

RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
**Bid Receiving Public Works and Government
Services Canada/Réception des soumissions
Travaux publics et Services gouvernementaux
Canada**
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1
Bid Fax: (204) 983-0338

REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

THIS DOCUMENT CONTAINS A SECURITY
REQUIREMENT.

Title - Sujet Maintenance of Autoclaves	
Solicitation No. - N° de l'invitation 6D063-123201/A	Date 2012-12-24
Client Reference No. - N° de référence du client PHAC	
GETS Reference No. - N° de référence de SEAG PW-\$WPG-080-8356	
File No. - N° de dossier WPG-2-35297 (080)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-02-05	
Time Zone Fuseau horaire Central Standard Time CST	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Almonte, Cathleen	Buyer Id - Id de l'acheteur wpg080
Telephone No. - N° de téléphone (204) 984-6664 ()	FAX No. - N° de FAX (204) 983-7796
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PUBLIC HEALTH AGENCY OF CANADA 1015 ARLINGTON ST WINNIPEG Manitoba R3E3P6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada - Western
Region
PO Box 1408, Room 100
167 Lombard Ave.
Winnipeg
Manitoba
R3C 2Z1

Delivery Required - Livraison exigée See Herein	Delivery Offered - Livraison proposée
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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Solicitation No. - N° de l'invitation

6D063-123201/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

wpg080

Client Ref. No. - N° de réf. du client

PHAC

File No. - N° du dossier

WPG-2-35297

CCC No./N° CCC - FMS No/ N° VME

List of Annexes:

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Annex "F"	Task Authorization Usage Form

AUTOCLAVES

PART 1 - GENERAL INFORMATION

1.0 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: includes the certifications to be provided;
- Part 6 Security and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, the Security Requirements Checklist, the Insurance Requirements, the Task Authorization Form 572 and any other annexes.

2.0 Summary

To provide all labour, materials, equipment, tools, transportation and supervision necessary to conduct preventative maintenance services to the Autoclaves, Washers and Dryers for the Canadian Science Centre for Human and Animal Health (CSCAH) at 1015 Arlington Street and 820 Elgin Avenue and at JC Wilt Infectious Diseases Research Centre (JCWIDRC) at 745 Logan Avenue, Winnipeg, Manitoba. The period of the Contract is from 01 April 2013 to 31 March 2015 inclusive with Canada retaining an irrevocable option to extend the Contract for an additional three (3) consecutive one (1) year periods. Work shall be completed in accordance with the Statement of Work and terms and conditions specified herein.

There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. Bidders should consult the "[Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders](http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31)" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the [Departmental Standard Procurement Documents](#) Web site.

The requirement is subject to the provisions the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

3.0 Debriefings

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

PART 2 - BIDDER INSTRUCTIONS

1.0 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>) 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 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred and twenty (120) days

1.1 *Manual SACC Clauses*

B3000T (2006-06-16), Equivalent Products

2.0 Submission of Bids

Bids 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 bid solicitation.

DUE TO THE NATURE OF THE BID SOLICITATION, BIDS TRANSMITTED BY FACSIMILE TO PWGSC WILL NOT BE ACCEPTED.

3.0 Enquiries - Bid Solicitation

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

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

4.0 Applicable Laws

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

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.

5.0 Optional Site Visit

It is recommended that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for a tour of the work site. The site visit will be held on January 15, 2013 at 9:30 AM at 1015 Arlington Street, Winnipeg, Manitoba. Bidders must communicate with the Contracting Authority no later than 5 day(s) before the scheduled visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders who do not confirm attendance and provide the name(s) of the person(s) who will attend as required will not be allowed access to the site. Bidders will be requested to sign an attendance form. Bidders who do not attend or 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.

PART 3 - BID PREPARATION INSTRUCTIONS

1.0 Bid Preparation Instructions

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

Section I: Technical Bid (3 hard copies)
 Section II: Financial Bid (1 hard copy)
 Section III: Certifications (1 hard copy)

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

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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 Bid

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

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

Section II: Financial Bid

- 1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B". The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

1.2 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**1.0 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.

1.1 Technical Evaluation**1.1.1 Mandatory Technical Criteria**

Provision of evidence that the minimum 2 technicians have the following certifications and experience:

- a. Electrical certification to the minimum Level "M"
- b. Minimum 1 year experience and factory training certification
- c. WHMIS certification
- d. Experience in servicing equipment comparable to units identified in Appendix "C".

1.1.2 Point Rated Technical Criteria

The proposals will be evaluated on the basis of the following criteria; therefore, bidders are advised to address each area in sufficient depth to show clearly how effectively the work could be done. Proposals which do not give sufficient information will be considered to be non-responsive. All bidders are requested to submit the following information in support of meeting the evaluation criteria.

It is recommended that your proposal be submitted following the format below. Your technical proposal should include, but not necessarily be limited to, the following points:

Part A	Organizational / Managerial	40 points
Part B	Quality Assurance	15 points

The Bidder **MUST** achieve a minimum of 70% overall score (38.5 points) to be considered valid.

The Bidder's proposal ***must clearly demonstrate*** that they meet the various technical and managerial requirements in order to receive full points assigned to each section. ***This information MUST be found separately in the point rated section and not throughout the Proposal.***

PART A: ORGANIZATIONAL / MANAGERIAL: MAXIMUM 40 POINTS			
ORGANIZATION - Points: 10	7	10	
Organization & Experience: Number of technicians available.	3 certified technicians.	4 or more certified technicians.	
FIRM'S EXPERIENCE – Points: 10 per reference (Max 20)			
<p>A demonstration that the Contractor has the ability successfully carry out and manage the responsibilities as outlined in the Statement of Work – Annex A as it relates to evidence that the Contractor has a good track record, has experience in autoclave maintenance and repair services, and has a proven past performance in this field of work.</p> <p>The contractor should provide:</p> <ul style="list-style-type: none"> a) Project Reference 1- (max. 10 points) b) Project Reference 2 – (max. 10 points) <p>Evidence of the Contractor's experience and past performance will be assessed on a submission of two (2) contracts or projects rendered for at least six (6) consecutive months within the past three (3) years, wherein the range of maintenance services are comparable to those</p>			

<p>described in the Statement of Work. The references must be verifiable.</p> <p>If the Bidder submits references in excess of the stated requirement above, only the references up to the identified limit will be assessed. If the referenced project has not occurred within the past three(3) years, it will be assessed and will receive 0 points for the Project Reference.</p> <p>For each reference provided, the Bidder should address the information contained in the following:</p> <ul style="list-style-type: none"> Name of client, organization or company and contact information Provide a detailed description of Project or Contract including number and types of units serviced. Performance period of the project or contract. 			
ASSIGNED INDIVIDUALS' EXPERIENCE - Points: 10	7	10	
Experience in servicing equipment comparable to units identified in Appendix "C".	1 technician with more than 1 year experience.	2 technicians with more than 1 year experience.	

PART B: QUALITY ASSURANCE: MAXIMUM 5 POINTS			
AFTER HOURS BACK-UP PLAN - Points: 5	0 - 1	2 - 3	4 - 5
After hours contingency/back-up plan to ensure that 24/7 requirements are met.	No or little information provided.	Information provided but not completely clear as to how the 24/7 requirement is met.	Good information provided and clearly demonstrates how the 24/7 requirement is met.
BACK-UP PLAN - Points: 10	1 - 4	5 - 7	8 - 10
Comprehensive back-up plan for technicians in the event that the primary and/or secondary individuals are not available due to absences, vacations or vacancies.	Little or no assurances that back up personnel will be security cleared and prepared to cover absences to ensure no gaps in service	Some assurances that back up personnel will be security cleared and prepared to cover absences to ensure no gaps in service	Good assurances that back up personnel will be security cleared and prepared to cover absences to ensure no gaps in service.

SUMMARY OF TOTALS:

Part A Organizational/Managerial
Part B Quality Assurance

Maximum Score: 40 points
Maximum Score: 15 points

Minimum pass mark overall is 70% (55 x 70%) =

38.5 points

1.2 Financial Evaluation**1.2.1 Mandatory Financial Criteria**

SACC Manual Clause A0222T (2010-01-11), Evaluation of Price

2.0 Basis of Selection - Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:

- comply with all the requirements of the bid solicitation; and
- meet all mandatory criteria; and
- obtain the required minimum of 38.5 points overall for the technical evaluation criteria which are subject to point rating.

The rating is performed on a scale of 55 points.

2. Bids not meeting (a) or (b) and (c) and will be declared non-responsive.

3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 60 % for the technical merit and 40 % for the price.

4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)

		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89
Overall Rating		1st	3rd	2nd

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1.0 Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names 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 will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms ([Consent to a Criminal Record Verification](http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html) form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

2.0 Additional Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will 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.

2.1 Federal Contractors Program - Certification

Federal Contractors Program - \$200,000 or more

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 contract award. If the Bidder, or, if the Bidder 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 award of the Contract.

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 bids 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 Bidder 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 Bidder 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 Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder 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, and/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, and/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.

2.2 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, bidders 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 payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES [] NO []

If so, the Bidder must provide the following information:

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

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? 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 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 a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

2.4 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

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

2.5 Education and Experience

SACC Manual clause A3010T (2010-08-16) Education and Experience

PART 6 - SECURITY AND OTHER REQUIREMENTS

1.0 Security Requirement

1. Before award of a contract, the following conditions must be met:
 - (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

PART 7 - RESULTING CONTRACT CLAUSES

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

1.0 Statement of Work

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

1.1 Task Authorization

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

1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using the Form PWGSC-TPSGC 572 Task Authorization.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within two (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 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.

1.2.2 Task Authorization Limit

The Project Authority may authorize individual task authorizations up to a limit of \$ TBD, Goods and Services Tax or Harmonized Sales Tax included, inclusive of any revisions.

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

1.2.3 Canada's Obligation - Portion of the Work - Task Authorizations

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

1.2.4 Periodic Usage Reports - Contracts with Task Authorizations

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

The Contractor must provide this data in accordance with the reporting requirements detailed below or in **Annex "E"**. If some data is not available, the reason must be indicated. If services are not provided

during a given period, the Contractor must still provide a "NIL" report.

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than seven (7) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain (contracting authority to edit the text as applicable):

For each authorized task:

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

For all authorized tasks:

- (i) the amount (GST or HST extra) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- (ii) the total amount, GST or HST extra, expended to date against all authorized Tas.

2.0 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>) issued by Public Works and Government Services Canada.

2.1 General Conditions

2035 (2012-11-19), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

3.0 Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, 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/Offeror 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/Offeror 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).

4.0 Term of Contract

4.1 Period of the Contract

The period of the Contract is from 01 April 2013 to 31 March 2015 inclusive.

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 period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

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

5.0 Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Cathleen Almonte, *B. Comm. (Hons.)*
 Supply Specialist
 Public Works and Government Services Canada
 Wester Region
 Acquisitions Section
 Suite 100-167 Lombard Avenue
 P.O. Box 1408
 Winnipeg, MB R3C 2Z1

Telephone: (204) 984-6664 Facsimile: (204) 983-7796
 E-mail address: cathleen.almonte@pwgsc-tpsgc.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.

5.2 Project Authority

The Project Authority for the Contract is: TBD

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.

5.3 Contractor's Representative

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

6.0 Payment

6.1 Basis of Payment - Firm Price

For the Work described in the Statement of Work in Annex A and relating to Scheduled Services in Annex B:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, firm price for a cost of \$ TBD. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

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

6.1.1 Limitation of Price

SACC Manual clause C6000C (2011-05-16) Limitation of Price

6.2 Limitation of Expenditure - Cumulative Total of all Task Authorizations

Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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.

6.2.1 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ TBD. Customs duties are included 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.

6.3 Monthly Payment

SACC Manual clause H1008C (2008-05-12), Monthly Payment

6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department
 C0710C (2007-11-30), Time and Contract Price Verification
 C2000C (2007-11-30), Taxes - Foreign-based Contractor
 C0504C (2010-01-11), Overtime

6.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

7.0 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.

Each invoice must be supported by:

- (a) a copy of the release document and any other documents as specified in the Contract;
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.

(b) **One (1) copy must be forwarded to the Contracting Authority** identified under the section entitled "Authorities" of the Contract.

8.0 Certifications

8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

9.0 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

10.0 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2012-11-19), General Conditions - Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, Security Requirements Check List;
- (f) Annex D, Insurance Requirements;
- (g) the signed Task Authorizations (including all of its annexes, if any); and
- (h) the Contractor's bid dated _____.

11.0 Insurance 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. 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.

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12.0 SACC Manual Clauses

A9068C Government Site Regulations

2010-01-11

B1501C Electrical Equipment

2006-06-16

STATEMENT OF WORK

Annex A

Reference attached PDF Document titled, "*Annex A - Statement of Work*" attached herein.

BASIS OF PAYMENT**Annex B**

It is **MANDATORY** that Bidders submit firm prices/rates for the period of the proposed Contract for all items listed hereafter. **This section, when completed, will be considered as the Bidder's financial proposal.**

Bidders shall provide bids as per unit of issue requested. It is the responsibility of the bidder to provide conversion to the unit of issue requested. Failure to do so will render the bid non-responsive without further consideration.

Should there be an error in the extended pricing of the Bidder's proposal, the unit pricing shall prevail and the extended pricing shall be corrected in the evaluation. Any errors in the quantities of the Bidder's proposal shall be changed to reflect the quantities stated in the RFP.

The quantities specified below are provided for evaluation purposes only.

Rates quoted must remain firm for the period of the Contract. Rates MUST include ALL costs associated with providing the service in accordance with the Statement of Work, Annex A attached herein. GST, if applicable, is to be shown as a separate item on any resulting invoice. Payment will be made in accordance with the following pricing.

(Note: no additional charges will be allowed for travel to the site)

PRICING SCHEDULE 1: SCHEDULED SERVICES

Firm all inclusive rates for Scheduled Services.

Firm Unit Pricing, F.O.B. Destination, G.S.T. (if applicable) Extra								
Equipment	Model No.	Unit Qty	Number of Inspections Per Year	Rate Per Unit & Per Inspection				
				04/01/13 - 03/31/14	04/01/14 - 03/31/15	04/01/15 - 03/31/16	04/01/16 - 03/31/17	04/01/17 - 03/31/18
Steam Sterilizer	Eagle 3043	1	4	\$	\$	\$	\$	\$
BSL4 Steam Sterilizer	GE86610	1	4	\$	\$	\$	\$	\$
BSL4 Steam Sterilizer	GEB91415	1	4	\$	\$	\$	\$	\$
Steam Sterilizer	3522DD	5	4	\$	\$	\$	\$	\$
Sterilizer	544LS	1	4	\$	\$	\$	\$	\$
Steam Sterilizer	3522SD	6	4	\$	\$	\$	\$	\$

Equipment	Model No.	Unit Qty	Number of Inspecti- ons Per Year	Rate Per Unit & Per Inspection				
				04/01/13 - 03/31/14	04/01/14 - 03/31/15	04/01/15 - 03/31/16	04/01/16 - 03/31/17	04/01/17 - 03/31/18
Steam Sterilizer	3622DD	6	4	\$	\$	\$	\$	\$
Steam Sterilizer	3622SD	1	4	\$	\$	\$	\$	\$
Steam Sterilizer	3633DD	1	4	\$	\$	\$	\$	\$
U/C Washer	UC150	4	4	\$	\$	\$	\$	\$
P/Thru Washer	SW4700	2	4	\$	\$	\$	\$	\$
P/Trhu Washer	SW5700	1	4	\$	\$	\$	\$	\$
Bottle Washer	SW5100	1	4	\$	\$	\$	\$	\$
Cage Washer	SW6300	1	4	\$	\$	\$	\$	\$
Dryer	SD8570	2	4	\$	\$	\$	\$	\$
CL3 Truck - Shower	Yamato SM200	1	2	\$	\$	\$	\$	\$
CL3 Pass Thru	ARS 815202	1	2	\$	\$	\$	\$	\$
Mobicon	Yamato SM200	1	2	\$	\$	\$	\$	\$
Amsco Isothermal autoclave	L1250	2	4	\$	\$	\$	\$	\$
Amsco Century Prevac convertible to Isothermal	SV 1262	1	4	\$	\$	\$	\$	\$
OPTION TO ADD:								
Autoclave Sterilizer	733	1	4	\$	\$	\$	\$	\$
Steam Sterilizer	SV 136H	2	4	\$	\$	\$	\$	\$
Steam Sterilizer	SV 148H	3	4	\$	\$	\$	\$	\$
Washer P/Thru		2	4	\$	\$	\$	\$	\$
Dryer		1	4	\$	\$	\$	\$	\$

PRICING SCHEDULE 2: "AS AND WHEN REQUESTED" SERVICES**TASK AUTHORIZATIONS**

Additional services may be required on an "as and when requested" basis and authorized by the Project Authority through the issuance of a Task Authorization. The work requested in any resulting Task Authorization must be for the buildings defined herein and for the type of services defined in the statement of work.

The quantities specified below are provided for evaluation purposes only.

Firm all inclusive prices/rates including overhead, profit and all related costs for additional services not described in Pricing Schedule 1 on an "AS AND WHEN REQUESTED" basis.

Task No.		Contract Year 1	Contract Year 2	Option Year 1	Option Year 2	Option Year 3
1	LABOUR: Firm hourly rate per qualified personnel during regular working hours (0800-1630 hours, Monday - Friday):					
	Unit Price	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
	Est'd Qty	248	248	248	248	248
2	LABOUR: Firm hourly rate per qualified personnel outside regular working hours, weekends and statutory holidays:					
	Unit Price	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
	Est'd Qty	10	10	10	10	10
3	MATERIALS: Materials shall be charged at our laid-down cost plus a mark-up of: (Not to exceed Manufacturers suggested retail price. Cost must be supported by copies of the Contractor's paid invoices being submitted with invoice to PHAC.)					
	Mark-up	_____%	_____%	_____%	_____%	_____%
	Est'd Qty	\$130,000.00	\$130,000.00	\$130,000.00	\$130,000.00	\$130,000.00
4	BASIC MAINTENANCE / SERVICE / OPERATIONAL TRAINING					
	Unit Price		\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
	Est'd Qty	10	10	10	10	10
5	LABOURER / ASSISTANT: Firm hourly rate per qualified personnel during regular working hours (0800-1630 hours, Monday - Friday):					
	Unit Price	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr	\$_____/hr
	Est'd Qty	10	10	10	10	10

* 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 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.

INSURANCE REQUIREMENTS**Annex D****1.0 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.

2.0 Automobile Liability Insurance

1. 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.

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File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

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2. 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.

FORM PWGSC-TPSGC 572 TASK AUTHORIZATION

Annex E

Reference attached PDF Document titled, "*Annex E - PWGSC 572*" attached herein.

TASK AUTHORIZATION USAGE FORM

Annex F

Reference attached PDF Document titled, "*Annex F - TA Usage Form*" attached herein.

ANNEX “A”

STATEMENT OF WORK

AUTOCLAVE / WASHER PREVENTATIVE MAINTENANCE SERVICES CONTRACT

<u>Section</u>	<u>Title</u>	<u>Pages</u>
1.0	Scope of Work	2
2.0	General Requirements	9
3.0	Materials	14
4.0	Execution	15
Appendix “A”	Information - Laboratory Biosafety Guidelines	16
Appendix “B”	Non-Disclosure and Confidentiality Agreement	20
Appendix “C”	Equipment List	23

ANNEX A

STATEMENT OF WORK

1.0 Scope of Work

1.1 Location

All work undertaken in accordance with this requirement will take place at, or on behalf of the Canadian Science Centre for Human and Animal Health (CSCAH) at 1015 Arlington Street, 820 Elgin Avenue, Winnipeg, and at, or on behalf of the JC Wilt Infectious Diseases Research Centre (JCWIDRC) at 745 Logan Avenue, Winnipeg.

1.2 Background

As Canada's leading public health infectious disease laboratory, the National Microbiology Laboratory (NML) and the National Centre for Foreign Animal Diseases are responsible for the identification, control and prevention of infectious human and animal diseases. The NML is located the Canadian Science Centre for Human and Animal Health, one of the first facilities in the world to have high containment laboratories for human and animal health in one facility. It is recognized as a leading facility in an elite group of 15 centres around the world, equipped with laboratories ranging from biosafety level 2 to level 4 designed to accommodate the most basic to the most deadly infectious organisms.

The NML's activities include reference microbiology, support to epidemiology programs, surveillance, emergency response, applied and discovery research, and management of intellectual assets to improve public health in Canada and internationally.

1.3 General

The Scope of Work detailed herein includes, but shall not be limited to, the provision, by the Contractor, of all labour, supervision, material and equipment necessary to complete the work and provide the services as detailed herein.

1.4 Intent

1. The intent of this contract is to provide a preventative maintenance service contract complete with "as and when" requested service calls for the Autoclaves, Washers and Dryers detailed within Appendix "C" (attached hereto) which are located at the CSCAH and JCWIDRC. Inspections and maintenance will be carried out quarterly or every 500 cycles, whichever comes first, at times negotiated between the Contractor and the Departmental Representative. Preventative maintenance service for the autoclaves located in the Mobile Lab will be performed semi-annually. The vendor will provide telephone support to CSCAH and/or JCWIDRC laboratory staff between visits as required. Under the terms of the contract, all parts necessary to

maintain the equipment during and in between inspections will be supplied by the Contractor and may be stored on-site by the Contractor in a secure location as determined by the Departmental Representative.

2. In the event the Crown purchases new equipment, the said equipment will be eligible for inclusion in the contract at the quoted rate for the particular piece of equipment based on function of the equipment. Any additional service charges for new equipment will be incorporated into the regular contract billings on a no more than a monthly basis commencing on the next contractual billing. No additional funds will be paid for equipment taken out of service.
3. Should the Crown elect to take equipment out of service or to delete equipment from the service contract, no penalty payment will be assessed. The Contractor will be notified in writing a minimum of 30 days in advance of equipment being deleted from the contract. The deletion of equipment will be incorporated into the regular contract billing on a no more than a monthly basis commencing on the next contractual billing.
4. Service shall include all routine inspections and emergency services, including but not limited to equipment maintenance, equipment calibrations and all miscellaneous services (i.e. all gasket changes, etc.).
5. All replacement parts must be genuine manufacturer certified.
6. Provide maintenance for a minimum of 24 Powerware Prestige 600 UPS units. Service shall include maintenance/repair or replacement Autoclave UPS systems (i.e. check and replace batteries, repair or replace defective units).
7. Contractor is to provide autoclave chamber cleanings as part of the annual preventative maintenance service and when required on an "as and when" requested service (with an hourly rate) which will be scheduled at a mutually agreed upon time.
8. After any maintenance or repair work performed, the Contractor's technician must perform a test run at the completion of the work and prior to program use to ensure equipment is operating safely.

1.5 Service to be Provided – Type of Service

1. Unless otherwise specified, all instructions herein specify the duties and obligations of the contractor.
2. It is the intent of this Contract is to provide skilled and licensed (as applicable) personnel to deliver maintenance, repair and/or renovation services as detailed herein.
3. A work order number will be provided by the Departmental Representative for each request for service.
4. Provide service on an "as and when" requested basis only, where CSCHAH is the sole authority for issuance of such a request.
5. **Response Times:**
"Routine" - (non-urgent service call which is to be performed during normal working hours and on normal working days) request for services within one (1) working day of being notified by Departmental Representative.

"Emergency or Urgent" - Contractor availability is 24 hours a day, 365 days a year, and is to respond via telephone within two (2) hours and if required, to proceed to the site within four (4) hours (or as mutually agreed upon during initial telephone contact) fully equipped with all necessary tools and parts required to facilitate general maintenance repairs. Contractor is to repair or protect the system and/or equipment from further damage. When the system has been made safe or repaired, provide within one (1) working day, a detailed estimate of time to complete repairs and put the equipment in proper working order.

6. When the request for service occurs after normal business hours and on weekends, contact the Departmental Representative, detailed herein, on the first working day following that request to obtain a work order number.

Normal business hours are **0800 to 1630** hours, Monday through Friday inclusive, excluding holidays.

The building operation is 24 hours a day, 365 days a year.

7. The Contractor must have a staffed office at all times during normal business hours and a demonstrated ability to receive and respond to emergency calls outside normal business hours. An answering machine only is **NOT** acceptable.
8. Provide telephone numbers for regular service calls and the contact names and telephone/cell numbers for emergency contact. Contractor is responsible for advising the Departmental Representatives (listed herein) in writing of any changes to after-hour personnel schedule changes (weekend/holiday coverage) with a minimum seven (7) calendar days' notice.
9. When requested by the Departmental Representative, the Contractor will submit a written plan of operation for approval. This will be done to ensure the Departmental Representative that all work is being carried out in a safe manner and will not damage property or equipment, or impact on critical laboratory programs.
10. Advise the Departmental Representative on site of product defect or damage the Contractor may come across or cause in the performance of the work.
11. Instruct the Departmental Representative and CSCHAH and JCWIDRC staff on-site of any new operating procedures when installing or modifying new or existing equipment.
12. Contractor will provide upon request:
 - a) Input into and / or participate in an electronic presentation (i.e. Power Point) in conjunction with the Safety and Environmental Services (SES) within CSCHAH.
 - b) Hands on training (created by Contractor in consultation with CSCHAH Safety and Environmental personnel) on an "as and when" requested basis.
Training shall be based on routine maintenance, cleaning and operations.
13. Contractor will review and provide technical input into the Standard Operating Procedures ("SOP") for Autoclave/Washer/Drier maintenance and service as developed by the CSCHAH. In the event the SOP requires modification, the Contractor will provide additional technical input.

14. Contractor will maintain a detailed service log for each piece of equipment. Hard copies of the work orders/service log will remain the property of the CSCHAH / JCWIDRC and will not leave the building. The details on the work order will include such items as:

- a) Equipment Location/serial number/model/1-line descriptor (i.e. Gravity-fed vs. pre-vac)
- b) Date of service
- c) All hours spent on an individual machine
- d) Details of service performed (work done, adjustments made, testing and recertification to manufacturer's specifications and calibration settings / completed, etc.)
- e) Listing of all parts replaced/repared
- f) Work order number for each service date
- g) Service technician's name
- h) Equipment recommendations (if any)
- i) Technician's observations
- j) Any events which may cause concern over the operations and reliability of the equipment

15. Copies of all reports detailed hereunder are to be retained within an equipment log book and are to be available for reviewing by CSCHAH / representatives at any time as required. The location of the log book will be determined by mutual consent.

Contractor will provide the following information annually: "no later than December 31 of each year"

- a) a synopsis per piece of equipment for: travel time, labour expended and parts replaced. The report will also detail the annual labour rate plus a listing of the pricing for parts utilized.
- b) a detailed log of all telephone support services provided
- c) a detailed list of equipment inadequacies along with recommended enhancements that will reduce water consumption and result in energy and/or facility operating cost savings.

Contractor will provide Bi-Annual equipment calibration reports to include the following measurements:

1. **Temperature** - Contractor must identify the type of temperature probe(s) utilized in the calibration report
2. **Pressure** - Chamber and jacket measurement
3. **Time** - The required accuracy is $\pm 1.0\%$ over the sterilization hold time.

4. If requested by the Departmental Representative, the Contractor shall provide CSCHAH with a copy of the Standard Operating Procedures used by the Contractor for calibrating CSCHAH equipment.

1.6 Personnel

1. The Contractor must have the ability to provide a minimum of two (2) certified factory trained technicians available at all times throughout the duration of the contract to perform preventative maintenance and repair on the units. Technicians must have a minimum of one (1) year experience of working on equipment technically comparable to the units detailed in Appendix "C".
2. Acceptable certification will be for either Steris Autoclaves, and/or Getinge Castle Autoclaves. Technicians must be able to perform preventative maintenance on and repair products from both Steris and Getinge Castle.
3. Contractor's personnel must be WHMIS certified.
4. The Departmental Representative may at any time during this Contract request to inspect a workman's certification.
5. Labourers/assistants shall be permitted to assist the tradesperson in the performance of his/her duties.
6. It is required that a minimum of two (2) proposed technicians have experience working on equipment technically comparable to the units detailed in Appendix "C".
7. A mandatory electrical certification to the minimum Level "M" is required of all certified technicians.

1.7 Activities Required/Tasks/Deliverables

Autoclave / Washer Technicians

1. The Contractor's technicians are required to:
 - a) Carry out a minimum of four (4) preventative maintenance inspections per year or every 500 cycles approximately of an autoclave, whichever comes first and four (4) preventative maintenance inspections a year on the washers and dryers.
 - b) The inspections will be performed by a factory-trained representative with the assistance of CSCHAH and/or JCWIDRC staff and will serve as hands-on in-service education for the CSCHAH and/or JCWIDRC staff.
 - c) All autoclaves and washers will be thoroughly inspected, cleaned, parts replaced as required and left operating at the manufacturer's specifications and calibration settings.
 - d) Change HEPA filters annually and/or as required. CSCHAH will provide the HEPA filters.
 - e) No parts are to be included in the price of the inspection.
 - f) The Contractor will be authorized to provide labour and parts to a maximum of \$1,000.00 per inspection without obtaining Departmental Representative approval. Repairs and parts required in excess of \$1,000.00 will require authorization from the Departmental Representative. The Departmental Representative may, at any time during the period of the contract, evaluate

this authorization. Any change to the authorization shall be provided to the Contractor in writing.

- g) Laboratory staff will record the number of cycles on a weekly basis and will inform the Contractor of any units that have gone through approximately 500 cycles since the last inspection

Preventative maintenance program will as a minimum be comprised of:

AUTOCLAVES:

Quarterly Checks:

- Check battery back-up system.
- Selector - Indicator panel.
- Reboot autoclaves to purge memory.
- Check safety valve.
- Check steam traps.
- Clean steam and water strainers.
- Blow out drain.

Annually:

- Chamber cleaning.
- Complete inspection in accordance with Manufacturer's specifications.

WASHERS / DRYERS:

- Inspections are to be performed quarterly (4 inspections a year) or in accordance with Manufacture's specifications, whichever is more stringent.
2. Call backs for equipment breakdown after inspections will be included in the contract pricing. If a repair is made to a piece of equipment and the same problem occurs within a seven (7) day period, CSCHAH / JCWIDRC will not compensate the Contractor for a return service call. The call back period will be seven (7) working days after the scheduled inspection has been signed off by the Departmental Representative or designate.
 3. Laboratory staff will be the primary contact and if required technical assistance will be available over the telephone within two (2) working hours of the maintenance staff placing the call to the Contractor. The cost of the telephone consulting service will be included in the contract pricing. The Contractor will provide telephone support to laboratory support staff between 08:00 and 16:30 local time weekdays, excluding holidays. This telephone support will be provided by technicians trained on the equipment installed at the CSCHAH and JCWIDRC, but do not have to be located in Winnipeg.
 4. The Contractor will not have access inside Containment Level 4 (CL4) during laboratory operations, but will be required to provide training to the in-house support staff for performing the quarterly, monthly, weekly and daily scheduled preventative maintenance routines or emergency repairs. The Contractor will provide coaching to

the in-house staff via radio when on-site or by telephone when required. Drain boxes for CL4 will be certified safe by the CSCHAH staff before work will be allowed on any of these units.

5. The Contractor will provide 10 working days' notice to the Departmental representative prior to commencement of any equipment being serviced.
6. The Contractor must read blueprints and specification documents to determine size, extent of project and requirements, compliance with codes and safety regulations.
7. The Contractor must assemble, erect or install material and personnel handling devices, scaffolds, ropes, slings and hoists.
8. The Contractor will advise the Departmental Representative on site of product defect or damage.
9. No work is to be performed without receipt of a hard copy Work Order assigned by a Departmental Representative. Should the request for service occur outside of normal business hours, contact the Departmental Representative the first working day following the request to obtain a hard copy Work Order.

1.8 Standards

1. The Contractor shall comply with all legislative and regulatory provisions whether federal, provincial or municipal applicable to the performance of the work. The Work is to be executed to meet or exceed the requirements of:
 1. Health Canada Laboratory Biosafety Guidelines, 3rd Edition (excerpts attached hereto as Appendix "A")
 2. Workplace Hazardous Materials Information System (WHMIS);
 3. The Canada Labour Code; Part II
 4. Equipment or system manufacturer's specifications, recommendations, calibration settings, instruction manuals and/or leaflets;
 5. Building specifications.
2. In the event of a conflict between any of the codes, regulations, acts or standards outlined herein, the most stringent shall apply.
3. All of the above codes and standards in effect at the time of award are subject to change/revision. The latest editions of each shall be enforced during the term of the Contract.

1.9 Departmental Representative(s)

1. The following personnel are authorized contacts during normal working hours:

INSERT TITLE
Phone Number: (204)
Fax: (204)

ALTERNATE:

INSERT TITLE

Phone Number: (204)

Fax: (204)

INSERT TITLE

Phone Number: (204)

Fax: (204)

2. After normal working hours, authorized contacts will be available through a phone number that will be supplied to the Contractor.

2.0 General Requirements

2.1 Permits, Fees, and Licenses

1. Pay all fees, obtain certificates and permits as required by code and provide the appropriate authorities having jurisdiction with all requested information.
2. Furnish a copy of these certificates and permits for all work to the Departmental Representative.
3. All required licences, certificates, and permits must be kept current throughout the entire term of this Contract.

2.2 Examination

Examine the existing conditions and determine those conditions affecting the work.

2.3 Existing Services

1. Protect and maintain existing active services.
2. Use existing services at no cost.
3. Use designated sanitary facilities.
4. Any equipment required to be shut down to execute service or repair must be done by the Departmental Representative or his/her designate or, at the discretion of CSCHAH by the Contractor under the supervision of the Departmental Representative (or designate).
5. Inform the Departmental Representative immediately of any code violation or required repairs which could pose a hazard to employees or building occupants.

2.3 Cleaning and Waste

1. Maintain work area free of accumulated waste and rubbish.

2. Remove and dispose of debris, used and obsolete material on a daily basis.
3. Remove grease, dust, dirt, stains, finger-prints and other foreign materials, from sight-exposed interior and exterior finished surfaces affected by Contract work.

2.4 Cutting, Fitting and Patching

Cut, fit and patch where required for work under this contract. Make good all disturbed surfaces to original condition.

2.5 Co-ordination and Protection

1. Execute work with minimum disturbance to occupants, public, and normal use of building. Make arrangements with the Departmental Representative to facilitate execution of work. Maintain access and exits free as work area could be occupied during execution of work. The Contractor must be prepared to work with laboratory staff to carry out verifications.
2. When shut down of systems is required for service, a mutually agreed upon schedule will be coordinated between the Departmental Representative and the Contractor to ensure that critical program schedules are not impacted. In some areas the Contractors schedule will be linked with the annual de-contamination shut down of the laboratories. Every effort will be made to allow the Contractor access to equipment being serviced to provide continuous work. The equipment may or may not be in the same location within the building.
3. Protect existing work from damage.
4. Obtain Departmental Representative's approval before cutting, boring or sleeving load bearing members. If engineering services are required to provide design and inspection of site, the Contractor will be responsible to obtain the service.
5. All possible safety precautions are to be taken to ensure the protection of employees or occupants during the course of the work.

2.6 Workmanship

1. All reconstruction and modification work must match or exceed the quality of fit and finish of the original or existing work. All workmanship is subject to inspection and approval.
2. Use only skilled and certified tradespeople (as applicable) with a minimum of one year working in the trade and demonstrable proficiency in the tasks outlined in Section 1.5 "Autoclave/Washer Technician" of this contract.
3. Replace all work unsatisfactory to the Departmental Representative without extra cost.

2.7 Site Safety

1. Comply with the Canadian Code for Construction Safety, the Provincial Construction Safety Act and the requirements of the Fire Commissioner of Canada relating to the safety of persons on the work site or the protection of the property against loss or damage from any cause including fire.
2. All persons, including Contractor, sub-trades, suppliers, delivery services, etc. must wear Grade 1 or 2, CSA approved Safety Footwear and other safety equipment necessary when working in or moving through the related buildings. On occasion PHAC may have requirements above minimum requirements.
3. Contractor to comply with Laboratory Bio-Safety Procedures and protocol which will be reviewed during the one day orientation at the start of the contract.
4. CSCHAH reserves the right to review the Contractor's Occupational Health and Safety Program documentation as it relates to work performed at or on behalf of the CSCHAH.

2.8 Site Security

1. Any work that may disrupt the operations of the occupying clients will be carried out after normal building operational hours. For all work carried out after normal building operational hours, the Departmental Representative will determine acceptable building security.

2.9 Meetings

Attend all meetings at site when notified by the Departmental Representative.

2.10 Drawings and Maintenance Manuals

1. Maintenance manuals, specifications and plans are available for viewing from the Departmental Representatives listed herein. Copies of the service manuals will not be issued by the CSCHAH.
2. Contractor is to update equipment service manuals and/or equipment logs to reflect any changes and/or modifications to equipment for future repairs

2.11 Fastening Devices – Explosive Actuated

Powder activated devices using explosive shells shall not be permitted.

2.12 Energy Conservation

Conserve energy and non-renewable natural resources with due regard for property protection, safety of workmen and employees and overriding by-laws and regulations.

2.13 Publicity

Do not list, publicize or use for business promotion purposes, the address of the work of this Contract, the name of the facility, Agency or the Government of Canada.

2.14 Facility Access

1. Only those employees whose names appear on the Contractor's approved list will be allowed access to the site under this Contract.
2. The Contractor and his/her employees must register with CSCHAH/Security on-site when entering and leaving the facility to obtain and return facility access pass. Valid photo identification must be provided to Security when registering into the building.
3. All keys and/or proximity cards entrusted to the Contractor and his/her employees for the fulfilment of this Contract must be returned to the security desk before departure from the building at the end of each working day. All lost keys or cards must be immediately reported to the security desk or the Departmental Representative.
4. Employees of the Contractor will be subject to questioning and search of tools and supplies in relation to security matters by Departmental Representative and/or designated security staff.

2.15 Building Policies

1. All approved employees of the Contractor will attend a CSCHAH Contractor orientation on building policies, the session is paid for by CSCHAH. Subsequent orientation sessions will be available for new employees of the Contractor and/or if required as a result of facility protocol and procedural changes.
No employee of the Contractor will be permitted to work in the buildings until they have attended the orientation.
2. The Contractor and his/her employees shall follow building policies and regulations including fire evacuation procedures, safety procedures, laboratory and hot works protocols, security requirements, and any directive issued from time to time by the Departmental Representative.
3. The CSCHAH is a LATEX-GLOVE FREE facility. No latex gloves are permitted in the facility.
4. CSCHAH will supply tools and Personal Protective Equipment ("PPE") inside of the containment level 3, 3+ and 4 areas of the laboratory. These tools are the property of CSCHAH and will not be allowed to leave these areas. The Contractor shall contact the Departmental Representative if sufficient and/or specialty tool(s) are not available within the containment area.
Provision of tools and PPE by CSCHAH for work performed in containment areas is in accordance with building policies and applicable regulatory directives.
Accordingly, no employee-employer relationship is to be implied or construed by this provision.
5. All personnel representing the Contractor which may have access to the CSCHAH facility, documentation and/or information that is confidential or proprietary to

Canada must sign a Non-Disclosure and Confidentiality Agreement (attached hereto as Appendix “B”) prior to being given access to the facility, such documentation and/or information.

6. All personnel shall refrain from wearing / listening to any personal entertainment device, or any other device that might limit hearing and vision in all laboratory and mechanical spaces. This includes, but is not limited to: iPods, MP3 players, diskmans and walkman players.
7. All personnel / visitors are prohibited from using personal or business related portable electronic devices to take photos / video of personnel or government assets. This applies to all areas of the facility.

2.16 No Smoking

Respect the Government of Canada’s smoking policy on these premises and use designated smoking areas only.

2.17 Immunization and Health Certificate of Contractor’s Employees

1. Immunization and health assessment may be required depending on work location in the building and level of risk. Risk assessment will be completed prior to any work of this nature being undertaken and the Contractor will be advised of any requirements. **If required, the Contractor is responsible for providing the required immunization and health assessment to their employees.** As a minimum, the following shall apply:
 - i. Basic requirements for entry into CL02 - Current TD (tetanus) booster ie within the past 10 years Hepatitis B;
 - ii. For CL03 Entry – based on a “case by case” risk assessment, the following activities will be performed on site as required. Entrance Serum storage & Exit Serum Storage; and
 - iii. CL03 TB Lab only - Mantoux TB skin test.
2. Proof of testing and/or immunization must be provided to the Departmental Representative.

2.18 Parking

1. Parking will be made available to Contractors holding contracts and Standing Offer Agreements with the CSCHAH. Only vehicles with proper signage, operated by a contractor who is on-site for facility related business will be given parking. Contractors must park their vehicles on the gravel lot located at the North East corner of the parking lot. (If no spaces are left on the gravel lot, the vehicle owner will be required to find alternative parking offsite of the CSCHAH parking lot).
2. Each vehicle must be parked front end in first. Backing into the parking spot is not allowed in order to protect the electrical posts

3. Contractors must register their vehicle at the security reception desk. Failure to do so may result in the vehicle being towed.
4. There will be no parking in the fire lane, which is clearly marked with "No Parking" signs. Any vehicles parking in the fire lane will be subject to being towed at the owner's expense.
5. There will be no overnight parking or storage of a vehicle allowed.
6. Only block heaters are allowed to be plugged into the electrical outlets.
7. CSCHAH does not take any responsibility for vehicles parked on the lot. Parking on the lot is at the owner's risk.
8. Unauthorized vehicles will be subject to tow at the owner's expense.

3.0 Materials

3.1 Materials

1. All parts required to maintain the equipment, including door gaskets, ribbons, tapes, consumable items and filters, should not be included in the base contract price. The spare parts stock provided will be adequate to replace all working parts of the equipment that normally fail and at an inventory level recommended by the Contractor. The inventory levels and content must be such that down time will not be experienced by the Laboratory programs.
2. All consumable parts replaced between inspections will be done by Laboratory program staff. Used parts will be kept and turned over to the Contractor. Parts inventory will be replenished from the Contractor's warehouse at no initial cost to the CSCHAH / JCWIDRC. All parts used by CSCHAH / JCWIDRC staff will be paid for at the current published price list less a pre-determined discount, not to exceed manufacturer's suggested retail price.
3. Packing or delivery slips for materials or replacement parts, will be left with the person(s) appointed by the Departmental Representative at the time of delivery. All materials delivered to the Facility must be delivered to CSCHAH shipping and receiving.
4. Where the Contractor supplies equipment purchased from a supplier or manufacturer, obtain from the supplier or manufacturer, a warranty for the manufacturer's normal warranty period and such warranty shall be made out to Her Majesty the Queen in Right of Canada and included in the O&M Manuals for the Departmental Representative.
5. Keep on hand or otherwise secure a supply of materials to complete normal routine service calls common to the facility without undue delay.
6. Deliver, store and maintain materials with manufacturer's seals and labels intact.
7. Parts and materials are to be stored in accordance with manufacturer's and supplier's instructions.
8. Do not store materials on site without Departmental Representative's approval.

9. CSCHAH / JCWIDRC accept no responsibility for materials or equipment stored on site.
10. When an equipment inventory numbering system exists, identify to the appropriate Departmental Representative, all pertinent data relative to the new piece of equipment upon installation.

3.2 Products

1. Material and replacement parts that match existing building standard and code requirements are to be used. Alternative materials must have prior approval of the Departmental Representative. Any changes are to be approved by Departmental Representative.
2. Products of same type as existing, including classification, are to be used unless otherwise approved by Departmental Representative. For new products approved, use products from one manufacturer only.
3. Use new materials that conform to, or exceed the minimum applicable standards of the Canadian Government Standards Board (CSA) and/or the National Building Code of Canada.
4. Where there is no alternative to supplying equipment which is not CSA certified, obtain special approval from Provincial Department of Labour.
5. The Contractor shall ensure that all materials used in the workplace are classified and labeled according to the Workplace Hazardous Materials Information Systems (WHMIS).
6. The Contractor shall provide copies of the Material Safety Data Sheets (MSDS) for products used on the premises to the Departmental Representative.

4.0 Execution

1. Use installation procedures and methods of product modification and reconstruction that match the existing facility specification, product specification and to the satisfaction of the Departmental Representative or designate.
2. Unless otherwise specified, comply with manufacturer's latest printed instructions for materials and installation methods.

APPENDIX A

LABORATORY BIOSAFETY GUIDELINES

The following excerpts are taken from the: Health Canada Laboratory Biosafety Guidelines, 3rd Edition 2004 (Published by authority of the Minister of Health).

This information is provided to indicate the controls and restrictions that work must be carried out under when working in containment laboratories.

There are a number of additional protocols that have been developed out of this guideline that will apply to this site.

Biocontainment Level 2 (BC2) Laboratory:

Any pathogen that can cause human or animal disease but under normal circumstances, is unlikely to be a serious hazard to healthy laboratory workers, the community, livestock, or the environment. Laboratory exposures rarely cause infection leading to serious disease; effective treatment and preventive measures are available and the risk of spread is limited.

This applies to the laboratory that handles agents requiring BC2. The primary exposure hazards associated with organisms requiring BC2 are through the ingestion, inoculation and mucous membrane route. Agents requiring BC2 facilities are not generally transmitted by airborne routes, but care must be taken to avoid the generation of aerosols (aerosols can settle on bench tops and become an ingestion hazard through contamination of the hands or splashes). Primary containment devices such as Biosafety Cabinets (BSC) and centrifuges with sealed rotors or safety cups are to be used as well as appropriate personal protective equipment (i.e., gloves, laboratory coats, protective eyewear). As well, environmental contamination must be minimized by the use of handwashing sinks and decontamination facilities (autoclaves).

Operational Requirements:

In addition to the general practices required for all laboratories handling infectious substances, the following describe the minimum operational practices required for BC2.

1. Good microbiological laboratory practices intended to avoid the release of infectious agents are to be employed.
2. BSCs must be used for procedures that may produce infectious aerosols and that involve high concentrations or large volumes of biohazardous material. Laboratory supervisors, in consultation with the Biological Safety Officer/Institutional Biosafety Committee, should perform a risk assessment to determine which procedures and what concentrations and volumes necessitate the use of a BSC.
3. Appropriate signage indicating the nature of the hazard being used (e.g., biohazard sign, containment level) must be posted outside each laboratory; if infectious agents used in the

laboratory require special provisions for entry, the relevant information must be included on the sign; the contact information of the laboratory supervisor or other responsible person(s) must also be listed.

4. Entry must be restricted to laboratory staff, animal handlers, maintenance staff and others on official business.
5. All people working in the containment area must be trained in and follow the operational protocols for the project in process. Trainees must be accompanied by a trained staff member. Visitors, maintenance staff, janitorial staff and others, as deemed appropriate, must also be provided with training and/or supervision commensurate with their anticipated activities in the containment area.
6. Emergency procedures for spill clean-up, BSC failure, fire, animal escape and other emergencies must be written, easily accessible and followed. A record must be made of other people entering the facility during an emergency.

BC3 Laboratory:

A pathogen that usually causes serious human or animal disease, or which can result in serious economic consequences but does not ordinarily spread by casual contact from one individual to another, or that can be treated by anti-microbial or anti-parasitic agents.

This applies to the laboratory that handles agents requiring BC3. These agents may be transmitted by the airborne route, often have a low infectious dose to produce effects and can cause serious or life-threatening disease. BC3 emphasizes additional primary and secondary barriers to minimize the release of infectious organisms into the immediate laboratory and the environment. Additional features to prevent transmission of BC3 organisms are appropriate respiratory protection, HEPA filtration of exhausted laboratory air and strictly controlled laboratory access.

In addition to the operational practices for all laboratories handling infectious substances and those minimum requirements for BC2, the following describe the minimum operational practices required at BC3.

1. There must be a program for the management of biological safety issues in place with appropriate authority to oversee safety and containment practices.
2. Everyone entering the containment laboratory must have completed a training course in procedures specific to the containment laboratory and must show evidence of having understood the training; training must be documented and signed by the employee and supervisor.
3. Employees working in the containment area must have knowledge of the physical operation and design of the facility (e.g., air pressure gradients between zones, directional airflow patterns, alarm signals for air pressure failure, containment perimeter).

4. A protocol specific to the operation of the laboratory must be developed and read by personnel; employees must certify in writing that they have understood the material in the protocol. This should include entry and exit protocols for people, animals, equipment, samples and waste. General protocols must be supplemented with protocols specific to each project in progress.
5. Personnel must have demonstrated proficiency in microbiological practices and techniques.
6. Smoke testing (i.e., using a smoke pencil held at the door between the anteroom and the containment facility, and other doors as required) should be done periodically by laboratory staff to verify correct airflow; a containment check must be performed before entering the containment laboratory (e.g., verify correct reading on the pressure monitoring device).
7. People entering a containment facility must be well prepared and bring all materials they will need with them; if something has been forgotten, established traffic patterns must still be adhered to (i.e., do not go back to get it; either phone for someone to bring it or exit using proper protocols).
8. Routine laboratory cleaning must be done by personnel using the containment facility or by specific personnel dedicated and trained for this task.
9. The containment laboratory must be kept locked.
10. Infectious agents should be stored inside the containment laboratory; agents stored outside of the zone must be kept locked, in leakproof containers; emergency response procedures are to take into account the existence of such infectious agents outside of the BC3 laboratory.
11. Personal items such as purses and outdoor clothing must not be brought into the containment laboratory.
12. Drainage traps must be filled with liquid (i.e., through regular sink usage, automatic primers or by filling traps in areas that are not frequently used).
13. Laboratory samples and supplies may be carried into the containment laboratory or passed in through a pass-box; if the barrier autoclave is used to pass materials into the laboratory, the autoclave must have been cycled before the outer "clean side" door is opened.
14. Personnel entering the containment laboratory must remove street clothing and jewellery, and change into dedicated laboratory clothing and shoes; dedicated laboratory clothing and shoes must be removed before leaving the containment laboratory in a manner that minimizes any contamination of the skin with the potentially contaminated dedicated laboratory clothing. The use of full coverage protective clothing (i.e., completely covering all street clothing) is an acceptable alternative. When a known or suspected exposure may have occurred, all clothing, including street clothing, requires appropriate decontamination.

Laboratories manipulating organisms, such as HIV, that are not infectious via inhalation, are not required to remove street clothing.

15. An additional layer of protective clothing (i.e., solid-front gowns with tight-fitting wrists, gloves, respiratory protection(7)) may be worn over laboratory clothing when infectious materials are directly handled and should be removed after completion of work (e.g., dedicated for use at the BSC).
16. Centrifugation of infectious materials must be carried out in closed containers placed in sealed safety cups or rotors that are unloaded in a BSC.
17. Animals or arthropods that have been experimentally infected must remain in the laboratory or appropriate animal containment facility.
18. When a known or suspected aerosol exposure may have occurred, protocols based on a local risk assessment must be in place to determine whether showering is required on exit from the laboratory.
19. All activities with infectious materials are conducted in a BSC; if this is not possible, other primary containment devices in combination with personal protective clothing and equipment must be used; no work with open vessels containing infectious materials is conducted on the open bench.
20. Heat-sensitive materials that cannot be autoclaved out of the containment laboratory must be decontaminated at the containment barrier (e.g., fumigated with formaldehyde, vaporized hydrogen peroxide or a suitable alternative; disinfected using liquid chemicals; or subjected to other technology proven to be effective).
21. Emergency procedures for failure of air handling systems and other containment emergencies must be written, easily accessible and followed.
22. In the event of life-threatening emergencies, personal health and safety are a priority; exit protocols must be established whereby routine procedures might be bypassed; a reporting area must be identified where further steps must be taken (e.g., disinfecting footwear, changing, showering).

BC4 Laboratory:

A pathogen that usually produces very serious human animal disease, often untreatable, and may be readily transmitted from one individual to another, or from animal to human or vice-versa directly or indirectly, or casual contact.

This is the maximum containment available and is suitable for facilities manipulating agents requiring BC4. These agents have the potential for aerosol transmission, often have a low infectious dose and produce very serious and often fatal disease; there is generally no treatment or vaccine available. This level of containment represents an isolated unit, functionally and,

when necessary, structurally independent of other areas. BC4 emphasizes maximum containment of the infectious agent by complete sealing of the facility perimeter with confirmation by pressure decay testing; isolation of the researcher from the pathogen by his/her or her containment in a positive pressure suit or containment of the pathogen in a Class III BSC line; and decontamination of air and other effluents produced in the facility.

NOTE: Maintenance personnel and service contractors would not be required / allowed to enter a CL4 space to carry out repairs or installations unless the laboratory was shut down and decontaminated.

APPENDIX B

NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

BETWEEN: Her Majesty the Queen in right of Canada (referred to as "Her Majesty")
represented by the Minister of Health through the Public Health Agency of Canada
(referred to in the contract as the "Minister")

AND: _____ (Offeror's Name - "Offeror")

1. DEFINITION OF CONFIDENTIAL INFORMATION

- .1 Public Health Agency of Canada (PHAC) proposes to disclose to the Offeror certain of its confidential and proprietary information ("Confidential Information"), which includes, without limitation, all data, blueprints, drawings, material, products, technology, intellectual property, computer programs, specifications manuals, business plans, and other information submitted or disclosed by or on behalf of PHAC orally, in writing, or by any other media, together with any analysis, compilations, forecasts, studies, notes, or other documents and material prepared or produced by the Offeror or his/her employees, agents, subcontractors, representatives, advisors or consultants ("Permitted Representatives") which contains or otherwise reflects Confidential Information.
- .2 Confidential Information does not include information that:
 - (a) is now or subsequently becomes generally available to the public through no fault or breach on the part of the Offeror;
 - (b) the Offeror can demonstrate to have had rightfully in its possession prior to the disclosure by PHAC to the Offeror;
 - (c) is independently developed by the Offeror without using any Confidential Information;
or
 - (d) the Offeror rightfully obtains from a third party who has the right to transfer or disclose it.

2. OFFEROR'S OBLIGATIONS

- .1 The Offeror agrees that the documentation and/or information available as part of the bid solicitation package or obtained during the mandatory site visit (as applicable) by an Offeror in order for an Offeror to submit a bid to the Minister in response to Solicitation No. 6D063-091245 contain information that is confidential or proprietary to Canada or to third parties, and that such information is not to be disclosed or used in any way other than as set out below.
- .2 In consideration of the Minister disclosing the documentation and/or information to the Offeror, the Offeror agrees that:
 - (a) the Offeror shall not, without the prior written permission of the Minister, disclose to anyone, other than an employee or a proposed subcontractor with a need to know, the documentation and/or information;

- (b) the Offeror shall not make copies of the documentation and/or information nor make use of the documentation or any information therein for any purpose other than for the preparation of a bid in response to Solicitation No. 6D063-091245;
- .3 The Offeror shall require any proposed subcontractor referred to in (a) above to execute a confidentiality agreement on the same terms and conditions as those contained herein.
- .4 The Offeror acknowledges and agrees that it shall be liable for any and all claims, loss, damages, costs, or expenses incurred or suffered by Canada or the Minister caused by the failure of the Offeror, or by anyone to whom the Offeror discloses the documentation or any information therein, to comply with these terms and conditions.
- .5 Nothing in this Confidentiality Agreement shall be construed as limiting the Offeror's right to disclose any information to the extent that such information:
 - (a) is or becomes in the public domain through no fault of the Offeror or any proposed subcontractor;
 - (b) is or becomes known to the Offeror from a source other than Canada, except any source that is known to the Offeror to be under an obligation to Canada not to disclose the information;
 - (c) is independently developed by the Offeror; or
 - (d) is disclosed under compulsion of a legislative requirement or any order of a court or other tribunal having jurisdiction.
- .6 The Offeror shall be required to obtain at a minimum, a Secret Level II Security Clearance, and shall at PHAC's request, provide written proof of such Security Clearance.
- .7 The Confidential Information is to be used by the Offeror for the sole purpose of completing the Project. The Offeror shall not use the Confidential Information otherwise for its own or any third party benefit without the prior written approval of PHAC.
- .8 The Offeror shall not disclose, publish, or disseminate the Confidential Information or any portion thereof to any of its Permitted Representatives or other persons without the written permission of PHAC, and then only for the purpose agreed to by PHAC.
- .9 The Offeror shall take all reasonable precautions to prevent any unauthorized use, disclosure, publication or dissemination of the Confidential Information, which includes maintaining in a secure place all Confidential Information and copies thereof, and taking reasonable steps to ensure that no one other than the Permitted Representatives shall have access thereto.
- .10 If the Offeror or one of its Permitted Representatives is required at any time to disclose any portion of the Confidential Information, the Offeror shall provide PHAC with prompt written notice of such requirement so that the Minister may either seek an appropriate remedy or alternatively to waive the Offeror's or Permitted Representative's compliance with the provisions of this Agreement.
- .11 The Offeror shall deliver to PHAC all Confidential Information, together with every copy, record, draft, working paper, and note thereof containing such Confidential Information, upon the completion or termination of the Project, or at such earlier time as PHAC requires.

3. OWNERSHIP OF CONFIDENTIAL INFORMATION

All Confidential Information remains the property of PHAC. Further, any information conceived, developed, or produced by the Offeror as part of completing the Project, where there is copyright or any other intellectual property rights in such information, vests in Her Majesty.

4. REPRESENTATIVES, WARRANTIES, LICENSES, ASSIGNMENTS

- .1 The Confidential Information is provided to the Offeror without liability on the part of the Minister, the Crown or any of its agents, employees, representatives or advisors ("Interested Parties"), and no representation or warranties, either expressly or impliedly, as to the adequacy and sufficiency of the Confidential Information is made by any of the Interested Parties.
- .2 The Offeror may not assign this Agreement or any interest herein without PHAC's written consent.
- .3 Nothing contained in this Agreement shall grant to or create in the Offeror, expressly or impliedly, any right, title, interest, or license in or to the Confidential Information.

IN WITNESS WHEREOF the parties have caused this Agreement to be duly executed on _____ day, the ____ day of _____, 2012

Signed on behalf of the Offeror (name
of the party requesting access to the
Confidential Information)

Name: _____

Signature: _____

Title: _____

Date: _____

Signed on behalf of Her Majesty the Queen
in Right of Canada as represented by the
Minister of Health

Name: _____

Signature: _____

Title: _____

Date: _____

APPENDIX C

EQUIPMENT HISTORY

AGE OF EQUIPMENT:

All equipment in the facility was commissioned in 1999 with the following exceptions:

AMSCO Eagle Sterilizer Serial # 0105400-09 - commissioned March 28, 2000
 Sterilizer, Serial #URA01029C – commissioned March 2011
 Sterilizer, Serial #5102342-010 – commissioned 2007
 Sterilizer, Serial #5102350-010 – commissioned 2007
 Amsco Isothermal Autoclave, Serial #0306311-02 – commissioned 2011
 Amsco Isothermal Autoclave, Serial # 0306311-03 – commissioned 2011
 Amsco Century Prevac convertible to Isothermal, Serial #0305211-07 – commissioned 2011

OPTION TO ADD:

Sterilizer, Serial #CTO385849-04 – commissioned July 2012
 Amsco Century Prevac, SV148H, Serial #0304812-10 – commissioned 2012
 Amsco Century Prevac, SV148H, Serial #0304512-05 – commissioned 2012
 Amsco Century Prevac, SV148H, Serial #0304712-16 – commissioned 2012
 Amsco Century Prevac, SV136H, Serial #0304412-02 – commissioned 2012
 Amsco Century Prevac, SV136H, Serial #0305212-16 – commissioned 2012
 Steris Reliance 1034 Glass Dryer, Serial #3605412002 – commissioned 2012
 Steris Reliance 500 Glass Washers, Serial #3605812-028 – commissioned 2012
 Steris Reliance 500 Glass Washers, Serial #3605812-024 – commissioned 2012

All equipment has been inspected and maintained on a regular basis throughout its lifetime.

The listing below is subject to additions/deletions as needed.

EQUIPMENT LIST

Invoice Group 1 – HC Units					
Asset No.	Description	Model No.	Manufacturer	Serial No.	Location
MOBLABSHWR	Mobile Lab Autoclave CL 3 Truck Shower	SM200	Yamato	BB700118	Mobile Lab
MOBLABPT	Mobile Lab Autoclave CL3 Passthru	ARS 815202	ARS	75509309	Mobile Lab

MOBLABMOBI	Mobile Lab Autoclave Mobicon	SM200	Yamato	B9200064	Mobile Lab
HC-001217	Autoclave Sterilizer	M/C3522SD	Castle	95L57426	H5180
HC-001238	Autoclave Sterilizer	M/C3522SD	Castle	95B56670	H4160
HC-001239	Autoclave Sterilizer	M/C3622DD	Castle	94M56460	H4430
HC-001241	Autoclave Sterilizer	M/C3522SD	Castle	95M57486	H4600
HC-001242	Autoclave Sterilizer	M/C3622DD	Castle	95A56530	H4600
HC-001260	Autoclave Sterilizer	M/C3522SD	Castle	95A56506	H3062
HC-001263	Autoclave Sterilizer	M/C3522SD	Castle	95A56570	H3120
HC-001321	Autoclave Sterilizer	M/C3522SD	Castle	95A56572	H1430
HC-001322	Autoclave Sterilizer	M/C3622SD	Castle	95A56523	H1070
HC-002954	Autoclave Sterilizer	EAGLE 3043	Amsco Steris	01-05400-09	H5390
HC-006481	Autoclave Sterilizer - Large Double Door	GEB91415 ARB-2	Getinge	5102350-010-01	N2110
HC-006482	Autoclave Sterilizer - Small Double Door	GEB6610	Getinge	5102342-010-01	N2110
HC-001325	Washer Cage and Rack	SW6300	Scientek	63-1295-1410	H1070
HC-001324	Washer Passthru Bottle	SW5100	Scientek	51-1295-1409	H1070
HC-001218	Washer Under Counter	UC 150	Scientek	15-1295-1382	H5180
HC-001253	Washer Under Counter	UC 150	Scientek	15-1295-1385	H4160
HC-001264	Washer Under Counter	UC150	Scientek	15-1295-1381	H3120
HC-001323	Washer Under Counter	UC 150	Scientek	15-1295-1386	H1430
Invoice Group 2 - CFIA Units					
Asset No.	Description	Model No.	Manufacturer	Serial No.	Location
C664614	Autoclave Sterilizer	544LS	Getinge	URA01029C	A1252
CFIA-000048	Autoclave Sterilizer	M/C3522DD	Castle	95L57433	C2095
CFIA-000627	Autoclave Sterilizer	M/C3622DD	Castle	95B56620	N2300
CFIA-000628	Autoclave Sterilizer	M/C3522DD	Castle	95O56821	N2340
CFIA-000556	Autoclave Sterilizer	M/C3622DD	Castle	95C56715	N2330
CFIA-000604	Autoclave Sterilizer	M/C3522DD	Castle	95L57436	N2310
CFIA-001100	Autoclave Sterilizer	M/C3522DD	Castle	94M56489	C2100
Option to Add:					
C664648	Autoclave Sterilizer	733	Getinge	TO385849-04	C2095
Invoice Group 3 - Common Service Units					

Asset No.	Description	Model No.	Manufacturer	Serial No.	Location
HC-001294	Washer Passthru Upright	SW5700	Scientek	57-1295-1411	C2030
HC-001295	Washer Passthru Upright	SW4700	Scientek	47-1295-1412	C2030
HC-001296	Washer Passthru Upright	SW4700	Scientek	47-1295-1413	C2030
HC/CFIA-000338	Autoclave Sterilizer	M/C3633DD	Castle	95C56727	C2064
HC/CFIA-000339	Autoclave Sterilizer	M/C 3622DD	Castle	95B56621	C2064
HC/CFIA-000340	Autoclave Sterilizer	M/C3522DD	Castle	95M57458	C2040
HC/CFIA-000341	Autoclave Sterilizer	M/C3622DD	Castle	95A57525	C2040
HC-001292	Dryer Glassware Upright	SD8570	Scientek	85712951380	C2040
HC-001293	Dryer Glassware Upright	SD8570	Scientek	857 1295 1379	C2040
TBD	Amsco Isothermal Autoclave	L1250	Steris	0306311-02	R2130
TBD	Amsco Isothermal Autoclave	L1250	Steris	0306311-03	R2130
TBD	Amsco Century Prevac convertible to Isothermal	SV 1262	Steris	0305211-07	R2130
Invoice Group 4 - JC Wilt Units Option to Add:					
Asset No.	Description	Model No.	Manufacturer	Serial No.	Location
TBD	Steam Sterilizer with steam generator	SV 148H	Amsco Century Prevac	0304812-10	TBD
TBD	Steam Sterilizer with steam generator	SV 148H	Amsco Century Prevac	0304512-05	TBD
TBD	Steam Sterilizer with steam generator	SV 148H	Amsco Century Prevac	0304712-16	TBD
TBD	Steam Sterilizer with steam generator	SV136H	Amsco Century Prevac	0304412-02	TBD
TBD	Steam Sterilizer with steam generator	SV136H	Amsco Century Prevac	0305212-16	TBD
TBD	Washer Passthru		Steris Reliance 500	3605812028	TBD
TBD	Washer Passthru		Steris Reliance 500	3605812024	TBD
TBD	Dryer Glassware		Steris Reliance 1034	3605412002	TBD



Task Authorization Autorisation de tâche

Contract Number - Numéro du contrat

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

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

☐

No - Non

☐

Yes - Oui

If YES, refer to the Security Requirements Checklist (SCRL) included in the Contract
Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat

For Revision only - Aux fins de révision seulement

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

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

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

1. Required Work: - Travaux requis :

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

Contract Number - Numéro du contrat _____

2. Authorization(s) - Autorisation(s)

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

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

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

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

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

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

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

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

Signature

Date

ANNEX "E"
TASK AUTHORIZATION USAGE REPORT

The Contractor must provide quarterly Task Authorization (TA) usage reports . The Contractor agrees that it is their responsibility to implement a system for tracking TAs under this Contract for the purposes of providing usage reports. This is to ensure that the Limitation of Expenditure indicated for "as and when requested" Work under this Contract is not exceeded.

Each Task Authorization Usage Report must include all the completed TAs for goods and services supplied under this Contract.

Task Authorization Usage Report Submission Schedule:

REPORT DUE	WORK PERIOD START DATE	WORK PERIOD END DATE
15 January	01 October	31 December
15 April	01 January	31 March
15 July	01 April	30 June
15 October	01 July	30 September

The Contractor must provide information on each completed TA using the following format:

TA NUMBER	TA DOLLAR VALUE (GST INCLUDED)	CUMULATIVE TA DOLLAR VALUE (GST INCLUDED)	COMMENTS
Total Dollar Value of TAs for this Period:			
Accumulated TAs to Date (Cumulative Dollar Value + Period Dollar Value):			

[] Check this box if you are submitting a NIL **REPORT** (We have not done any business with Canada under this Contract, for this period).

SEND TO:

wst-pa-mb@pwgsc.gc.ca

Or

Facsimile: (204) 983-7796