3.2, 1.4.1 & 1.4.2

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

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PRICING SCHEDULE 2:

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

Mark-up	YEAR 1 RATE	YEAR 2 RATE	OPTION YEAR 1 RATE	OPTION YEAR 2 RATE	OPTION YEAR 3 RATE
	_____%	_____%	_____%	_____%	_____%
Estimated Expenditure	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Extended Price*:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUB-TOTAL: \$ _____					

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

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

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

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

AUTHORIZATION FOR DELIVERY: The consignee shall request delivery of goods/services identified in Pricing Schedule 1 on form PWGSC-TPSGC 942.

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ANNEX C

SECURITY REQUIREMENTS CHECK LIST

Annexe/Annexe C



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat EN463123180
Security Classification / Classification de sécurité UNCLASSIFIED

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

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

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



Contract Number / Numéro du contrat EN463123180
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 type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input checked="" type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET-SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMPLACEMENTS | | | |

Special comments: **Only screened personnel to be utilized and DOS at the Level II (Secret).**
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



Contract Number / Numéro du contrat EN463123180
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

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

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).